

## SCHOOL - TO - SCHOOL TRANSFER FORM

SECTION 1 – STUDENT DETAILS							
<i>Details of the young person to whom this Transfer Form relates.</i>							
<b>Name:</b>							
<b>Date of Birth:</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>				
<b>PPSN:</b>							

Please be advised that the above-named student has been offered a place in St Kevin’s Community College and has accepted. On foot of same, in accordance with section 20(5) of the Education (Welfare) Act 2000, please note that the completion of section 2 below by the Principal of the student’s former school in respect of the attendance records of a student under 16 years of age (or who has not completed 3 years of post-primary education) is mandatory.

For students over 16 years of age, the legal basis for transferring the data in section 2 below is set out in section 28 of the Education (Welfare) Act 2000, which provides for the supply of personal data between education bodies where it is used for, *inter alia*, ascertaining how best the student may be assisted in availing of educational or training opportunities or in developing his or her full educational potential.

SECTION 2 – STUDENT’S PREVIOUS ATTENDANCE RECORD	
In relation to all academic years, including the current year, how many days was the student absent?	
First Year: _____	Transition Year: _____
Second Year: _____	Fifth Year: _____
Third Year: _____	Sixth Year: _____

In line with section 20(5) of the Education (Welfare) Act 2000, the following section 3 of this form is **mandatory** in relation to students who are under 16 years of age (or have not completed 3 years of post-primary education) where the Principal of the student's former school considers the information relating to the student's educational progress to be appropriate for transmission to the student's new school.

However, the following section 3 is **not** mandatory where the student is over 16 years of age (unless s/he has not completed 3 years of post-primary education), but **may** be completed by you, the Principal of the student's former school, in accordance with section 28 of the Education (Welfare) Act 2000 to enable the new school to ascertain how best the student *"may be assisted in availing of education or training opportunities or in developing his/her full educational potential"*.

### SECTION 3 – EDUCATIONAL DETAILS

*Required for the assessment of individual educational needs*

#### Additional Educational Needs

Does the student have additional needs?	Yes		No	
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*If yes, tick which of the following describes those needs. Tick all that apply.*

Physical Disability		Moderate General Learning Disability	
Hearing Impairment		Severe/Profound General Learning Disability	
Visual Impairment		Autism/Autistic Spectrum Disorder	
Emotional/Behaviour difficulty/disturbance (e.g. ADD, ADHD, SEBD)		Specific Learning Disability (e.g. dyslexia, dyscalculia, dyspraxia)	
Severe Emotional/Behavioural Disorder/Disturbance		Specific Speech and Language Disorder	
Borderline Mild General Learning Disability		Multiple Disabilities (tick relevant low incidence disabilities)	
Medical Condition		English as an Additional Language	

Other:

*Briefly describe the nature of any of the needs ticked or described above.*

Does the student have a support file?	Yes		No	
If yes, is a copy of the support file being sent with this form?	Yes		No	
What level of support is the student currently receiving? (Please tick)	<i>Class Support (Support for All)</i>			
	<i>School Support (Support for Some)</i>			
	<i>School Support + (Support for Few)</i>			
Does the student have a personal pupil plan (PPP)?	Yes		No	
If yes, is a copy of the PPP being sent with this form?	Yes		No	
Does the student have access to an SNA?	Yes		No	
If yes, please describe the nature of access (toileting etc.)				
Has the student had access to an SNA in the past? If yes, please list dates and nature of access.				
Does the student require any additional supports and/or any environmental adaptations such as adapted furniture, ramps, hoists, assistive technology etc.?				
<b>Irish Language Information</b>				
Is the student currently studying Irish?	Yes		No	
If you answered no, please outline the reason why e.g. exemption:				

## Subjects

*Please tick the subjects that the student is currently studying in your school.*

*If the student is currently in transition year, please complete in respect of student subjects studied at Junior Certificate.*

English	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Maths	<input type="checkbox"/>
History	<input type="checkbox"/>	Geography	<input type="checkbox"/>	Science	<input type="checkbox"/>
French	<input type="checkbox"/>	Italian	<input type="checkbox"/>	Spanish	<input type="checkbox"/>
German	<input type="checkbox"/>	Japanese	<input type="checkbox"/>	Russian	<input type="checkbox"/>
Business Studies	<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Economics	<input type="checkbox"/>
Home Economics	<input type="checkbox"/>	Art	<input type="checkbox"/>	Latin	<input type="checkbox"/>
Classics	<input type="checkbox"/>	Applied Mathematics	<input type="checkbox"/>	Arabic	<input type="checkbox"/>
Design and Communication Graphics	<input type="checkbox"/>	Social, Personal and Health Education (SPHE)	<input type="checkbox"/>	Civil Social and Political Education (CSPE)	<input type="checkbox"/>
Computer Science	<input type="checkbox"/>	Agricultural Science	<input type="checkbox"/>	Engineering	<input type="checkbox"/>
Construction Studies	<input type="checkbox"/>	Graphics	<input type="checkbox"/>	Ancient Greek	<input type="checkbox"/>
Physics	<input type="checkbox"/>	Biology	<input type="checkbox"/>	Chemistry	<input type="checkbox"/>
Hebrew Studies	<input type="checkbox"/>	Religious Education	<input type="checkbox"/>	Music	<input type="checkbox"/>
Technology Wood	<input type="checkbox"/>	Applied Technology	<input type="checkbox"/>	Technology Metal	<input type="checkbox"/>
Politics and Society	<input type="checkbox"/>	Modern Foreign Language	<input type="checkbox"/>	Physical Education Specification	<input type="checkbox"/>
Agriculture/Horticulture	<input type="checkbox"/>	Childcare	<input type="checkbox"/>	Craft and Design	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	Graphics and Construction	<input type="checkbox"/>	Hair and Beauty	<input type="checkbox"/>
Hotel and Catering	<input type="checkbox"/>	Office Administration	<input type="checkbox"/>	Technology	<input type="checkbox"/>
Drama	<input type="checkbox"/>	Dance	<input type="checkbox"/>	Sign Language	<input type="checkbox"/>

*If you have ticked 'Modern Foreign Language' above, please state which one:*

*If the student is currently studying any subject(s) not listed above, please name the subject(s) here:*

### School Reports

Please tick to indicate that you are enclosing with this form, a minimum of the last two school reports (where available) relating to the student.

### Behaviour

Has the student ever been suspended?

Yes

No

If you answered yes, please outline how many times and the reason(s):

Has the student been expelled?

Yes

No

If you answered yes, please outline the reason(s):

### *Other relevant information*

Please provide details of any other education related information regarding the student which you deem appropriate to share with the school.

**IMPORTANT INFORMATION:**

- Where a student is exempt from studying Irish or has additional educational needs we ask that you transmit any documentation which the school has in its possession which you deem relevant to these needs.
- Please sign the “*Former School Declaration*” below as an indication that you are satisfied that the information provided by you is correct.

**FORMER SCHOOL DECLARATION**

Principal Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School Roll Number: \_\_\_\_\_

Former School Stamp

**DATA PROTECTION**

Both the student’s previous school and new school are data controllers in accordance with the GDPR and as such must comply with all relevant data protection laws, as well as each school’s/ETB’s respective Data Protection Policy. The legal basis for processing the personal data included in this form, in accordance with Article 6(1)(c) of the GDPR, is that such processing is necessary for each school’s compliance with its respective legal obligations under the Education Act 1998 and the Education (Welfare) Act 2000.