

SCHOOL - TO - SCHOOL TRANSFER FORM

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

Please be advised that the above-named student has been offered a place in Ratoath 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.

Forms should be returned to: Ratoath College, Jamestown, Ratoath, Co Meath, A85 TW84

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

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:

<i>Briefly describe the nature of any of the needs ticked or described above.</i>				
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)	Class Support (Support for All)			
	School Support (Support for Some)			
	School Support + (Support for Few)			
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.?				
Irish Language Information				
Is the student currently studying Irish?	Yes		No	
If you answered no, please outline the reason why e.g. exemption:				

Subjects					
<i>Please tick the subjects that the student is currently studying in your school.</i>					
<i>If the student is currently in transition year, please complete in respect of student subjects studied at Junior Certificate.</i>					
English	☐	Irish	☐	Maths	☐
History	☐	Geography	☐	Science	☐
French	☐	Italian	☐	Spanish	☐
German	☐	Japanese	☐	Russian	☐
Business Studies	☐	Accounting	☐	Economics	☐
Home Economics	☐	Art	☐	Latin	☐
Classics	☐	Applied Mathematics	☐	Arabic	☐
Design and Communication Graphics	☐	Social, Personal and Health Education (SPHE)	☐	Civil Social and Political Education (CSPE)	☐
Computer Science	☐	Agricultural Science	☐	Engineering	☐
Construction Studies	☐	Graphics	☐	Ancient Greek	☐
Physics	☐	Biology	☐	Chemistry	☐
Hebrew Studies	☐	Religious Education	☐	Music	☐
Technology Wood	☐	Applied Technology	☐	Technology Metal	☐
Politics and Society	☐	Modern Foreign Language	☐	Physical Education Specification	☐
Agriculture/Horticulture	☐	Childcare	☐	Craft and Design	☐
Engineering	☐	Graphics and Construction	☐	Hair and Beauty	☐
Hotel and Catering	☐	Office Administration	☐	Technology	☐
Drama	☐	Dance	☐	Sign Language	☐
<i>If you have ticked 'Modern Foreign Language' above, please state which one:</i>					
<i>If the student is currently studying any subject(s) not listed above, please name the subject(s) here:</i>					

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?	<i>Yes</i>		<i>No</i>	
If you answered yes, please outline how many times and the reason(s):				
Has the student been expelled?	<i>Yes</i>		<i>No</i>	
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: _____

Former School Stamp

Principal Signature: _____

Date: ____/____/____

School Roll Number: _____

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.