

## Student Transfer Enquiry Form

I /We the parents/guardians of \_\_\_\_\_

Date of Birth \_\_\_\_\_

give permission to the school authority at

\_\_\_\_\_ (school applicant is seeking transfer from)

to release the relevant information requested below to the school authority of

St. Joseph's Secondary School

Signed:

\_\_\_\_\_ (Parent/Guardian)

\_\_\_\_\_ (Parent/Guardian)

Date; \_\_\_\_\_

Please be advised:

*This form must be signed by both parents/guardians where both parents are legal guardians of the child. Failure to do so will render enquiry null and void.*

*Failure to answer any of the questions below or disclose relevant information may result in delay to consideration of application or any subsequent offer of place being withdrawn.*

*The information provided on this form is confidential and will be retained, used and disclosed by St. Joseph's Secondary School in line with the school's Data Protection notice.*

**All sections to be completed by the Principal or Deputy Principal of the last school attended**

## 1. Academic Progress

a) Overall comment on Academic Progress:

Excellent	
Good	
Fair	
Poor	

I/We confirm that copies of all school reports are attached

Yes	
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**1. Additional Educational Needs**

a) Does the pupil have any additional educational needs?

Yes		No	
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*If 'Yes' please provide additional details below:*

b) Has the pupil been assessed by an Educational Psychologist or other professional? (e.g. Speech and Language Therapist etc).

Yes		No	
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*If 'Yes' please provide additional details below:*

**I/We confirm that a copy of the relevant professional report(s) is attached**

Yes	
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- c) **Has the student been granted Resource teaching hours and/or Special Needs Assistance hours by the NCSE?**

Yes		No	
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*If 'Yes' please provide details below:*

- d) **Has the student been in receipt of Learning Support?**

Yes		No	
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*If 'Yes' please provide details below:*

- e) **Has the student received English as an Additional Language Support?**

Yes		No	
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*If 'Yes' please provide details below:*

### 3. Disciplinary and Behavioural Record

a) Overall comment on Disciplinary and Behavioural Record:

Excellent	
Good	
Fair	
Poor	

b) In relation to the previous full academic years please provide the following information, the number of detentions and the number of suspensions.

	Detentions	Suspensions
1st Year		
2nd Year		
3rd Year		
Transition Year		
5th Year		
6th Year		

c) Has this student been excluded or expelled from their current/previous school?

Yes		No	
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d) Has this student's behaviour been brought to the attention of their current/previous school's Board of Management?

Yes		No	
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e) Has this student's parents/guardians been asked to withdraw the pupil from their current/previous school because of their behaviour?

Yes		No	
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*If 'Yes' answered to any of the above please elaborate:*

#### 4. Attendance Record

a) Overall Comment on Attendance:

Excellent	
Good	
Fair	
Poor	

b) In relation to the previous full academic years, how many days was the student absent?

	Days Absent (out of 166/167)	Comment (if any)
1st Year		
2nd Year		
3rd Year		
Transition Year		
5th Year		
6th Year		

#### 5. Participation and Contribution to School Life

Excellent	
Good	
Fair	
Poor	

*Please comment on the above and provide details:*

## 6. Overall Comments

Signed \_\_\_\_\_

(Principal/Deputy Principal)

Date \_\_\_\_\_

<p><b>Official School Stamp</b></p>
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