

Enrolment Form: St. Mary's Junior School.

(Fáilte Welcome Bienvenue Witajcie Bine ati venit Sveiki Vitejte Takulandirani
Obokhian, _____)

Please add your own greeting on the line provided if it's not already there.

Application Date: _____

PPS No. _____

Personal Details of Child being enrolled:

Boy [] Girl []

First Name: _____ Surname: _____ (as on Birth Certificate)

Address: _____

DOB: _____ Phone No: _____ Mobile: _____

Child's Nationality: _____ Child's Country of Birth: _____

Language spoken at home: _____

Notes/Relevant Information: _____ e-mail: _____

Did your child attend playschool/preschool

Yes ☐

No ☐

If 'Yes' please give name of Playschool/Preschool: _____

If your child is transferring please give details of Previous School:

Name of School: _____

School Address: _____

What Class was your child in? _____ Did your child receive learning support? Yes [] No []

Please give details: _____

Please tick if your child has been assessed in any area below.

Psychological Assessment ☐

Speech & Language ☐

Other Assessment ☐

Child Minders / Relatives / Neighbour who can be contacted if parents unavailable:

1. Name: _____ Tel: _____

2. Name: _____ Tel: _____

Family Details & Details of Legal Guardian/Guardians:

Mother / Guardian's Details

Name: _____

Occupation: _____

Phone No: _____

Work Phone: _____

Marital Status: _____

Father

Name: _____

Occupation: _____

Phone: _____

Work Phone: _____

Information on Health/Allergies etc.

Is your child allergic to any medication or food? Yes [] No [] If yes give details below:

Is there any other relevant information about your child which we should know?

Has your child been immunised: Please tick immunisations received.

B.C.G: ____ Hib: ____ Men. C: ____ 3 in 1: ____ M.M.R: ____

The following is considered sensitive personal data which the Department asks primary schools to furnish. Your written consent is required to record this information and for the school to forward this information to the Department for purposes as outlined in circular 001/2014 a copy which is available at www.education.ie or on request from the school.

1. Your child's religion? _____
2. To which ethnic or cultural background group does your child belong (please tick one)?

<input type="checkbox"/> White Irish <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Roma <input type="checkbox"/> Any other White Background <input type="checkbox"/> Black or Black Irish - African <input type="checkbox"/> Black or Black Irish – any other black background.	<input type="checkbox"/> Asian or Asian Irish - Chinese <input type="checkbox"/> Asian or Asian Irish - Any other Asian background <input type="checkbox"/> Other - including mixed race backgrounds <input type="checkbox"/> No Consent
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(Note: Your consent in this Category is **Optional**) I consent for this information to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school.

Signed: _____ Date: _____

(Parent/Guardian)

Please read each statement below and initial the box beside it	Initial
The above details are correct and may be stored on computer as part of school records – I understand that data, other than 'sensitive personal data' is automatically stored on the Primary Online Database. The school may use my details to correspond with me by note, text, e-mail etc.	
I consent to the school supplying my child's details to the relevant Health Authorities where such information relates to providing dental care, immunisation and/or other health care normally provided through the school.	
I consent to the school sharing relevant details relating to my child with the local School Completion Programme where this relates to supporting attendance or involvement in clubs etc.	
In the event of my child transferring to/enrolling in another school I consent to the forwarding of all school records, reports and other relevant information to my child's new school.	
I give permission to class teachers and support teachers to carry out any diagnostic tests necessary to support my child's learning educational development and to be carried out with my child.	
I agree to support all school policies and in particular the School's Code of Behaviour. (Copies are available on the school website and/or from the school office)	
My child may participate in the Stay Safe, Walk Tall and R.S.E. Programmes.	
I have no objections to school photographs/videos which may include my child appearing in displays, the media and/or on the school website subject to the acceptable use policy of the school.	
My child may use electronic mail and the internet for educational purposes and subject to the acceptable use policy of the school.	
I give permission for my child to go on class trips and school tours involving his/her class.	
I want my child included in the Book Rental Scheme. I will pay in full for this scheme.	
I will be happy to share books with my child and I will ensure that books and other school material will be brought back to school each day.	
In the case of a medical emergency I give permission for my child to be taken to hospital by ambulance if such action is required.	
I understand the school follows the <i>Children First - Child Protection Guidelines</i> and has a responsibility to co-operate fully with statutory agencies in issues which may involve my child.	

I understand that as a condition of enrolling my child in St. Mary's Junior School I must accept and abide by the School Code of Behaviour. I also agree to work with the school to resolve any issues relating to my child's behaviour.

Signed: _____ (Parent / Guardian) Date: _____

Please ensure that you have included a Birth Certificate and Baptismal Certificate (if your child was Baptised) with this form. These documents will be photocopied and returned to you.

Office Use Only

Book Money Paid (Receipt attached) _____



St Mary's Junior School Data Consent Form for *Parents*

2019

The school's Data Protection Policy applies to the personal data held by the school which is protected by the Data Protection Acts 1988 and 2003 and the General Data Protection Regulation EU 2016/679.

A copy of the school's Data Protection Policy is available to view on the school's website. This Data Protection Policy (together with such updates and amendments as may be made to same from time to time will apply during the pupil's time at St Mary's. All such updates and amendments will be subject to relevant changes to legislation that may apply

The policy applies to all school staff, the board of management, parents/guardians, pupils and others (including prospective or potential pupils and their parents/guardians and applicants for staff positions within the school) insofar as the measures under the policy relate to them. Data will be stored securely, so that confidential information is protected in compliance with relevant legislation. This policy sets out the manner in which personal data and sensitive personal data will be protected by the school.

Purposes: The purposes for keeping pupils records are:

- to enable each student to develop to their full potential
- to comply with legislative or administrative requirements
- to ensure that eligible pupils benefit from the relevant additional teaching or financial supports
- to support the provision of religious instruction
- to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or to inform parents of school events etc.
- to meet the educational, social, physical and emotional requirements of the student
- photographs and recorded images of students are taken to celebrate school achievements, compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school. Such records are taken and used in accordance with the school's "Guidance for Taking and Using Images of Pupils in Schools"
- to ensure that the student meets the school's admission criteria
- to ensure that students meet the minimum age requirements for enrolment,
- to ensure that any student seeking an exemption from Irish meets the criteria in order to obtain such an exemption from the authorities
- to furnish documentation/ information about the student to the Department of Education and Skills, the National Council for Special Education, TUSLA, and other Schools etc. in compliance with law and directions issued by government departments
- to furnish, when requested by the student (or their parents/guardians in the case of a student under 18 years) documentation/information/ references to third-level educational institutions and/or prospective employers

1. Data Consent Form

The Board of Management of St Mary's Junior School, Rowlagh is a data controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application form is required for the purposes of:

- Pupil enrolment / registration
- Allocation of teachers and resources to the school
- Determining a pupil's eligibility for additional learning supports and transportation
- Assessments & school administration
- Child welfare (including medical welfare)
- And to fulfil our other legal obligations.

School Contacting You

St Mary's Junior School will use text messages, telephone and notes to inform parents and the public about events and news. The school may develop other mechanisms to contact parents / guardians.

Please confirm if you are happy for us to contact you by SMS/text message and to call you on the telephone numbers provided and to send you emails for all the purposes of:

- Sports days; Parent teacher meetings; School concerts/events.
- To notify you of school closure (e.g. where there are adverse weather conditions),
- To notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school
- To communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

Tick box if "yes" you agree with these uses

Please note: St Mary's Junior School reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent.

A parent / guardian MUST be contactable at all times

In addition we require that you provide your consent for each of the following

Tick the box if YES you agree to give consent

Use your email address to alert you to these issues? ☐

Use your mobile phone number to send you SMS texts to alert you to these issues? ☐

Use your mobile phone/landline number to call you to alert you to these issues? ☐

Tick box if "yes" you agree with these uses

2. **Data Protection Policy:** A copy of the full Data Protection Policy is available to view or download on our school website – www.stmarysjunior.ie. You and your child should read it carefully. When you apply for enrolment, you will be asked to sign that you consent to your data /your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a pupil in the school. Where the pupil is over 18 years old, they will be asked to sign their consent to this.

2.1 CCTV images/recordings

- (a) **Categories:** CCTV on school grounds is installed externally i.e. perimeter fencing/ grounds / car-park / gates etc., and internally at main entrance to our school and as detailed in the CCTV Policy. These CCTV systems may record images of staff, pupils and members of the public who visit the premises.

- (b) **Purposes:** Safety and security of staff, pupils and visitors and to safeguard school property and equipment.
- (c) **Location:** Cameras are located externally and internally as detailed in the CCTV Policy. Recording equipment is located in a secure press within St. Mary's Junior School.
- (d) **Security:** Access to images/recordings is restricted to the principals & deputy principals of St. Mary's Junior & Senior Schools and to other employees under the supervision of the principal. Recordings are retained for no longer than 28 days, except if required for the investigation of an incident. Images/recordings may be viewed or made available to An Garda Síochána pursuant to section 8 Data Protection Acts 1988 and 2003.

2.2 Photographs and Digital Images of Pupils

The school maintains a database of photographs and digital images (including video) of school events held over years. It has become customary to take photographs of pupils engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs/digital images may be published on our school website, or in brochures, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs/digital images, pupil names will not appear on the website as a caption to the picture. **If you or your child wish to have his/her photograph/digital image removed from the school website, displays, newsletters etc. at any time, you should write to the school principal.**

Consent (Please tick if you consent)

1. I consent to having my child's photograph/digital image taken as part of school's administration operations (such as attendance software) - tick here ☐
2. I consent to having my child's photograph/digital image taken as part of school activities and included in school displays – tick here ☐
3. I consent to having my child's photograph/digital image taken and included (without his/her name and in line with the school's acceptable use policy) on the school web-page and/or in the newspapers - tick here ☐

Pupil Name _____

I have read, understand and signed the relevant section of my child's enrolment form which relates to how my child's data is stored and the purpose for which this data is gathered and used.

Signed: _____

Date: _____

Parent/Guardian