



STUDENT ENROLMENT APPLICATION FORM FOR 1st YEAR Academic Year 2019-20

This enrolment form is to be used by the lawful father/mother/**LEGAL GUARDIAN** of **6th class students** to make an application for enrolment in Coláiste De Lacy. **Please note that both parents/Legal Guardians must sign the form unless in case of sole guardianship.**

This form must be fully completed (including all supporting documentation) in order to be processed for application. Completed application forms will only be accepted to the school from Monday 8th October 2018.

The Closing Deadline for receipt of applications is 3pm on Friday 19th October 2018.

Student Name	
Date of Birth	
Address	
Current Primary School	

The information provided on this form is confidential and will be retained, used and disclosed by Coláiste De Lacy and centrally by Louth and Meath ETB in line with the Data Protection Notice in Part 10 of this application form.

PLEASE USE BLOCK LETTERS WHEN COMPLETING THIS FORM

I. PERSONAL DETAILS (REQUIRED FOR SCHOOL ENROLMENT)

Student Surname	
Student First Name	
Home Address	
County	
Eircode	
Date of Birth	<i>(Please enter DOB in format xx/xx/xxxx)</i>
Country of Birth	
Nationality	
Birth Cert Attached	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Please tick ✓ appropriate box)</i>
Birth Certificate Forename <i>(if different to above)</i>	
Birth Certificate Surname <i>(if different to above)</i>	
Student PPS No	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> <i>(Please tick ✓ appropriate box)</i>
Mother's Maiden Name	

2. FAMILY DETAILS (REQUIRED FOR SCHOOL ENROLMENT AND PARENTAL CONTACT PURPOSES)

	Parent/Guardian 1	Parent/Guardian 2
Surname		
Name(s)		
Relationship to child <i>(mother/father/other guardian) please provide details</i>		
Phone Number		
Mobile Number for Messaging from School		
<i>Please indicate the number to which text messages will be sent. Please make sure the School is aware of any change in your mobile number. This is essential for texting purposes.</i>		
Contact E-mail Address		
Postal Address <i>(if different from above)</i>		
Does the child have any Brothers/Sisters in this school	<i>Name, Year</i>	
	<i>Name, Year</i>	
	<i>Name, Year</i>	
Number of Children in Family _____		Pupil's Position in Family _____

3. EMERGENCY CONTACT DETAILS (Not Parent/Guardian listed above)

Name _____
Contact Number _____ Relationship to Student _____

4. ACCESS TO/CUSTODY OF STUDENT

If there are any orders or other arrangements in place governing access to or custody of the student, please provide details.

5. PRIMARY SCHOOL DETAILS

Name of Primary School last attended _____

Roll No of Primary School last attended _____

Details of any other Primary Schools attended: *(Please provide details of any other primary schools attended including name, address and dates attended)*

Consent to Contact Primary Schools

Coláiste De Lacy, LMETB will forward the NCCA Information Request Form to request the end of year 6th class report cards (the Education Passport) from the relevant primary schools. For further information log onto www.ncca.ie

I/we give permission to contact my child's primary school and to obtain copies of the teachers' records, class notes, academic records, psychological reports and other records necessary for my child's educational welfare and for his assisting in his/her transition from primary to post primary school. I hereby give my consent and do instruct and direct my child's primary school to release these documents to Coláiste De Lacy, LMETB.

Signed _____ Signed _____
Parent/Guardian Parent/Guardian

Date: _____

6. STANDARDISED TESTING

Standardised testing may be carried out for the purposes of Literacy/Numeracy progress, Reasonable Accommodations in the State Examinations, assisting in referrals to NEPS and for Career Guidance information...etc.

Consent for Standardised Testing

I/we give permission to Coláiste De Lacy, LMETB to conduct standardised testing for the purposes of Literacy/Numeracy progress, Reasonable Accommodations in the State Examinations, assisting in referrals to NEPS and Career Guidance information

Signed _____ Signed _____
Parent/Guardian Parent/Guardian

Date: _____

7. REPORTS ON EDUCATIONAL PROGRESS

Please indicate the person to whom correspondence is to be send regarding educational progress/attainment of the student, if different from details outlined in Section 2 above.

Name _____ Relationship to Student _____

Address _____

Contact Number: _____

8. EDUCATIONAL DETAILS (REQUIRED FOR THE ASSESSMENT OF INDIVIDUAL EDUCATIONAL NEEDS. PLEASE NOTE IT MAY BE NECESSARY TO SHARE THESE DETAILS WITH SCHOOL STAFF ON A CONFIDENTIAL BASIS)

Irish is a compulsory subject for all students. Exemptions are only granted in exceptional cases	
A. Is the student currently studying Irish? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If No please indicate a reason below by ticking the relevant box and attach a copy of proof of exemption granted.</i>	
Student received primary education up to 11 years of age outside of Ireland	<input type="checkbox"/>
Student was previously enrolled in a State School after being re-enrolled after a period spent abroad, provided that at least three years have elapsed since the previous enrolment in the State and the student is at least 11 years of age on re-enrolment	<input type="checkbox"/>
Student has evidence of a disability furnished by a qualified psychologist which recommends exemption from the study of Irish. The assessment has been carried out within the last three years. (In this case the school will require a copy of this report).	<input type="checkbox"/>
Student is from abroad, who has no understanding of English.	<input type="checkbox"/>

*Please attach a letter from the student's primary school in order to confirm that an exemption from studying Irish has been granted and certified.

B. Has the student had a psychological assessment? Yes No
If Yes, is the psychological report available? Yes No

Date of psychological assessment _____ (please enter in format xx/xx/xxxx)
 Copy of psychological assessment enclosed Yes No

C. Has the student been granted resource teaching hours by the Yes No
National Council for Special Education (NSCE)?

D. Has the student availed of the services of a Special Needs Yes No
Assistant (SNA) granted by the NCSE?

E. Has the student been in receipt of learning support at Primary Yes No
School?

If Yes, please provide details below:

9. MEDICAL DETAILS (REQUIRED TO ENSURE THE SCHOOL HAS AN ACCURATE RECORD OF MEDICAL CONDITIONS INCLUDING YOUR DOCTOR'S CONTACT DETAILS IN THE EVENT OF A MEDICAL ISSUE ARISING DURING SCHOOL/ETB ACTIVITIES. PLEASE NOTE IT MAY BE NECESSARY TO DISCLOSE THIS INFORMATION TO SCHOOL STAFF IN CERTAIN CIRCUMSTANCES. IF YOUR CHILD HAS A MEDICAL CONDITION REQUIRING THE ADMINISTRATION OF MEDICATION DURING SCHOOL TIME, PLEASE CONTACT THE PRINCIPAL WHO WILL FURNISH YOU WITH A COPY OF THE LMETB POLICY AND PROCEDURE FOR THE ADMINISTRATION OF MEDICINES IN SCHOOLS)

Is Student a Medical Card Holder Yes No

Does Student require Glasses? Yes No
Does Student have any Hearing Difficulties? Yes No
Does Student suffer any Serious Illness? Yes No
Is Student on any ongoing Medical Treatment? Yes No
Does Student have any of the Chronic Conditions? Yes No

If Yes, please provide details

Other Medical concerns/information of relevance

Procedures to follow for a particular illness

GP Name, Address & Contact Number _____

10. DATA PROTECTION

A summary of the Data Protection Policy of Louth and Meath ETB is set out below. This Data Protection Policy (together with such updates and amendments as may be made to same from time to time and circulated by Louth and Meath ETB will apply during the student's time at Coláiste De Lacy.

Personal Data on this Form:

Louth and Meath ETB is a data controller under the Data Protection Acts and the EU General Data Protection Regulations. LMETB is registered as a Data Controller with the Office of the Data Protection Commissioner.

The personal data supplied on this application form is required for the purposes of:

- school concerts/events/sports **Yes** **No**
- parent teacher meetings **Yes** **No**
- to notify you of school closure (e.g. adverse weather conditions), **Yes** **No**
- to notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school **Yes** **No**
- 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.
Yes **No**

School Contacting You

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/some of the purposes of:

- school concerts/events/sports
- parent teacher meetings
- to notify you of school closure (e.g. 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.

Do you consent to LMETB:

- | | |
|--|--|
| Using your email address to alert you to these issues? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Using your mobile phone number to send you SMS texts to alert you to these issues? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Using your mobile phone/landline number to call you to alert you to these issues? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Please note: Coláiste De Lacy/LMETB reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent.

10. DATA PROTECTION (CONTINUED)

Transfer of Personal Data

While the information provided will generally be treated as private to Coláiste De Lacy, LMETB and will be collected and used in compliance with the Data Protection Acts and the EU General Data Protection Regulations, from time to time it may be necessary for us to transfer your personal data to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (the Child and Family Agency) social workers or medical practitioners, the Educational Welfare Services, TUSLA, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school). We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update your child's personal data you should write to the Principal of Coláiste De Lacy. Parents/Guardians seeking access to data other than educational progress should refer to Section 3.1(a), (b) and (c) of LMETB's Data Protection Policy (page 36).

Data Protection Policy

A copy of the full Data Protection Policy is available on the Louth and Meath ETB website www.lmetb.ie or from the Principal and you and your child should read it carefully. By signing below you are indicating 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 student in the school. Where the student is over 18 years old, they will be asked to sign their consent to this.

Photographs and Digital Images of Students

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 students 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, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs/digital images, student 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, brochure, yearbooks, newsletters etc. at any time, you should write to the Principal.

Consent (tick one only)

1. If you are happy to have your child's photograph/digital image taken as part of school activities and included in all such records tick here
2. If you would prefer not to have your child's photograph/digital image taken and included in such records, please tick here
3. If you are happy for your child's photograph/digital image to be taken and included, as 1. above, but would prefer not to have images of your child appear on the school website, in school brochures, yearbooks, newsletters etc. please tick here.

Signed: _____ Parent/Guardian

Signed: _____ Parent/Guardian

Part 11. (Contracts)

Student

Name: _____

As a student in Coláiste De Lacy, I promise to abide by the Rules and Regulations of the school, in the interests of maintaining a positive learning

environment. I have read and I accept the School Code of Behaviour

Student's Signature: _____ **Date:** _____

Parent (Contract and Consent)

In registering my above named child as a student in Coláiste De Lacy, I understand that this implies a full acceptance of the rules and policies of the school, including the Code of Behaviour, as laid down from time to time by the Board of Management.

I will provide copies of recent psychological or other professional educational assessments to the school.

I understand that, while every effort will be made to ensure that my son/daughter will be facilitated in his/her subject choices, this may not always be possible.

As a partner in the education of my child, I recognise the need for me to do my utmost to support the work of the school.

By signing below, I am giving explicit consent for Coláiste De Lacy to confirm, retain, use and disclose the information I have provided in accordance with the Louth and Meath ETB Data Protection Policy (as summarised above).

Signed: _____ **Parent/Guardian**

Signed: _____ **Parent/Guardian**

Closing date for Applications

Date: Friday 19th October 2018

Time: 15:00

Please note the following carefully:

- **Late applications will only be considered if places remain available**
- **Completion and submission of this Enrolment Application form is not a guarantee of enrolment**
- **This form must be fully completed and accompanied by all the requested documentation in order to be processed**
- **First round offers will be made in writing (on a provisional basis) during the week commencing **Monday 22nd October 2018.****
- **All offers are subject to acceptance of and compliance with the School Code of Conduct (including our School Uniform Code) for the duration of the student's time in the school**
- **The provision of false information will automatically disqualify applicants**
- **By signing this form, you are giving permission for Coláiste De Lacy and the Department of Education and Skills (DES) to retain and share personal information about the students enrolled in the school for the purposes as outlined in the DES Circular Letters 0047/2010 & 0023/2016 (available on www.education.ie). This applies to all schools.**

<i>We declare that the information we have provided is accurate and true.</i>	
Student Signature	
Date	
Lawful Father/Mother/Legal Guardian Signature	
Lawful Father/Mother/Legal Guardian Signature	
Date	

Completed Applications to:

Closing Deadline for applications:

The Principal, Coláiste De Lacy Ashbourne Education Campus Ashbourne Co. Meath	<u>3pm on Friday 19th October 2018</u>
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Enrolment Checklist:

- ✓ Fully completed and signed form (including Student PPS No.)
- ✓ Signatures of both Legal Guardians/Parents unless in case of sole guardianship (proof may be required)
- ✓ Original birth certificate enclosed?
- ✓ Two original current utility bills (for example; Electricity/Gas/Landline Telephone) enclosed for photocopying as proof of address?
- ✓ Letter of Exemption from Irish (if applicable)?
- ✓ Copy of Educational/Psychological Report(s) (if applicable)?

12. Appendix A (1)–Letter to parents/ guardians

Dear Parent/Guardian,

I am writing to you at the request of the Department of Education and Skills who are seeking the following information on the nationality, mother tongue and ethnic/cultural background of students who have been offered and accepted a place in post-primary schools for the coming year.

The Department requires this information for the purposes of statistical analysis and reporting in the areas of social inclusion and integration of students in the education system. The Department has also informed the schools that it has consulted with the Office of the Data Protection Commissioner in respect of the data they are now seeking to collect.

The Department has advised schools that it will only use this information in an aggregate format for the above purposes, i.e. not identifying individual students. Access by Department staff to any of this information is restricted to a small number of Department staff, not exceeding 15, who provide technical support to schools on the collection of this data or who work in the area dealing with statistical analysis. Further information on the purposes for which this data is required by the Department and how it is managed and secured is available in Departmental circular 0023/2016. A FAQ on the use of the data of post-primary students by the Department is also available. Copies of both of these documents may be found on www.education.ie or on request from the school.

With the exception of the Central Statistics Office (CSO) the Department has informed schools that it will not share individual data on a student's nationality, mother tongue or ethnic/cultural background with any other body or person outside of the Department. The CSO may obtain the information provided to the Department under the Statistics Acts. The CSO manage the data so provided in a secure manner and to the same standards that operates for the National Census.

Please note that schools are empowered under legislation¹ to receive information on a student's nationality which they may in turn share with the Department. In order to collect details of mother tongue and share it with the Department, the school must obtain the consent of the parent/guardian. In respect of the ethnic/cultural background of the student (because this is deemed sensitive and personal² for data protection purposes) the school must first obtain the explicit written consent of the parent/guardian to collect this data and share it with the Department.

Please complete the attached form and return it to the school.

Yours sincerely,

Janice Corrigan (Principal)

¹Social Welfare (Consolidation) Act 2005 sections 262-266 and S.I. 317 of 2015 Social Welfare (Consolidated Claims, Payments and Control) (Amendment)(No. 4) (Sharing of Information) Regulation 2015.

²Section 2 of Data Protection acts, 1988 and 2003

Circular 0023/2016 - APPENDIX A (2) FORM for the collection and return of student data by the school to the Department of Education and Skills.

NAME OF SCHOOL Coláiste De Lacy

ADDRESS OF SCHOOL Ashbourne

NAME OF STUDENT _____

Date of Birth of Student _____

Academic year which student is in _____

Q1: What is the student's NATIONALITY³ _____
(please use BLOCK CAPITALS)

Q2: Is English or Irish the MOTHER TONGUE⁴ of the student? _____
(answer YES or NO)

IN RESPECT OF THE NEXT QUESTION YOU MAY OPT **NOT** TO PROVIDE AN ANSWER.

Q3: To which ethnic or cultural background does the above named student belong?
Please circle only one category (these categories used are based on the Census)

1. White Irish
2. Irish Traveller
3. Roma
4. Any other white background
5. Black or Black Irish – African
6. Black or Black Irish – any other Black background
7. Asian or Asian Irish – Chinese
8. Asian or Asian Irish – Any other Asian background
9. Other including mixed background
10. No consent

Signed (Parent/Guardian)

PRINT NAME

DATE

Please return completed forms to the student's school

This form should be retained by the school for the duration of the student's enrolment and made available for inspection by an officer of the Department or the Office of the Data Protection Commissioner, if required.

³ NATIONALITY is the preferred nationality which the parent/guardian (or student, where of an age deemed competent to do), so provides. It is chosen regardless of whether the student is adopted or has dual nationality.

⁴ MOTHER TONGUE is the language a child speaks as their first language.

