

Student Enrolment Form Foirm Um Rollú Scoláire

*For Students Commencing in
August/September 2019/2020*

*Do Scoláirí ag Tosnú i mí
Lúnasa/Mheán Fómhair 2019/2020*

Ainm Scoláire/Student Name

Coláiste Lú
Na Méirsí Íochtaracha, Dún Dealgan, Co. Lú
Guthán/Phone: 042-9352428
Rphost/Email: eolas@colaistelu.ie

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

Tá an t-eolas líonta ar an bhfoirm seo fé rún agus beidh sé coinnithe, úsáidte agus tugtha amach ag Coláiste Lú agus go lárnach ag BOO Lú agus na Mí ag comhlíniú an Fógra Chosaint Sonraí i bpáirt 10 den fhoirm iarratais seo.

PLEASE USE BLOCK LETTERS WHEN COMPLETING THIS FORM
ÚSÁID BLOCLITREACHA AGUS TÚ AG LÍONÚ NA FOIRME SEO LE DO THOIL

1. **SONRAÍ PEARSANTA/PERSONAL DETAILS** (DE DHÍTH I GCOMHAIR ROLLÚ SCOILE/REQUIRED FOR SCHOOL ENROLMENT)

Sloinne Scoláire Student Surname	
Ainm Scoláire Student First Name	
Seoladh Baile Home Address	
Contae County	
Dáta Breithe Date of Birth	<i>(Léirigh an DB san fhoirm xx/xx/xxxx Please enter DOB in format xx/xx/xxxx)</i>
Tír Breithe Country of Birth	
Náisiúntacht Nationality	
Teastas Breith Ceangailte Birth Cert Attached	Tá <input type="checkbox"/> Níl <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Cuir ✓ sa bhosca cuí/ Please tick ✓ appropriate box)</i>
Ainm ar an Teastas Breithe <i>(má tá sé difriúil ó thuas)</i> Birth Certificate Forename <i>(if different to above)</i>	
Sloinne ar an Teastas Breithe <i>(má tá sé difriúil ó thuas)</i> Birth Certificate Surname <i>(if different to above)</i>	
Uimhir PPS Scoláire Student PPS No	
Inscne Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> <i>(Please tick ✓ appropriate box)</i>
Reiligiún Religion	
Sloinne Roimh Phósadh na Máthar Mother's Maiden Name	

2. **SONRAÍ TEAGHLAIGH/FAMILY DETAILS** (De dhíth i gcomhair rollú scoile agus teagmháil tuismitheora/REQUIRED FOR SCHOOL ENROLMENT AND PARENTAL CONTACT PURPOSES)

	Tuismitheoir/Caomhnóir 1 Parent/Guardian 1	Tuismitheoir/Caomhnóir 2 Parent/Guardian 2
Sloinne Surname		
Ainm(neacha) Name(s)		
<i>Gaol leis an bpáiste (máthair/athair/caomhnóir eile) tabhair sonraí le do thoil</i> Relationship to child (mother/father/other guardian) please provide details		
Uimhir Ghutháin Phone Number		
Uimhir Ghutháin Soghluaiste i gcomhair theachtaireachtaí ón Scoil Mobile Number for Messaging from School		
<i>Léirigh an uimhir chuig a sheolfar téacsanna. Please indicate the number to which text messages will be sent.</i>		
<i>Má athraítear d'uumhir ghutháin soghluaiste cuir an Scoil ar an eolas le do thoil. Tá seo riachtanach do théacsanna. Please make sure the School is aware of any change in your mobile number. This is essential for texting purposes.</i>		
Seoladh Rphoist Teagmhála Contact E-mail Address		
Seoladh Poist <i>(má tá sé difriúil ó thuas)</i> Postal Address (if different from above)		
An bhfuil Deartháir/Deirfiúr ar bith ag an bpáiste sa scoil seo? Does the child have any Brothers/Sisters in this school	<i>Ainm/Name, Aois/Age, Rang/Class</i>	
	<i>Ainm/Name, Aois/Age, Rang/Class</i>	
	<i>Ainm/Name, Aois/Age, Rang/Class</i>	
Líon na bPáistí sa Teaghlach/Number of Children in Family__ Ord an Dalta sa Teaghlach/Pupil's Position in Family ____		

3. SONRAÍ TEAGMHÁLA I GCÁS ÉIGEANDÁLA/EMERGENCY CONTACT DETAILS

Ainm/Name _____

Uimhir Theagmhála/Contact Number _____ Gaol leis an Scoláire/Relationship to Student _____

4. ROCHTAIN/CAOMHNÓIREACHT SCOLÁIRE/ACCESS TO/CUSTODY OF STUDENT

Má tá ord nó socrúithe ar bith ann a bhaineann le rochtain nó caomhnóireacht an scoláire, tabhair sonraí le do thoil.

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

5. SONRAÍ BUNSCOILE/PRIMARY SCHOOL DETAILS

Ainm na Bunscoile is déanaí/Name of Primary School last attended _____

Uimhir Rolla na Bunscoile is déanaí/Roll No of Primary School last attended _____

Sonraí Bhunscoile ar bith eile gur fhreastail an dalta orthu/Details of any other Primary Schools attended: *(Tabhair sonraí de bhunscoileanna ar bith eile gur fhreastail an dalta orthu le hainm, seoladh agus dátaí freastal san áireamh/ Please provide details of any other primary schools attended including name, address and dates attended)*

Cead Teagmháil a dhéanamh leis na Bunscoileanna/Consent to Contact Primary Schools

Seolfaidh Coláiste Lú, BOOLM Iarratas ar Eolas CNCM chuig na bunscoileanna cuí ag lorg tuairiscí deireadh bliana rang 6 (an Pas Oideachais). Do thuilleadh eolais téigh chuig www.ncca.ie

Coláiste Lú, 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

Tugaim/id cead teagmháil a dhéanamh le bunscoil mo pháiste agus cóipeanna de thaifead, nóta ranga, tuairiscí acadúla, tuairisc siceoleolaíocht agus taifead ar bith eile atá de dhíth do leas oideachaisiúil mo pháiste agus chun a trasnú ón mbunscoil chuig an iarbhunscoil a éascú. Tugaim chead agus treoraím do bhunscoil mo pháiste na cáipéisí seo a fhuascailt chuig Coláiste Lú, BOOLM.

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 Lú, LMETB

Signed _____ **Signed** _____
Parent/Guardian Parent/Guardian

Date: _____

6. MEASÚNÚ CAIGHDEÁNACH/STANDARDISED TESTING

Is féidir go ndéanfar measúnú caighdeánach i gcomhair dul chun cinn Uimhearthachta/Litearthacta, Oiriúntas Réasúnta sna Scrúduithe Stáit, chun cabhrú le tarchuir chuig NEPS agus d'eolas Ghairmthreorach.

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.

Cead do Mheasúnú Caighdeánach/Consent for Standardised Testing

Tugaim/id cead do Choláiste Lú, BOOLM measúnú caighdeánach a dhéanamh i gcomhair dul chun cinn Uimhearthachta/Litearthacta, Oiriúntas Réasúnta sna Scrúduithe Stáit, chun cabhrú le tarchuir chuig NEPS agus d'eolas Ghairmthreorach.

I/we give permission to Coláiste Lú, 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

Date: _____

7. TUAIRISCÍ AR DHUL CHUN CINN OIDEACHAIS/REPORTS ON EDUCATIONAL PROGRESS

Léirigh le do thoil an duine gur chóir dúinn comhghreagairt a sheoladh chuige maidir le dul chun cinn/gnóthachtáil oideachais an scoláire, má tá sé difriúil ó na sonraí léirithe i gCuid 2 thuas.

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.

Ainm/Name _____

Uimhir Theagmhála/Contact Number _____

Gaol leis an Scoláire/Relationship to Student _____

8. SONRAÍ OIDEACHAIS/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)

Is ábhar riachtanach é an Ghaeilge do gach scoláire. Tugtar eisceachtaí i gcásanna eisceachtúla amháin.

Irish is a compulsory subject for all students. Exemptions are only granted in exceptional cases

A. An bhfuil an scoláire ag déanamh staidéir ar an nGaeilge faoi láthair?

Is the student currently studying Irish? Tá/Yes Níl/No

*Ma fhreagraíodh **Níl** tabhair fáth thíos le dul thoil le tic a chur sa bhosca cúí agus ceangail cóip fianaise den eisceacht a tugadh.*

*If **No** please indicate a reason below by ticking the relevant box and attach a copy of proof of exemption granted.*

Student received primary education up to 11 years of age outside of Ireland	
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	
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).	
Student is from abroad, who has no understanding of English.	

B. An ndearnadh measúnú siceolaíochta ar an scoláire?

Has the student had a psychological assessment? Rinneadh/Yes Ní dhearnadh/No

*Má freagraíodh **Rinneadh**, an bhfuil an tuairisc siceolaíochta ar fáil?*

*If **Yes**, is the psychological report available?* Tá/Yes Níl/No

Dáta an Mheasúnú Siceolaíochta/Date of psychological assessment _____ (please enter in format xx/xx/xxxx)

Cóip den mheasúnú siceolaíochta faoi iamh/Copy of psychological assessment enclosed Tá/Yes Níl/No

C. An raibh uaireanta múinteoireacht tacaíochta bronnta ar an scoláire ón gComhairle Náisiúnta d'Oideachas Speisialta (CNRO)?

Has the student been granted resource teaching hours by the Bhí/Yes Ní raibh/No
National Council for Special Education (NSCE)?

D. Ar bhain an scoláire leas as seirbhísí Chúntóir Riachtanas Speisialta (SNA) bronnta ón CNRO?

Has the student availed of the services of a Special Needs Bhain/Yes Níor bhain/No
Assistant (SNA) granted by the NCSE?

E. An bhfuair an scoláire tacaíocht foghlama sa Bhunscoil?

F. Has the student been in receipt of learning support at Primary...Fuair/Yes Ní bhfuair/No
School?

*Má freagraíodh **Fuair**, tabhair sonraí thíos le do thoil:*

*If **Yes**, please provide details below:*

9. SONRAÍ LEIGHIS/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*)

An bhfuil Cárta Leighis ag an Scoláire

Is Student a Medical Card Holder **Tá/Yes** **Níl/No**

An bhfuil spéaclaí de dhíth ar an Scoláire?

Does Student require Glasses? **Tá/Yes** **Níl/No**

An bhfuil deacrachtaí éisteachta ag an Scoláire?

Does Student have any Hearing Difficulties? **Tá/Yes** **Níl/No**

An bhfuil trombhreiteacht ar bith ar an Scoláire?

Does Student suffer any Serious Illness? **Tá/Yes** **Níl/No**

An bhfuil an Scoláire ag fáil Cóir Leighis leanúnach?

Is Student on any ongoing Medical Treatment? **Tá/Yes** **Níl/No**

An bhfuil riocht ainsealach ar bith ar an Scoláire?

Does Student have any of the Chronic Conditions? **Tá/Yes** **Níl/No**

Má freagraíodh Tá, tabhair sonraí le do thoil / If Yes, please provide details

Buarthaí/Eolas Leighis ábharthach eile/Other Medical concerns/information of relevance

Gnáthaimh le leanúint do bhreiteacht faoi leith/Procedures to follow for a particular illness

Ainm, Seoladh agus Uimhir Theagmhála an Dochtúra

GP Name, Address & Contact Number _____

10. COSAINT SONRAÍ/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 Lú.

Personal Data on this Form:

Louth and Meath ETB 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:

- student enrolment and student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports & transportation
- examinations
- school administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations

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 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 No
- Using your mobile phone number to send you SMS texts to alert you to these issues? Yes No
- Using your mobile phone/landline number to call you to alert you to these issues? Yes No

Please note: Coláiste Lú/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.

School sending you direct marketing

We would like to send you emails/SMS text messages or write to you at your home address to inform you of special offers or promotions by certain third parties involved in the supply of school stationery and school uniform supplies.

Do you give your consent for us to do each of the following? Tick box if "yes" you agree with these offers?

- Use your email address to alert you to these offers?
- Use your mobile phone to send SMS texts to alert you to these offers?
- Use your address to send you written letters/brochures to alert you to these offers?

Transfer of Personal Data

While the information provided will generally be treated as private to Coláiste Lú/LMETB, and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, 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 National Educational Welfare Board, 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 or access your/your child's personal data you should write to the Principal requesting an Access Request Form.

Data Protection Policy

A copy of the full Data Protection Policy is available on the Louth and Meath ETB website 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**

Date: _____

Part 11. (Contracts)

Student

Name: _____

As a student in Coláiste Lú, 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 Lú, 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 Lú 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**

Date: _____

Spríodháta d'Iarrtais / Closing date for Applications

**Dé hAoine, 12 Deireadh Fómhair 2018 at 4.30in
Friday October 12th 2018 at 4.30pm**

***PARENTS OF STUDENTS WHO REQUIRE SCHOOL TRANSPORT ARE REMINDED
TO CONTACT BUS EIREANN (042-6825900)***

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.

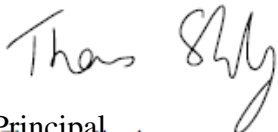
The Department has advised schools that it will only use this information in an aggregate format for the above purposes, i.e. not identifying individual students. Access by Department staff to any of this information is restricted to a small number of Department staff, not exceeding 15, who provide technical 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,



Principal .

¹ Social 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.

² Section 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 Lú

ADDRESS OF SCHOOL Lower Marshes, Dundalk, Co. Louth.

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)

- **White Irish**
- **Irish Traveller**
- **Roma**
- **Any other white background**
- **Black or Black Irish – African**
- **Black or Black Irish – any other Black background**
- **Asian or Asian Irish – Chinese**
- **Asian or Asian Irish – Any other Asian background**
- **Other including mixed background**
- **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 TOUNGE is the language a child speaks as their first language