

 DE LA SALLE COLLEGE MACROOM

 STUDENT ENROLMENT FORM

PART 1

FAMILY DETAILS

(*Required for enrolment, registration and parental contact purposes*)

Please complete in BLOCK CAPITALS

Child’s Surname: ............................................ Child’s Given Name: ....................................

Name on Birth Cert: ....................................... Date of Birth: ................................................

Child’s PPS Number: ..................................... Child’s Nationality: .......................................

 (*Preferred nationality, whether adopted or*

 *of dual nationality*)

Country of Birth: ............................................ How long in Ireland: .....................................

(*if not Ireland)* (*if not born here*)

Is the child’s English of a good standard (*if it is not his first language*)? ………………………...

Home Address: .......................................................................................................................

 ........................................................................................................................

Eircode ........................................................................................................................

PARENTAL DETAILS

Surname: ................................................... Surname: ......................................................

Forename: ................................................. Forename: .....................................................

Address: .................................................... Address: ........................................................

(If different)

(If different from above)

 ..................................................... .........................................................

 .................................................... .........................................................

Home Phone Number: ................................ Home Phone Number: ...................................

Daytime Phone Number: ............................ Daytime Phone Number: ...............................

Mobile Number: …………………………. Mobile Number: ……………………………

Email: ......................................................... Email: ............................................................

To which mobile number should school texts be sent? …………………………………………...

Mother’s maiden name (*needed for registration*): …………………………………………………

1

*If you are the Child’s Guardian*:

Surname: ..................................................... Home Phone Number: ...................................

Forename: ................................................... Daytime Phone Number: ...............................

Address: ...................................................... Mobile Number: ............................................

 ...................................................... Email: ............................................................

Any other name and contact details in case of emergency?

Name: ............................... Phone no. ............................ Relationship to child: .............................

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

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(*If there are any changes to these details, please ensure that the school is informed immediately*)

Please indicate the name and address of person(s) to whom correspondence is to be sent regarding the educational progress of the child:

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PART 2 SCHOOLING DETAILS

(*Note: We may contact other schools in connection with your child’s enrolment*)

Name and address of primary school currently attended:

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Other primary schools and years attended (if applicable): ...............................................................

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Previous primary and secondary school(s) and years attended (*if transferring to De la Salle*):

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2

PART 3 – Selection Criteria for Admission in the event of oversubscription

*This information will assist in determining whether the student meets the admission requirements in accordance with the order of priority as set out in the Admissions Policy of De La Salle College.*

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| A. If the student has any current siblings in this school, please indicate their names and current year of study.  |
|  (i) Name |  |
|  Year |  |
| (ii) Name |  |
|  Year |  |
| (iii) Name |  |
|  Year |  |
| (iv) Name |  |
|  Year |  |

|  |
| --- |
| B. If the student has a parent/guardian who is a current member of staff in De La Salle college, please indicate their name below.  |
| Name |  |

|  |
| --- |
| C. Please provide details of the students current school |
| School Name |  |
| School Address |  |

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| --- |
| D. If the student has a father/guardian who is a past pupil please state his year of graduation here.  |
| Year |  |

 3

PART 4 EDUCATIONAL DETAILS

(*Required for the assessment of individual educational needs*)

*Please note*: The study of Irish is compulsory for the vast majority of students. Exemptions from this rule are permitted only in limited situations, as follows:

The child:

1. Has a psychological assessment recommending exemption. This assessment should have been carried out within the last three years. The school will require a copy of this report before any exemption is granted.

OR

1. Has lived outside of Ireland until 11 years of age.

Is the child currently studying Irish? (*please tick*) YES NO

If you answered “NO”, please indicate the reason (a or b above): ...................................................

Has the child a psychological assessment? (*please tick*) YES NO

Please give the date of the assessment: .............................................................................................

Is the psychological report available? YES NO

Has the child been granted resource teaching? YES NO

Has the student been granted special needs assistance hours by the NCSE? YES NO

If you answered “YES” to the last question, please give details: .....................................................

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Has the student been in receipt of learning support? YES NO

If you answered “YES” to the last question, please give details: .....................................................

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 4

PART 5 MEDICAL DETAILS

(*Required to ensure that the school has your doctor’s contact details and an appropriate description for school staff of any medical conditions that may need to be dealt with during school time*)

1. Doctor’s Name: .....................................................................................................................
2. Name of doctor’s practice (if relevant): ................................................................................
3. Doctor’s phone number: .......................................................................................................
4. Do you have a family medical card? YES NO

If “YES”, Medical card number (*needed for registration*): ……...………………………...

1. Health concerns for child: .....................................................................................................

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1. Procedures to be followed (for a particular illness): .............................................................

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1. Does the child require glasses? YES NO
2. Does the child have any hearing difficulties? YES NO
3. Any other medical concerns / information of relevance? .....................................................

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 5

PART 6 IMAGES

From time-to-time the school may look to take photographs involving your child. These images serve to maintain a record of school life and to enhance the presentation of the school to the community at large.

According to data protection laws, the written permission of parent(s) / guardian(s) is required to take and store images of those below eighteen years of age.

At the time of a photograph being taken, your son will be informed of the exact use to be made of that image and then asked for his own, oral consent to that use.

The recording of images may be for any of the following specific purposes but not limited to:

* The school prospectus
* Local / national paper publications
* The school website
* The school’s Facebook and / or Twitter pages
* Internal display on the school’s corridors
* Inclusion in the Lasallian (district of Ireland, United Kingdom and Malta) newsletter, social media pages, website and other publications; these allow De la Salle schools in the district to share their activities with each other.

Having been taken, all images will be stored temporarily in secure encrypted form on the school’s devices. In general, they will be deleted from these devices as soon as they have been used. Images placed on the school’s website, Facebook or Twitter pages will be removed within one year of being uploaded.

However, the school would hope to archive certain images for the purposes of historical record or school promotion, for example on the walls of the school’s corridors or for the school prospectus.

Note that your consent for the taking of photographs of your child may be withdrawn at any time and without repercussion. Please contact the school if you wish to do so.

Please tick the appropriate boxes below to indicate consent to having your son’s photograph taken:

* for the school prospectus
* for local / national media publications
* for the school’s website
* for the school’s Facebook / Twitter pages
* for archiving purposes
* for inclusion in Lasallian publications
* none of the above

The school’s policy on images may be accessed at [www.dlsmacroom.ie](http://www.dlsmacroom.ie)

My consent or otherwise to my son ................................................. having his photograph taken by the school or its agent(s) for various purposes is indicated above. I understand that this consent, if given, may be withdrawn at any time.

Signed: ............................................................................. Date: ....................................................

Note that instances can arise where the school may seek to make video recordings involving your child. For each such case, specific written permission will be sought and will be independent of any permission given on this form.

 6

PART 7 CONTRACT

(*Please refer to the school’s Code of Behaviour on our website:* www.dlsmacroom.ie)

1. Student:

Name: ........................................................................ Date: ......................................

As a student of De la Salle College Macroom, and in the interests of maintaining a positive learning environment, I agree to abide by the rules and regulations of the school.

I have read and I accept the school’s Code of Behaviour.

Student’s signature: ................................................................... Date: ....................................

1. Parent(s) (*contract and consent*):

In registering my/our above-named child as a student of De la Salle College Macroom:

* I/we understand that this implies a full acceptance of the rules of the school as laid down from time-to-time by the Board of Management
* I/we will provide copies of recent psychological or other professional educational assessments to the school and also give permission to De la Salle College Macroom to assess psychological reports and/or screening diagnostic tests administered by the primary school
* As partner(s) in the education of my/our child, I/we recognise the need to do the utmost to support the work of the school
* By signing below, I/we give explicit consent for De la Salle College Macroom to confirm, retain, use and disclose the information provided, in accordance with the school’s Data Protection policy outlined below.

Parents’ /Guardian’s signature:

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 ............................................................................................................

Date: ................................................................................................

Note:

Parents who require school transport are reminded to complete a school transport form online.

76

DATA PROTECTION NOTICE

The General Data Protection Regulation GDPR (2018). emphasises transparency, security and accountability by those who collect, hold and process the personal data of individuals. It also standardises and strengthens the privacy rights of EUcitizens.

De la Salle College Macroom is a controller of your personal data, which means that we are responsible for how your personal data is collected, used and protected. We respect your personal data and that of your child and take care to ensure that security and confidentiality are maintained at all times.

Implementation of the GPDR policy takes into account the school’s other legal obligations and responsibilities. Some of these are directly relevant to data protection.***:***

* Under Section 9(g) of the [Education Act, 1998](http://acts2.oireachtas.ie/zza51y1998.1.html), the parents of a student, or a student who has reached the age of 18 years, must be given access to records kept by the school relating to the progress of the student in their education
* Under Section 20 of the [Education (Welfare) Act, 2000](http://www.oireachtas.ie/documents/bills28/acts/2000/a2200.pdf), the school must maintain a register of all students attending the School
* Under section 20(5) of the Education (Welfare) Act, 2000, a Principal is obliged to notify certain information relating to the child’s attendance in school and other matters relating to the child’s educational progress to the Principal of another school to which a student is transferring

* Under Section 21 of the [Education (Welfare) Act, 2000](http://www.oireachtas.ie/documents/bills28/acts/2000/a2200.pdf), the school must record the attendance or non-attendance of students registered at the school on each school day
* Under Section 28 of the [Education (Welfare) Act, 2000](http://www.oireachtas.ie/documents/bills28/acts/2000/a2200.pdf), the School may supply *Personal Data* kept by it to certain prescribed bodies (the Department of Education and Skills, the National Education Welfare Board, the National Council for Special Education, other schools, other centres of education) provided the School is satisfied that it will be used for a “relevant purpose” (which includes recording a person’s educational or training history or monitoring their educational or training progress in order to ascertain how best they may be assisted in availing of educational or training opportunities or in developing their educational potential; or for carrying out research into examinations, participation in education and the general effectiveness of education or training)

* Under Section 14 of the Education for Persons with Special Educational Needs Act, 2004, the school is required to furnish to the National Council for Special Education (and its employees, which would include Special Educational Needs Organisers, “SENOs”) such information as the Council may from time to time reasonably request

* The Freedom of Information Act 1997 provides a qualified right to access to information held by public bodies which does not necessarily have to be “personal data” as with data protection legislation. While schools are not currently subject to freedom of information legislation, if a school has furnished information to a body covered by the Freedom of Information Act (such as the Department of Education and Skills, etc.) these records could be disclosed if a request is made to that body

* Under Section 26(4) of the Health Act, 1947 a school shall cause all reasonable facilities (including facilities for obtaining names and addresses of pupils attending the school) to be given to a health authority who has served a notice on it of medical inspection, e.g. a dental inspection

* Under the *Children First* Act (2015) and Children First: National Guidance for the Protection and Welfare of Children (2017), the Department of Children & Youth Affairs, schools, their Boards of management and their staff have responsibilities to report child abuse or neglect to TUSLA - Child and Family Agency (or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána).
* The school shall comply with the Department of Education and Skills and the State Exams Commission in dealing appropriately with the generation, processing and transfer of student data for the purposes of estimating Leaving Certificate grades during the Covid-19 crisis 2020 and onwards.

GDPR extended a number of existing individual rights along with introducing a number of new rights. These rights include:

* The right of access to the personal data that is held by the school on you and your child (if under 18 years of age)
* The right to rectify any inaccuracies in the data
* The right to restrict how the personal data is processed
* The right of data portability, i.e. that it can be passed on to other agencies by request
* The right “to be forgotten”, i.e. that the data be deleted beyond recovery.

These rights were affirmed by the Irish Data Protection Act (2018) and are set out in detail on the Data Commissioner’s website, which can be accessed at <http://gdprandyou.ie/individuals>

The personal data supplied on this form will be treated in accordance with the school’s Data Protection policy, which is grounded in the General Data Protection Regulation (GDPR) 2018.

The policy is available on the school’s website, [www.dlsmacroom.ie](http://www.dlsmacroom.ie).

**Data Protection retention of Personal data.**

The Board of Management of the school is a data controller of personal datarelating to its past, present and future staff, students, parents/guardians and other members of the school community. As such, the Board is obliged to comply with the principles of data protection set out in the General Data Protection Regulation 2016 and the Irish Data Protection Act 2018.

* **Obtain and process Personal Data fairly and transparently**: Information on students is gathered with the help of parents/guardians and staff. Information is also transferred from their previous schools and onwards to schools they may transfer to. In relation to information the school holds on other individuals (members of staff, individuals applying for positions within the School, parents/guardians of students etc.), the information is generally furnished by the individuals themselves with full and informed consent and compiled during the course of their employment or contact with the School. All such data is treated in accordance with Data Protection legislation and the terms of this Data Protection Policy. The information will be obtained and processed fairly and in a transparent manner.

* **Keep it only for one or more specified and explicit lawful purposes**: The School will inform individuals of the reasons they collect their data and will inform individuals of the uses to which their data will be put. They will also be informed of the length of time the information will be held. All information is kept with the best interest of the individual in mind at all times.
* **Process it only in ways compatible with the purposes for which it was given initially**: Data relating to individuals will only be processed in a manner consistent with the purposes for which it was gathered. Information will only be disclosed on a need-to-know basis, and access to it will be strictly controlled.
* **Keep Personal Data safe and secure**: Only those with a genuine reason for doing so may gain access to the information. Sensitive Personal Data is securely stored under lock and key in the case of manual records and protected with firewall software and password protection in the case of electronically stored data. Portable devices storing personal data (such as laptops, memory sticks) will be encrypted and password protected before they are removed from the school premises. Confidential information will be stored securely and in relevant circumstances, it will be placed in a separate file which can easily be removed if access to general records is granted to anyone not entitled to see the confidential data.
* **Keep Personal Data accurate, complete and up-to-date**: Students, parents/guardians, and/or staff should inform the school of any change which the school should make to their personal data and/or sensitive personal data to ensure that the individual’s data is accurate, complete and up-to-date. Once informed, the school will make all necessary changes to the relevant records. The Principal may delegate such updates/amendments to another member of staff. However, records must not be altered or destroyed without proper authorisation. If alteration/correction is required, then a note of the fact of such authorisation and the alteration(s) to be made to any original record/documentation should be dated and signed by the person making that change.
* **Ensure that it is adequate, relevant and not excessive**: Only the necessary amount of information required to provide an adequate service will be gathered and stored.
* **Retain it no longer than is necessary for the specified purpose or purposes for which it was given**: As a general rule, the information will be kept for the duration of the individual’s time in the school. Thereafter, the school will comply with DES guidelines on the storage of Personal Data and Sensitive Personal Data relating to a student. In the case of members of staff, the school will comply with both DES guidelines and the requirements of the Revenue Commissioners with regard to the retention of records relating to employees. The school may also retain the data relating to an individual for a longer length of time for the purposes of complying with relevant provisions of law and or/defending a claim under employment legislation and/or contract and/or civil law.
* **Provide a copy of their *personal data* to any individual, on request**: Individuals have a right to know what personal data/sensitive personal data is held about them, by whom, who has access to it and the purpose for which it is held.

The data supplied by you here is required for the purposes of student enrolment with the school and for registration with the Department of Education and Skills, as well as for administration, child safeguarding and to fulfil the school’s other obligations as set down in legislation.

While the information will be treated as confidential, the school may from time-to-time be required to provide other organisations with personal data relating to your child. These bodies may include, but are not limited to, the Department of Education and Skills, The Department of Social and Family Affairs, the Garda Siochána, the Health Service Executive, TUSLA and any other school to which the student may be transferring.

We rely on parents / guardians to provide us with accurate and complete information, and to update the school in relation to any of the information where relevant. If you wish to access the personal data that the school has on you or your child, or to update it, you should write to the school Principal.

Should you have any query concerning data protection in relation to the completion of this form, please do not hesitate to contact the school.

Email: office@dlsmacroom.ie

Phone: 026-41832

8