



Scoil Bhríde, Straffan

Application for Enrolment

Applications must be fully completed and accompanied by a copy of;

- Birth Certificate/Adoption Certificate,
- Proof of Address in at least one of the parent's/guardian's name must be provided from one of the following sources;
 - *Electricity Bill,*
 - *Gas Bill,*
 - *Correspondence from a Government Department or*
 - *Office of the Revenue Commissioners*

Applicants may also be asked to provide official postcode identification in your name. Applicants are reminded that the burden of proof rests with the applicant to satisfy the Principal that they are primarily resident at the address stated on this application.

The Principal reserves the right to verify to its satisfaction any information submitted. False or misleading relevant information on an application form will deem the application invalid.

The Principal may also request additional documentation to verify any matter pertaining to your application.

- **Please ensure you have read our Enrolment Policy & Attached Consent Form.**
- **Please complete all parts of this application.** Write N/A where information requested is not applicable or not available to you.

Deadline for enrolment for Junior Infants enrolment is outlined in the School Admission Notice.

Application for enrolment into (please indicate class): _____

Date and Year on which you wish to enrol your child: _____

Child's Details

First Name (*as it appears on Birth Certificate*): _____

Surname/Family Name (*as it appears on Birth Certificate*): _____

Other current/past **siblings*** in this school _____

*** including step-siblings & foster children resident at same address – please indicate if sibling is a past pupil**

(Your child must be **4 years of age on or before 30th April** immediately preceding enrolment into Junior Infants):

Date of Birth _____

Child's PPSN: _____ (please ensure PPSN is accurate) Sex: Male / Female (please circle)

Nationality: _____

Religion: _____

Ethnic or Cultural Background: _____ (You are not required to provide this information)

Contact Details

Home Address: _____

Home Phone Number: _____

Parent/Guardian Details

Mother's First & Family Name: _____

Mother's Maiden Name: _____

Home Address: (if different from child's address) _____

Employment Status: _____

Mother's Email Address: (email address is required) _____

Mobile Number: _____

Work Number: _____

Father's First & Family Name: _____

Home Address: (if different from child's address) _____

Employment Status/Position: _____

Father's Email Address: _____

Mobile Number: _____

Work Number: _____

Is there a judgement under Family Law of which the school should be aware? YES/NO

Please give details:

Emergency Contact Numbers (other than that of parent/guardian)

Name: _____ Relationship to child: _____

Landline Number: _____ Mobile: _____

Details of Pre-school or Creche/Montessori or of Previous Primary School (if transferring):

Name of Pre-school **OR** Primary School: _____

Address _____

Transferring from: _____ Class to _____ Class

Please note, the Junior Infant class teacher may arrange a visit to your child's current educational setting in order to prepare themselves and familiarise themselves with your child before they begin Junior Infants. If your child is transferring from another school, his/her new teacher may contact the previous teacher to discuss him/her.

Please tick this box to consent to such contact between educational institutions.

Doctor's Details

Name of Clinic and Doctor: _____

Address: _____

Telephone Number: _____

Medical condition/s and/or Allergies: _____

A member of our In-school Management Team may be in contact with you to clarify medical/allergy information given and to inform you of our Medi-Alert Procedures.

Special/Complex Needs

Does your child have a special and/or additional complex need? Yes/No (Please Circle)

If yes, please give details. _____

Has your child ever received an educational/speech and language/ psychological assessment?

Yes/No (Please Circle)

If yes, please give details. _____

Has your child ever received an exemption from the study of Irish? Yes/No (Please Circle)

Please provide a copy of the Certificate of Exemption, where applicable.

Data Protection

The information you have supplied on this application form and any information you provide subsequently to the school may be used by the school and appropriate school personnel, as deemed appropriate by the school principal and/or Board of Management, in any matter relevant to your child's development.

HSE

The HSE request your child's basic contact details at various times during their time in primary school to assist in the administration of various HSE inoculations and screening tests. The school facilitates the HSE in this regard. Please see the school consent form attached.

Parish Office

We are a Catholic school under the patronage of the Archbishop of Dublin. The Parish Office requests basic contact information of all pupils for administrative purposes. This information is passed on to the Parish Office. Please see the school consent form attached.

POD (Primary Online Database)

The information provided on this 'Application To Enrol Form' will be uploaded to the Department of Education's online database of primary pupils (POD), as a requirement by the Department of Education.



Scoil Bhríde, Straffan: Consent Form

Part 1

Please complete and return with your 'Application to Enrol Form'. This consent form covers the entire period of your child's enrolment in Scoil Bhríde, Straffan. Your consent may be withdrawn at any time.

This form may only be completed for the child to which the application refers.

I / We consent that our child may leave the classroom/school premises, for the purposes outlined within the policy which include:

- Curriculum (*Football Match/Swimming. Etc. Supervised.*)
- Trips outside school on foot for curriculum purposes. (*Nature Walk. Supervised*)
- Trips outside school on bus, for curriculum purposes, whereby pupils leave and return within normal school time. (*Supervised*)

I/We hereby give our consent for all information supplied to be verified, if deemed necessary by the Board of Management to establish the accuracy of the information provided on our Application To Enrol Form.

Data Protection/GDPR Consent Form

Part 2:

Scoil Bhríde is a data controller under the Data Protection Acts, 1988 and 2003 and GDPR. The personal data supplied on this Form is required for the purposes of;

- **HSE**

I/We hereby give my/our permission for my/our child's information to be passed to the HSE for the purposes of arranging Vision/Hearing Screening and Immunisation Programmes. A separate permission slip will be forwarded home for partaking in these programmes.

- **Parish Office & Parent Association**

I/We hereby give my/our permission for my/our child's basic contact information to be provided to the local Parish Office and or Holy Family NS Parent Association for administrative purposes.

- **POD (Primary Online Database)**

I/We hereby give my/our permission for the information provided on this 'Application to Enrol Form' to be uploaded to the Department of Education's online database of primary pupils (POD), as a requirement by the Department of Education.

- **Video/Photographs**

I/We hereby give my/our permission for my/child to be photographed or video recorded, while in school and only under the supervision of a member of school staff for curriculum purposes. Photographs are for displays inside the school only

The school maintains a database of photographs / videos of school events held over years. It has become customary to take photos / videos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school.

(Parents/Guardians should be aware that CCTV operates in the school for security and child protection reasons only for which consent is not required by the Board of Management. Recordings are totally confidential and automatically deleted after 28 days. CCTV images may be given to the Garda Síochána upon request.)

I understand that a separate consent will be requested of me for the taking of photographs/videos of my child for any purpose not sanctioned by the Principal for curricular reasons. I understand that a separate consent will be requested of me for the taking of photographs/videos of my child for use on the school website/ school App.

Please tick both boxes to provide consent;

I have read Part 1 the Consent Form for Scoil Bhríde and understand that I am consenting for my child to leave the school for curriculum purposes and for the details supplied on our application to be verified by the Board of Management if deemed necessary. *tick box here*

I have read Part 2 the Consent Form for Scoil Bhríde and understand that I am consenting for the use of my child's data as outlined in the items described in this consent document. *tick box here*

Pupil's Name: _____

Parent/Guardian Signatures: 1. _____ 2. _____ Date: _____

Both Signatures of parents/guardians required where applicable.