

St Mary's C.B.S.
Borris Road,
Portlaoise,
Co Laois



Phone: 057 8635041
Fax: 057 8631177

Principal: Ms Maura Murphy
Deputy Principal: Mr Brian Thompson
Deputy Principal: Mr Cyril Mulligan

First Year Enrolment Application Form for School Year starting in September 2019

First Name(s): _____ Surname: _____

Date of Birth: _____ Pupil PPS No: _____

Address: _____
_____ Eircode: _____

Country of Birth: _____ Nationality: _____

Mother's Maiden Name: _____ Mother's Name: _____

Mother's Mobile: _____ Mother's Work No: _____

Father's Name: _____ Father's Mobile: _____

Father's Work No: _____ Home Phone: _____

Parents' Contact Email Address: _____
(Clearly Written)

Emergency Contact Name & No: _____

1. What primary school did your son attend?	
2. How many years has he attended that primary school?	2.
3. If he has attended another primary school as well, please name it.	3.
4. Have you another son(s) currently in school in St. Mary's CBS?	YES / NO
4. If so, please state name(s) and class(es) this year.	
5. Are you a staff member of St. Mary's CBS?	YES / NO

For Office
Use Only:

Time Received: _____

Received By:

Application No: _____

School Stamp

Does your son have a Medical Card

Yes / No

If yes, please supply Medical Card number:

Primary School Telephone No: _____ **Roll No:** _____

Please indicate if your son has been involved with any other outside agencies that are relevant to school:

1. Details of Guardianship, custody and/or Access order/Arrangements which the school should be aware of.

2. Has your son been assessed and diagnosed with a Specific Learning Difficulty which entitles him to (a) Special Needs Resource Teaching or (b) A Special Needs Assistant? Please give brief details.

3. Is your son currently in receipt of Learning Support in primary school for (a) Literacy, (b) Numeracy, (c) both:

4. Are there any agencies involved in supporting your sons learning i.e. HSE, Speech Therapist, Counsellor, Occupational Therapist etc. If so, please specify:

5. Has your son received a formal exemption from the study of Irish whilst attending Primary School? Full documented evidence of this exemption must be provided. Please speak to the Primary School Principal to get a copy.

6. Does your son suffer from a medical condition that requires daily medication? If so, please give brief details:

All correspondence to be addressed to:

Name: _____

Address: _____

Do you wish to have correspondence sent to another Parent / Guardian at a separate address? If so, please give details below:

Name: _____

Relationship to student: _____

Address: _____

The school uses text messaging to communicate with Parents/Guardians. When the school is sending text messages, messages should be sent to (Please tick one):

Fathers Mobile Only ___ Mothers Mobile Only ___ Both Mobiles ___

I verify that the above information is true:

Signature of Parent(s) / Guardian(s): _____

Date:

**Please note*

The closing date for the return of completed Application Forms for entry into First Year for the 2018/19 school year is Friday 12th October 2018 at 12 noon. All applications received after this date and time will be considered to be late applications and will go onto a "Late List".

Please return the following information to the school with all completed Application Forms:

- **Students Birth Certificate. (Copy)**
- **2 Signed Passport Photographs.**
- **Psychological Report (if applicable)**
- **Official Letter of Exemption from Irish (if applicable)**

Applications will not be considered until all the relevant documentation has been submitted to St. Marys CBS.

Privacy Notice (effective 25th May 2018)

Who is collecting the data

St. Mary's CBS
Borris Road,
Portlaoise,
Co. Laois.
T: 057 8635041

This Privacy Notice governs the manner in which St. Mary's CBS collects, uses, maintains and discloses information collected using the Application Form.

Personal Identifiable Information

We collect personal identification information from students in a variety of ways in connection with the delivery of education at our school. We will collect personal identification information from data subjects only if they voluntarily submit such information to us:

Processing Activity/Purpose	Type of Data	Lawful Basis for Processing
Student Data (Enrolment & Administration)	<ul style="list-style-type: none"> • Student Data incl. Name; Surname; Date of Birth; PPS Number; Address; Nationality; Country of Birth; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; • Parent / Guardian Name; Phone Number; Home address; Mobile Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card; • Name, Address & Tel. No. of GP, Previous Educational History. • Photos with classmates, tours, matches etc. • Classroom based assessments and exam results; • State Examination Results; 	Public Interest. Legal Obligation.
Provision of psychological services to students as a suitable and specific measure for the processing of this data the Department (NEPS) will seek the explicit consent of the parent/guardian for the processing of the child's data related to his/her health.	<ul style="list-style-type: none"> • Psychological assessments and reports; 	Public Interest. Legal Obligation.
School Transport Schemes including specific transport provision for some students with special educational needs or medical conditions. Also transport arrangements for students residing in remote areas.	<ul style="list-style-type: none"> • Transport requirements; • Bank or waiver details of the parent/guardian; • Location/route; • School contact details; 	Public Interest. Legal Obligation.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding our deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in St. Mary's CBS Data Protection Policies.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share generic aggregated demographic information with the Department of Education from time to time.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore, we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Privacy Notice please contact us.

Consent Form for Sensitive Personal Data for the School's October Return to the Department of Education and Skills

Certain sensitive personal data which the Department asks post-primary schools to furnish via the "Annual Post-Primary School October Return/Examination Entries" process requires your written consent for your child's school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 0047/2010 a copy which is available at www.education.ie or on request from your child's school.

Please note that the reference to "you" in this consent form means a parent or a guardian of a student, or a student aged 18 years and over who is attending a recognised post-primary school.

Please enter the following details in BLOCK CAPITALS

Name of School:

Name of Parent/Guardian:

Name of Student:

Class year of student

1. Where your child is currently in 1st Year do you or your child possess a medical card?
(Please CIRCLE the appropriate answer)

YES

NO

2. Is your child a member of the Traveller Community *?
(Please CIRCLE the appropriate answer)

YES

NO

** "Traveller Community" means the community of people who are commonly called Travellers and who are identified (both by themselves and others) as people with a shared history, culture and traditions including, historically, a nomadic way of life on the island of Ireland. Section 2(1) of the Equal Status Act, 2000*

Signed: _____

Date: _____

Parent/Guardian/Student

Please complete this form and return to your post-primary school. This form will be retained by the post-primary school and will be made available for inspection by authorised officers of the Department or from the Office of the Data Protection Commissioner.

**Form for the collection and return of student data by the school
to the Department of Education and Skills.**

NAME OF SCHOOL _____

ADDRESS OF SCHOOL _____

NAME OF STUDENT _____

Date of Birth of Student _____

Academic year which student is in _____

Q1: What is the student's NATIONALITY? _____

4 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.

5 MOTHER TONGUE is the language a child speaks as their first language. (please use BLOCK CAPITALS)

Q2: Is English or Irish the MOTHER TONGUEs 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: _____

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.