**St Mary’s Primary School, Enfield, Co Meath - Enrolment Form**

**The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Dept at individual pupil level on a live system. This information will be used to evaluate progress and outcomes of pupils at primary level , to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting. The database will hold data on all primary school pupils.**

**The database will also contain, on an optional basis, information on the pupil’s religion and on their ethnic or cultural background. The data required for POD is marked with an asterisk\*. All other data we need for the efficient running of the school. In order to assist the gathering of data please complete the form in CAPITAL LETTERS and return to the school where this form is retained.**

**\*Pupil First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Pupil Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Gender: Male:\_\_\_ Female:\_\_\_\_**

**\*Birth Cert First Name: (if different from above)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Birth Cert Surname: (if different from above) \_\_\_\_\_\_\_\_\_\_\_**

**\*PPSN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Mother’s Maiden Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Child’s County of Residence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Child’s Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Pupil Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date you wish child to begin in this school e.g *September 2015, 06/09/2015*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Is English the main language spoken at home Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_**

**If not what is the main language spoken at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone / Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone / Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number (only one per family) to receive text messages from school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mother’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Father’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Names of Brothers/Sisters in this school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Number of emergency contact should Parents not be contactable : Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Number of 2nd emergency contact should Parents not be contactable (Optional) : Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile: \_\_\_\_\_\_\_\_\_\_**

**Name and phone number of Family Doctor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you give permission to take the child straight to a doctor or hospital in case of serious illness or**

**accident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and address of pre-school or previous school attended**

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**Class in that school if transferring from another primary school:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number of previous preschool / school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If your child is transferring from another school, did they attend a support teacher for extra tuition? If yes give details**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**If your child is transferring from another school, did they have an exemption from Irish. Yes \_\_\_\_ No \_\_\_\_**

**If Yes, please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I give permission to the Principal / Deputy Principal to discuss the needs of my son / daughter with the manager of the pre-school / school listed above Yes No**

**Does your child have any health issues that the school should be made aware of? Eg allergies, epilepsy, asthma,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Has your child ever been referred to a specialist by the doctor? Yes No**

**If yes please give brief details for referral \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your child appear to have difficulties with the following:**

**Yes Yes Yes Yes Yes**

**Hearing No Speech No Vision No Motor skills No Other No**

**If you answered yes to any/all of the above please give details:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Do you give permission for your child to go on school trips under teacher supervision during the school day.**

**Yes No**

**A photo will be taken of your child to include on our School Database. Sometimes photos of the school children are taken by teachers to record school activities as part of the normal running of the school, portfolio of work, projects, sports day, newsletter etc. At other times journalists visit our school to take pictures of the children e.g. awards/prizes, sporting events, first day at school etc. to publish in the papers. The Board of Management cannot be held responsible for pictures/video taken by parents at Celebrations, School Concerts, parades etc.**

**Do you give permission for your child to be photographed for local papers?**

**Yes No**

**The School has an Internet policy. The sites that can be accessed at the school are restricted using the filtration system provided by the National Centre for Technology in Education. As the school makes more use of the website in the future it is necessary to clarify the permission below.**

**Do you understand that if the school considers it appropriate, my child’s photograph may be chosen for inclusion on the school’s website in the future. (No particular child will be identified by name and no personal information will be included.)**

**Yes No**

**Do you agree to support the School Plan (the ethos, policies, procedures and guidelines) including the Code of Behaviour and will co-operate with the staff of the school. They are available to view on** [**www.enfieldps.ie**](http://www.enfieldps.ie)

**Yes No**

**Does any legal order under Family Law exist that the school should know about, please give details? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature of Father / Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Mother/ Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Names of children in the family who have yet to come to school:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please tick that you have included the following**

* **Completed Enrolment form**
* **Bill Showing Address**
* **Photocopy of Birth Cert.**

**See final section overleaf**

The Department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the **Primary Online Database.**  Both religion and ethnic and cultural background are considered sensitive personal data categories under Data Protection legislation. Therefore, it is necessary for each pupil’s parent/guardian to identify their child’s religion and ethnic background, and to consent for this information to be transferred to the Department of Education and Skills.  All other information held on POD was deemed by the Data Protection Commissioner as non-sensitive personal data.

**Please complete section A and B**

1. **Ethnic or Cultural background**

**To which ethnic or cultural background group does your child belong (please tick one)?**

**(Categories are taken from the Census of Population)**

**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 \_\_\_\_**

1. **Religion What is your child’s religion?**

**Roman Catholic \_\_\_ Church of Ireland \_\_\_ Presbyterian \_\_\_**

**(incl. Protestant)**

**Methodist, Wesleyan \_\_\_ Jewish \_\_\_ Muslim (Islamic) \_\_\_**

**Orthodox \_\_\_ Apostolic or Pentecostal \_\_\_ Hindu \_\_\_**

**(Greek, Coptic, Russian)**

**Buddhist \_\_\_ Jehovah's Witness \_\_\_ Lutheran \_\_\_**

**Atheist \_\_\_ Baptist \_\_\_ Agnostic \_\_\_**

**Other Religions \_\_\_ No Religion \_\_\_**

**No Consent \_\_\_\_**

***I consent for this information to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school.***

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please complete this form and return to your primary school. For further information on POD please go to the Department of Education and Skills’ website www.education.ie**