**APPLICATION FOR ENROLMENT 2023/24 (Form 2)**

**Dear Parent / Guardian, following completion of our Admission Form (Form 1) & by virtue of the fact that criteria have been met,**

Please attach small photo of your son or daughter here.

|  |
| --- |
| **I am delighted to inform you that your son / daughter** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Is eligible for enrolment at our school from next year.** |

**If you are willing to accept this placement, please complete this Enrolment Form (Form 2) fully and return it to the office by 1st April next. Where two signatures are required, please do so if possible. Please ensure that all requested items as per Section 13 are returned with this form. Further policies referred to in the application form can be accessed on our website** [**https://ballymacns.com**](https://ballymacns.com) **Le gach dea ghuí.**

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

**Principal**

**SECTION 1 - Pupil Details.**

(*Required for school enrolment and to ensure that the applicant meets admissions criteria*)

Note: The information provided on this form is confidential and will be retained, used and disclosed by Ballymacarbry N.S. in line with Data Protection Policy in place.

**Already completed in Admission Form. (Form 1) however we do need the following at this stage;**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Birth |  |  |  |  |  |  |  |  |
| Nationality of Child |  |
| Religion of Child (Please See Section 7) |  |
| P.P.S. Number |  |  |  |  |  |  |  |  |
| Eircode |  |  |  |  |  |  |  |  |

**SECTION 2 – Family Details.**

(*Required for parental / guardian and emergency contact / safeguarding purposes)*

**Already completed in Admission Form. (Form 1) however we do need the following at this stage;**

|  |  |
| --- | --- |
| Nationality of Parents:  |  |
| Mother’s maiden Name: |  |
| Contact No. For Text Messages:  |  |
| Contact e-mail for Updates: First |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  Second |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Does any legal order under family law exist that we should know of? | YES | [ ] | NO | [ ] |
| **\*If yes, please arrange to meet with principal at your earliest convenience.** |

**SECTION 3 - Previous School & Siblings in School**

1. **If your child is enrolling to Junior Infants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has your child attended pre-school? | YES | [ ] | NO | [ ] |
| If yes for how long? |  |
| Name of Pre-school? |  |
| Address? |  |
| Contact Name? |  |
| Contact No? | 0 |  |  |  |  |  |  |  |  |  |

1. **If you are enrolling a child to any other class.**

|  |  |
| --- | --- |
| Name of school? |  |
| Address of School? |  |
| Principal Name? |  |
| Contact No? | 0 |  |  |  |  |  |  |  |  |  |
| Reason for Transfer? |  |

1. **Siblings in Ballymacarbry School.**

|  |  |  |
| --- | --- | --- |
| **Sibling**  | **Age** | **Class in Sept 2023** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 4 - Emergency Contact Numbers & Arrangements**

(N.B. We will make every effort to contact you in case of an emergency but we ask you to please provide us with alternative numbers should this prove difficult to do. Should any of these numbers change while your child is in our school, please contact us immediately.)

|  |  |
| --- | --- |
| 1. **Name**
 |  |
| **Relationship to child** |  |
| **Address** |  |
| **Contact Number** | H: | 0 | 5 |  |  |  |  |  |  |  |  | M:  | 0 | 8 |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 1. **Name**
 |  |
| **Relationship to child** |  |
| **Address** |  |
| **Contact Number** | H: | 0 | 5 |  |  |  |  |  |  |  |  | M:  | 0 | 8 |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 1. **Name**
 |  |
| **Relationship to child** |  |
| **Address** |  |
| **Contact Number** | H: | 0 | 5 |  |  |  |  |  |  |  |  | M:  | 0 | 8 |  |  |  |  |  |  |  |  |

**SECTION 5 – Health (Medical Details)**

***(Required to ensure the school has a knowledge of your child’s health including problems which may arise during school time and has your doctor’s contact details in order to contact that doctor in the event of a medical issue arising. Please note it may be necessary to disclose this information to staff in certain circumstances)***

|  |  |
| --- | --- |
| Family Doctor |  |
| Contact No | 0 |  |  |  |  |  |  |  |  |  |
| Health Issues |  |
| Allergies |  |
| Medical Card Number. (if Applicable) |  |  |  |  |  |  |  |  |  |  |
| Do you give permission for the staff to administer basic first aid to your child if injured during the school day? |  |
| Do you give the school permission to bring your child to the nearest doctor on duty in the event of an accident?(In the event of us not being able to contact you) | YES | [ ] | NO | [ ] |
| Do you give the school permission to bring your child to hospital in the case of a serious illness or accident? | YES | [ ] | NO | [ ] |
| Arrangements to be made if child is ill in school? |  |
| Is your child allergic to any medicine/substance? | YES | [ ] | NO | [ ] |
| If yes, please give details; |  |
| **Should any of these answers change as they may from time to time, please feel free to contact us on 052 6136349** |

**SECTION 6 – Special Education Needs (SEN)**

|  |
| --- |
| Most classes have an extra support teacher assigned to help all children within the class. On occasion, it may be necessary for organisational reasons, to remove a group of children to another room with SET teacher or class teacher. If your child is experiencing learning difficulties, you will be informed by the class teacher. |
| I understand and agree with the above procedure as per school policy | **Signed:** |
| At some stages in your child’s education, the class teacher in consultation with the Special Education Team of teachers may wish to offer additional support to your child in line with school policy. Parents will be notified of this in advance. |
| At some stages in your child’s education, the class teacher in consultation with the Special Education Team of teachers may wish to carry out screening / diagnostic testing to ascertain your child’s progress. Parents will be notified of this in advance. Results will be communicated following assessment also.  |
| I give permission for my child to undertake standardised and / or screening and diagnostic testing as decided upon by the school | **Signed:** |

**SECTION 7 - Primary Online Database (POD)**

**\*All information offered is strictly confidential and will be used for school purposes.**

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 Department at individual pupil level on a live system. The database allows the Department to evaluate the 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 including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother's Birth Surname, Address (including Eircode), Date of Birth, Gender, Nationality, whether one of the pupil's mother tongues is English or Irish, whether the pupil is in receipt of an Exemption from Irish and if so the reason for same, and whether the pupil is in a Mainstream or Special Class. The database will record the class grouping and standard the pupil is enrolled in. The database will also contain, on an optional basis, information on the pupil's religion and on their ethnic or cultural background.

Please complete the attached POD form for your child and return as part of this registration process.

|  |
| --- |
| **To which ethnic or cultural background group does your child belong?****Please choose one taken from the Census of population.****(We ask this question to provide information to Department of Education & Skills Annual Census which is expected from us by 31/10 each year.)** |
| **White** **Irish** |  | **Irish** **Traveller** |  | **Roma** |  |
| **Any Other White Background** |  | **Black** **African** |  | **Any Other Black Background** |  |
| **Chinese** |  | **Any Other Asian Background** |  | **Other (including****Mixed Background)**  |  |
| No Consent |  |

|  |
| --- |
| **What is your child’s religion?****Please choose one, categories are taken from the Census of population.****(We ask this question to provide information to Department of Education & Skills Annual Census which is expected from us by 31/10 each year.)** |
| **Roman Catholic** |  | **Hindu** |  |
| **Church of Ireland (including Protestant)** |  | **Buddhist** |  |
| **Presbyterian** |  | **Jehovah’s Witness** |  |
| **Methodist Wesleyan** |  | **Lutheran** |  |
| **Jewish** |  | **Atheist** |  |
| **Muslim (Islamic)** |  | **Baptist** |  |
| **Orthodox (Greek, Coptic, Russian)** |  | **Agnostic** |  |
| **Apostolic or Pentecostal** |  | **Other Religions** |  |
| **No Religion** |  | **No Consent** |  |

**SECTION 8 – Faith Formation R.E.**

|  |
| --- |
| Ballymacarbry Central School is a Catholic school whose modus operandi is underpinned by its Catholic ethos. Our aim is to provide a safe, happy learning environment where children’s emotional, psychological, physical and moral development is catered for in addition to their academic progress. The school promotes and expects from its pupils, a tolerance of different religious beliefs, and of those with no religious beliefs. Further information in relation to the teaching of R.E. can be obtained from the principal if required. |

**SECTION 9 – SPHE**

|  |
| --- |
| During your child’s time in primary school and as part of the SPHE curriculum, the RSE (Relationships and Sexuality Education) and Stay Safe (Personal Safety Skills) programmes will be taught. Further details of both of these programmes will be provided to parents before they are delivered in each class (**please tick and sign below**): |
| **Yes, I am happy for my child to participate in the RSE & Stay Safe Programme** |  **[ ]** |
| **No, I do not want my child to take part in the RSE & Stay Safe Programme** |  **[ ]** |
| **(If this section is selected the principal will follow up with a phone call to discuss same.)** |
| **Signed:** | **Signed:** |

**SECTION 10 – Other Relevant Information**

(Required to build a socio-educational profile of your child giving him/her the best education possible and applying for any extra resources available to assist with such difficulties.)

|  |
| --- |
| Please outline any difficulties your child may have; (such as behavioural, speech, emotional, educ... etc.)Alternatively, feel free to discuss this with Ms Franey D.P. (Head of Special Education Needs at school.) |
|  |
| Has your child been formally assessed for educational needs, emotional & behavioural, speech and language? | YES | [ ] | NO | [ ] |

**SECTION 11 – School Rules / Code of Conduct / Anti Bullying Policy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you accept our School Rules as attached? | YES | [ ] | NO | [ ] |
| **Signed:** | **Signed:** |
| Do you accept our Code of Conduct Policy? | YES | [ ] | NO | [ ] |
| **Signed:** | **Signed:** |
| Do you accept our Anti-Bullying Policy? | YES | [ ] | NO | [ ] |
| **Signed:** | **Signed:** |

**SECTION 12 – Correspondence from Parents’ Association.**

(Required to pass onto PA for updating parents / Guardians on school / class related issues.)

|  |
| --- |
| Dear Parents,Ballymacarbry National School Parents Association has set up a “WhatsApp” group to keep you all informed on our activities. Due to GDPR, we need consent for you to be added to this group. If you would like to be added, please complete the reply beneath and return it to the school via this enrolment application. Many thanks Aoife Fenlon – Chair |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, give permission for my personal data to be held by members of the Ballymacarbry National School Parents Association. I understand that I may withdraw this consent at any time. I also understand that I may request to view these details at any time by contacting a member of the committee. |
| **Signed:** |  | Mob: | 0 | 8 |  |  |  |  |  |  |  |  |

**SECTION 13 – Registration**

**(To complete the registration process, it is imperative that the following documents / items are returned to school by 1st April. Please tick the appropriate box as you prepare the application.)**

|  |  |  |
| --- | --- | --- |
| Completed Enrolment Form (Form 2) | YES [ ] | NO [ ]  |
| Passport sized Photo of Child | YES [ ] | NO [ ]  |
| Copy of Child’s Birth Certificate | YES [ ] | NO [ ]  |
| Confirmation of Home Address | YES [ ] | NO [ ]  |
| Signed School Rules Sheet | YES [ ] | NO [ ]  |
| Copy of Child’s Baptismal Certificate | YES [ ] | NO [ ] | N/A [ ] |
| (If baptised outside the four local churches) | Fourmilewater, Nire, Newcastle & Touraneena |
| Copy of any Medical Reports | YES [ ] | NO [ ] | N/A [ ] |
| Recent School Report (If Transferring) | YES [ ] | NO [ ] | N/A [ ] |

**SECTION 14 - Declarations / Consent**

I certify that the information I have given in this form is correct. I confirm that I have received and read a copy of the School Booklets, the School Rules, the Code of Behaviour and the Anti-Bullying Policy.

I agree that the pupil enrolled herewith will be subject to those codes and policies.

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent / Guardian** **Signature 1** |  | **Date** |  |
|  |
| **Parent / Guardian** **Signature 2** |  | **Date** |  |

**Ballymacarbry Central School Parental Permission Form**

**(\*Please sign all permissions individually)**

(Each year, we ask your permission for your child to participate in certain activities. In order to cut down on unnecessary paperwork and simplify record-keeping, we have decided to include as many permissions as possible on one sheet.)

|  |  |  |
| --- | --- | --- |
| **Activity** | **Yes** | **No** |
| Go on school tours, local educational visits / field trips and participating in school activities (e.g. sports, quizzes, choir, religious ceremonies etc) |  [ ] |  [ ] |
| **Signed:** | **#1** | **#2** |
| On occasions such as Communion, Confirmation and other school events such as New Junior Class, photographs may be taken of children for school purposes and in some instances identify the children by name. Do you agree to the school using your child’s image in this way? | [ ] |  [ ] |
| **Signed:** | **#1** | **#2** |
| It is the school’s policy to celebrate your child’s work and achievements.  As a result, images of your child and his/her work may appear on our newsletters/social media/website and local media. At no stage will your child be identified by name (unless previously agreed with you). Usually, children will only be pictured at a distance & in groups. Do you agree to the school using your child’s image in this way? | [ ] | [ ] |
| **Signed:** | **#1** | **#2** |
| Do you consent to the school holding you and your child’s information for the purposes of delivering an education and sharing it with relevant state agencies as per our Data Protection Policy? | [ ] | [ ] |
| Do you consent to the school sharing your child’s information with Statutory relevant bodies such as the HSE upon their request? | [ ] | [ ] |
| **Signed:** | **#1** | **#2** |

**OPEN DAY FOR NEW ENTRANTS WILL TAKE PLACE ON**

**WEDNESDAY 14th JUNE 2023 between 1pm – 2:30pm**

**---------------------------------------------------------------------------------------------------------------------------------------**

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| **Date Received** |  |
| **Data Entry Completed** |  |
| **School Stamp** |  |

****

**Ballymacarbry Central School - Rules**

1. School Hours: 9:20 a.m-3:00p.m. {Junior/Senior Infants finish at 2:00p.m.}
2. Children must never leave the school grounds during school time, without the

permission of the Class Teacher. Children have to be signed out by adult.

1. A written explanation is appreciated when a child is absent from school.
2. The Board of Management or Staff does not undertake responsibility for children

Coming to or going home from school.

1. All drinks should be in plastic bottles or metal containers and lunches in a plastic lunch

box. We are a “Green School”.

1. Pupils are asked to behave in a quiet and orderly manner at all times in the school and

its grounds.

1. Courtesy and good manners towards each other, the teaching staff and others

employed by the school are expected at all times.

1. Disobedience, dishonesty, back answering, fighting or any behaviour which interferes

with the smooth running of the school will not be tolerated.

1. Bullying or harassment in any form including physical, verbal or Sexual harassment

will be severely dealt with by the school Authorities and may warrant suspension

or reporting or in severe cases expulsion.

1. Chewing gum and crisps are forbidden in school.
2. Children are asked to treat with care and respect the property of the school, their own property and that of others.
3. Tippex should not be used in school or in school work.
4. All pupils are to wear **full school uniform** with dark leather shoes on Mondays,

Tuesdays and Thursdays. The P.E. uniform is to be worn on Wednesdays and Fridays. Runners are only to be worn with the P.E. uniform.

1. Pupils playing games at lunch time must bring suitable gear.
2. Homework is regarded as an integral part of school work .Failure to do homework

**will be regarded as a breach of discipline.** Parents are asked to ensure that

homework is completed each night. Pupils who fail to do homework may be deprived

of playtime, games etc.

1. **Parents are asked to ensure that jumpers, shirts, coats and trousers**

are clearly marked.

I ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to abide by these rules. (Child)

Parents/Guardians signatures:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Appendices**

**To accompany Application Form (Form 2)**

1. **Ballymacarbry Central School Code of Conduct.**
2. **Ballymacarbry Central School Anti-Bullying Policy.**
3. **Child Protection Note to Parents / Guardians.**
4. **Privacy Note to Parents / Guardians.**

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**Child Protection Note to Parents / Guardians**

March 2023

Dear Parents,

In recent years, as a society, we have become very aware of the problem of child abuse through neglect, emotional, physical or sexual abuse.

Each one of us has a duty to protect children and *Children First*: *National Guidance for the Protection and Welfare of Children* (2011) notes that teachers, who are the main care givers to children outside the family, are particularly well placed to observe and monitor children for signs of abuse.

In response to this, the Department of Education and Skills published *Child Protection Procedures for Primary and Post-Primary Schools* (2017) in relation to Child Protection and Welfare. These procedures promote the safety and welfare of all children and are to be welcomed.

The Board of Management of Ballymacarbry NS has adopted these procedures in their entirety as school policy. Consequently, if school staff suspect, or are alerted to possible child abuse (neglect, emotional, physical and/or sexual abuse) they are obliged to refer this matter to TUSLA. TUSLA will then assess the situation and provide support for the child / children concerned. Each teacher is now a mandated person under law to deal with such issues.

**At school the Designated Liaison Person (DLP) is Michael J. O’Ryan & Deputy DLP Lorraine Franey**

*Children First*: *National Guidance for the Protection and Welfare of Children*

May be accessed on the website of the Dept of Children and Youth Affairs ([www.dcya.ie](http://www.dcya.ie))

The Department of Education and Skills *Child Protection Procedures for Primary and Post-Primary Schools* 2017 can be read on the Department’s website ([www.education.ie](http://www.education.ie)).

Parents/Guardians are also welcome to look through our procedures and Child Protection Policy here at the school. The last Annual Review of the Procedures took place on Feb. 24th 2021 at our February Board meeting. The Patron and the PA have current copies.

Yours sincerely,

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

Mr. Michael J. O’ Ryan - Principal. (DLP)

**Ballymacarbry Central School**

# Privacy Notice to Parents / Guardians

By enrolling in and attending Ballymacarbry NS you acknowledge that yours’ and your child’s personal data (including special category personal data) will be held and processed by Ballymacarbry NS. The purpose of this Privacy Notice is to better inform you of;

Who We Are

* We are: Ballymacarbry National School
* Data Controller: Board of Management
* Our address: Ballymacarbry, Via Clonmel, Co. Waterford.
* Our contact details: Tel: 052-6136349
* What we do: We provide Primary Education

The Information We Collect About You and Your Child.

The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re payments for books, tours, etc.); and other personal data.

How and Why We Use Your Information & The Legal Basis.

We use your personal data for purposes including:

* your application for the enrolment of your child
* to provide your child with appropriate education and support
* to monitor your child’s academic progress
* to care for your child’s health and well-being
* to care for our staff and pupils
* to process grant applications and other funding
* to coordinate, evaluate, fund and organise educational programmes
* to comply with our legal obligations as an education body
* to comply with our monitoring and reporting obligations to Government bodies
* to process appeals, resolve disputes, and defend litigation etc.

We collect this data to provide an education service to the pupils under our care. This is in compliance with the 1998 Education Act and is necessary for the smooth running of our school.

Who We Share Your Information With

We share your personal data with third parties, including other Government bodies. Dept of Education & Skills, TUSLA, HSE, SESS, National Council for Special Education, National Education Psychological Service, National Education Welfare Board, School Completion Office, Department of Social Protection, Revenue Commissioners, Gardaí. Other local third parties would include; local feeder schools and secondary schools, our insurance company, Diocese of Waterford & Lismore and local parishes, accountant, solicitor, school photographer local newspaper publications and local Christmas newsletter. We also disclose information to Aladdin which is a cloud based school administration software package. We gather and process your child's personal data for the purposes of administering the education of your child. To facilitate this, we will input your child's data into the schools Management Information System, Aladdin. “Aladdin is a secure software as a service application which is owned and run by Cloudware Ltd. (T/A Aladdin Schools), from where the data is only processed for the above purpose.” **We do not transfer your personal data to a 3rd country / international organisation. We do not engage in automated decision making / profiling**

How Long We Hold Your Child’s Data

* Some personal data is only kept for a short period e.g., safely destroyed at the end of an academic year
* Some data we retain for a longer period e.g., enrolment forms are retained in the school until your child reaches 25
* Some data is never destroyed e.g., Roll Books and School Registers

You Have the Following Statutory Rights That Can Be Exercised At Any Time

* Right to complain to supervisory authority
* Right of access
* Right to rectification
* Right to be forgotten
* Right to restrict processing
* Right to data portability
* Right to object and automated decision making/profiling

Contact

If you would like to discuss anything in this privacy notice, please contact The Deputy Principal, (Data Officer) at 052-613634