

Student Enrolment Form & Data Protection Statement
2018/2019

Comeragh College

051 640131 (info@comeraghcollege.ie)

Please attach passport size photo of student here



Office use only:

Date Received:

Note: The information provided on this form is confidential and will be retained, used and disclosed by *Comeragh College* in line with the ETB Data Protection Policy in place, a copy of which is included at Appendix C.

CLOSING DATE FOR ENROLMENT APPLICATIONS IS 14th December 2017

NOTE: PARENTS OF STUDENTS WHO REQUIRE SCHOOL TRANSPORT, please contact:

Bus Eireann School Transport on 051 873401.

Please see check list (Part 7) (birth cert, photo id & PPS number must be included on this form).

Part 1 Family Details

(Required for school enrolment and parental contact purposes and to ensure that the applicant meets Comeragh College's admissions criteria).

1. Child's First Name/s (as on birth cert)		2. Child's Last Name											
3. Name by which student is known as; <u>(if different from above)</u>		4. Date of Birth (<i>attach copy of birth cert</i>) <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>D</td><td>D</td><td>--</td><td>M</td><td>M</td><td>--</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>		D	D	--	M	M	--	Y	Y	Y	Y
D	D	--	M	M	--	Y	Y	Y	Y				
5. No. of children in family		6. Position of child in family											
7. Country of Birth		8. Male/Female											
8. Home Address:		9. Childs PPS No. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
Nationality		Religion											

Part 1. <u>Parent/Guardian Details</u>	2. <u>Parent/Guardian Details</u>
First Name	First Name
Last Name	Last Name
Maiden Name (Mother)	
Relationship to Child	Relationship to Child
Address	Address (if different)
Phone No. (Home)	Phone No. (Home)
Phone No. (Work)	Phone No. (Work)
Phone No. (Mobile)	Phone No. (Mobile)
Email Address	Email Address
<p>Other Emergency Name and Contact Number (other than Parent/Guardian) in the event of an emergency if we cannot contact a Parent/Guardian).</p> <p>Name _____ Phone No. _____</p> <p>Relationship to Child _____</p> <p>How and to whom do you wish your school correspondence to be addressed? _____</p> <p>Please state Mobile No. to receive text messages: _____</p>	
<p>If there are any orders or other arrangements in place governing access to or custody of the child, please provide details;</p> <p>_____</p>	

Please indicate name and address of person (s) to whom correspondence is to be sent regarding educational progress of the student, if different from above.

Does the student have any brothers or sisters in this school? Yes No

If yes please indicate names and the year they are currently in

Name _____ Year _____

Name _____ Year _____

Name _____ Year _____

Part 2 Primary School Details *(Note: We may contact the school in connection with your child's enrolment)*

Name of Primary School: _____

Name of 6th class Teacher: _____

Other Primary School attended and dates (if relevant) _____

Consent

I/we give permission to contact my child's primary school and to obtain copies of teachers' records, class notes, academic records, psychological reports and other records necessary for my child's educational welfare and for aiding his/her transition to post-primary. I hereby give the school my consent and do instruct and direct that my child's primary school to release these documents to *Comeragh College*.

Signed: _____ Date: _____
Parent/Guardian

Part 3 Educational Details

(Required for the assessment of individual educational needs)

Please note

Irish is a compulsory subject for all students. Exemptions are only granted in *exceptional* cases.

In general, any student who is granted an exemption will either:

a) Be a non-national

Or

b) Have a psychological assessment recommending exemption. This assessment will have been carried out within the last 3 years. The school will require a copy of this report before any exemption is granted

Or

c) Student lived outside Ireland until 11 years of age

Is the student currently studying Irish? Yes No

If you answered no, please indicate the reason (a, b or c above)

Has the student a psychological assessment? Yes No

Is the psychological report available? Yes No

(If yes please attach copy to Application Form)

Has the student been granted resource teaching hours and/or special needs assistance hours by the NCSE?

Yes No

If you answered yes, please give details:

Category of special needs; _____

Has the student been in receipt of learning support? Yes No

If the answer is yes, please give details _____

Has the student received EAL (*English as an Additional Language*) support?

Yes No If Yes, for how many years? _____

If student is a non-national, please state how many years he/she has been resident in Ireland:

School Contacting You

Please confirm if you are happy for us to contact you by SMS/text message and to call you on the telephone numbers provided and to send you emails for all the purposes of:

- sports days
- parent teacher meetings
- school concerts/events
- to notify you of school closure (e.g. where there are adverse weather conditions),
- to notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school
- to communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

Tick box if "YES" you agree with the following:

- Use your email address to alert you to these issues?
- Use your mobile phone number to send you SMS texts to alert you to these issues?
- Use your mobile phone/landline number to call you to alert you to these issues?

Please note: Comeragh College reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent.

Do you give your consent for us to do each of the following:

- Use your email address to alert you to these offers?
- Use your mobile phone number to send you SMS texts in relation to these offers?
- Use your mobile phone/landline number to call you in relation to these offers?
- Use your address to send you written letters/brochures in relation to these offers?

While the information provided will generally be treated as private to Comeragh College, and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA) social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school). We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data you should write to the school principal requesting an Access Request Form.

IMPORTANT THIS SECTION MUST BE SIGNED, PLEASE TICK ONLY 1 BOX.

Data Protection Policy

A copy of the full Data Protection Policy is enclosed in this enrolment pack and you and your child should read it carefully. When you apply for enrolment, you will be asked to sign that you consent to your data /your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the school. Where the student is over 18 years old, they will be asked to sign their consent to this.

Photographs and Digital Images of Students

The school maintains a database of photographs and digital images (including video) of school events held over years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs/digital images may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs/digital images, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph/digital image removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

Please read carefully and consent (tick one only)

1. If you are happy to have your child's photograph/digital image taken as part of school activities and included in all such records tick here
2. If you would prefer not to have your child's photograph/digital image taken and included in such records, please tick here
3. If you are happy for your child's photograph/digital image to be taken and included, as 1. above, but would prefer not to have images of your child appear on the school website, in school brochures, yearbooks, newsletters etc. please tick here.

Signed: _____

Date: _____

Parent/Guardian/Student (where over 18)

Part 6 (Contract)

Student

Name: _____

As a student in *Comeragh College*, I promise to abide by the rules and regulations of the school, in the interests of maintaining a positive learning environment.

I have read and I accept the School Code of Behaviour.

Student's Signature: _____ **Date:** _____

Parent/Guardian (Contract and Consent)

In registering my above named child as a student in *Comeragh College*, I 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 will provide copies of recent psychological or other professional educational assessments to the school.

I understand that, while every effort will be made to ensure that my son/daughter will be facilitated in his/her subject choices, this may not always be possible.

As a partner in the education of my child, I recognise the need for me to do my utmost to support the work of the school.

By signing below, I am giving full, explicit, and informed consent for *Comeragh College* to confirm, retain, use and disclose the information I have provided in accordance with Tipperary ETB's Data Protection Policy which is available from the school office.

Signed

_____ **Date:** _____

(Parent/Guardian)

Part 7

Check list

Have you included Birth Cert, ID Photo and PPS No? Yes No

- For an application form to be valid it must be accompanied by a photocopy of Birth Cert., which will be returned to you with letter of acceptance/refusal to enrol.
- The student's i.d. photo must be attached on this application form.
- The student's P.P.S. No. must also be included.
This can be obtained by phoning Dept of Social Protection on 1890 927 999

The Parents/Guardians of _____ hereby authorize the management and staff of Comeragh College to use the information provided on this application form for all bona fide school purposes. In return the school undertakes that personal information on students will not be disclosed to anyone other than relevant school staff, the D.E.S., the Dept of Social & Family Affairs, the H.S.E. and the N.E.W.B., without first consulting the Parents/Guardians.

Appendix A

Consent Form for Sensitive Personal Data for the School's October Returns 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 Returns/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. **This information is useful to aid in the development of policy to promote social inclusion and for the provision of additional teaching hours for children who are members of the Traveller Community. You are not obliged to provide this information.**

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: **COMERAGH COLLEGE**

Name of Parent/Guardian: _____

Name of Student: _____

Class year of student: **YEAR 1**

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.

1. Where your child is enrolling for **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: _____
Parent/Guardian

Date: _____
Parent/Guardian

Appendix B

Fair Processing Notice re processing of student data under Dept. of Education & Skills Circular Letter 0047/2010.

<http://www.education.ie/en/Advanced-Search/?q=47/2010&t=all&f=cir>

A copy of this Circular Letter is available in the school should any parent wish to view it.

Notice to Parents, Guardians and Students aged 18 years and over, on how the personal data of students enrolled at this post-primary school as at 30th September is returned to the Department of Education and Skills, to primarily secure teaching posts and core funding; and how these data are processed fairly and in compliance with the Data Protection Acts 1988 to 2003.

Introduction

For the Department of Education and Skills to be able to allocate teaching staff and core funding to this post-primary school to meet your child's educational needs, the Department must collect individual and personal data on each student enrolled in each recognised post- primary school, at 30th September each year.

This notice sets out the details of the personal data being collected, its purpose, what other bodies these data are shared with and why; how the Department securely stores these data and the Department's retention of these data.

Purposes of Collecting Individual Student Data

Teaching posts and core funding are allocated to post-primary schools by the Department of Education and Skills each year, based on the number of *recognised* students enrolled in each post-primary school, as at 30th September in the previous year.

The Department has detailed in *The Rules and Programme for Secondary Schools* the criteria for a *recognised student in post-primary schools*. While the full set of rules is available on the Department's website, www.education.ie, examples include:

- a student meeting the minimum age requirement for their course and that they are following an approved course, e.g. Junior Certificate, and
- given that Irish is a compulsory subject for all post primary students, those students not studying Irish must have been granted an exemption from Irish by the school authorities, in accordance with criteria for granting such exemptions.

Hence, for each post-primary school to have the appropriate levels of teaching posts and core funding to meet your child's educational needs, each post-primary school is required to transfer individualised data on each student enrolled in our school to the Department, as part of what is commonly referred to as the school's October Returns. Much of these data the school would have to assist its management of the school but some data schools collect specifically for the purpose of making this return.

The core funding allocated to schools includes provision of English language support to those students with limited or no knowledge of English and additional resources to meet the educational needs of children who are members of the Traveller Community.

The Department has to meet many national and international statistical, policy and research requirements. The Department does not use individual data from these returns for these functions. However the Department aggregates the individual data for these purposes as well as assisting its wider planning functions.

How is the October Return made and where and how is the data stored?

Post primary schools return their data electronically through the secure *esinet* network system. The data received by the Department from post primary schools through the October Returns is stored by the Department in its secure database, called the Post Primary Pupil Database. It is Departmental policy that only a small number of staff who have a requirement to view these personal data for work purposes can gain access to these data.

Upon receipt, the Principal Officer, Parents, Learners and Database Section of Schools Division becomes the data controller for these data. The Department of Education and Skills is committed to

- abiding by the Data Protection Acts 1988 to 2003,
- respecting people's rights to confidentiality and for privacy and
- keeping up-to-date all data about recognised students stored on its database.

What personal data is collected?

A list of the specific data collected on each student and the purpose for which each item is collected is attached for your information.

What Bodies Does the Department Share Some of the Individual Data with?

As it is necessary to return individualised data to the Department, the Department uses each student's Personal Public Service Number as a unique identifier. As part of validating that each student returned by post-primary schools is a *recognised* student, the Department transfers a limited amount of each individual student's personal data to the Department of Social Protection. This includes each child's PPS number. The legal basis for this sharing of data is set out in Social Welfare Acts.

Sharing a limited amount of the personal data with the Department of Social Protection is also important to:

- identify students that have similar details. For example, a student can only be enrolled in one school as at 30th September
- in cases where a child's PPSN number is not available, their individual identity can be determined from the student personal data together with her/his mother's maiden name
- identify the movement of students between schools over their time within the education system, while allowing their course data from different schools to be accessed for recognition purposes.

Hence, a student's PPS number provided through the October Returns is to provide a unique identifier for each student and as part of validating that each student is a *recognised* student.

The Department does share some of the personal data with other State bodies. These are:

- data on students enrolled in exam years with the State Examinations Commission to assist its planning for state examinations
- Central Statistics Office, under the Statistics Acts to assist with the compilation of national statistics and
- data on 15 years old students, excluding their PPS number to the Educational Research Centre to meet its research requirements, which include some of Ireland's international research requirements. This Centre subsequently liaises with post primary schools in respect of further data it may require on individual students to assist their research requirements.

The Department has a data user agreement with each of these bodies, which includes the purpose for which the body requires these data, its storage, security and retention. Details of existing data user agreements are available on the Department's website at www.education.ie (and search for October Returns).

Retention of student data

The Department retains personal data on each student up to their 25th birthday and subject to review thereafter. Since 1991, the Department has retained all individual data on students returned by post-primary schools via their October Returns. The purpose of this retention policy serves to trace student retention, is important for research and policy formation as well as being an important statistical indicator nationally and internationally. Again aggregate and not individual data is used for these purposes.

Individual records are also retained to meet individual requests from former students who may require it for employment or other purposes. The Post-Primary Pupil Database is currently the only national archive of student enrolment at post-primary schools.

The Department is continually reviewing its retention policy for student data in consultation with the Office of the Data Protection Commissioner and will update its retention policy from time to time. Any amendments will be available on the Department's website, www.education.ie

Accessing Personal Information

As part of the fair processing of these data for the October Returns by and between post primary schools and the Department of Education and Skills, post-primary schools seek consent from parents or guardians of children under 18 years and directly from students over 18 years of age.

This notice informs parents and students of the data collected through the October Returns and its uses. No written consent is required except in the case of what is termed *sensitive personal data*. In the case of the October Returns the Data Protection Commissioner's Office has advised that two data fields fall under this category, namely 1st Year students' medical card eligibility and membership of any student of the Traveller Community.

Post-primary school authorities are required to gain written consent from the relevant parents/guardians and students before returning individualised data on these two data fields. If either of these data fields applies to your child or if you are an enrolled student and aged over 18 years and these data fields applies to you, you are asked to complete the attached form and return it to your post primary school, before 30th September. This form will be retained by the post-primary school and will be made available for inspection by authorised officers of the Department or of the Office of the Data Protection Commissioner.

The Department of Education and Skills is committed to respecting the privacy and confidentiality of all parents and guardians and their children’s personal data and has taken all reasonable measures to do so.

Information which the Department stores on you or your child on its Post-Primary Pupil Database is available to you. If you would like a copy of these details, please write to the:

Parents Learners and Database Section
 Schools Division
 Cornamaddy
 Athlone
 Co. Westmeath.

You have the right to object to the processing of your or your child’s personal data, to block certain uses of the data and also, in the unlikely event that you identify any errors in the data held about you or your child, you have the right to correct such errors.

Further information on the October Returns is available on the Department’s website at www.education.ie (and search for October Returns).

Personal data returned by schools to the Department of Education and Skills, as part of their October Returns, and which the Department of Education and Skills shares with the Department of Social Protection, is returned to solely assist the Department of Education and Skills, policy, planning and statistical functions.

Personal Data Transferred to Department of Social Protection

Data Collected on each student	Purpose
Personal Public Sector Number – PPSN collected for first time in 2001/02	Unique identifier for each student.
Student Name	Used to validate PPSN and also to identify students who have Irish exemptions or studied Computer Studies. Also used to contact students if consent is needed to include them in educational surveys etc.
Student Home Address	
Date of Birth	There are minimum age thresholds for students following different programmes.
Gender	Statistical analysis and to assist with individual student identity.
Mother’s maiden name	PPSN validation. This is removed from the Department’s records when confirmation of valid PPSN is received.

Other Personal Data Returned by Schools to the Department of Education and Skills necessary to identify a student as a recognised student, in accordance with the Rules and Programme for Secondary Schools.

Data Collected on each student	Purpose
Previous school details	Used for statistical analysis and to ensure progression within the educational system is in accordance with the Rules and Programme for Secondary Schools.
Programme – Junior, Leaving, PLC etc.	Used to establish if a student is following prescribed programmes as per Rules and Programme for Secondary Schools. For exam year students it is shared with the State Examinations Commission to assist its preparation and organisation of State Examinations.
Subjects	
Subject Level	
Subject being taken through Irish	
Application for English language support (first sought in 2009/10)	Additional resources are provided to schools which have children in need of English language support

Data Collected on each Student	Purpose
Application for Traveller Support (first sought in 2009/10)	Additional teaching hours are provided for children who are members of the Traveller community. Written consent is required by school authorities before they can include this in their returns to the Department.
Exemption from studying Irish	Irish is compulsory unless a student has obtained an exemption
Whether student is a boarder	Necessary for school funding considerations
Whether student is repeating Leaving Certificate	Necessary for school funding considerations and the collection of Repeat Leaving Certificate fee
School Roll No.	Student must be enrolled in a school
Ab initio indicator	Leaving Cert student may be doing a modern language at Junior Cert
Dispersed VTOS	Identified if student is following a course in this mode

Personal Data returned by Post Primary Schools to the Department to Assist with the Department's Policy, Statistical, Research and Planning Functions only.

Data Collected on each student	Purpose
Country of birth from 2009/10 onwards, in earlier years country of origin	Used solely for statistical analysis
Medical Card Indicator – first sought in 2009/10	To aid the development of policy to promote social inclusion. Written consent is required by school authorities before they can include this in their returns to the Department.
Reason for Irish exemption	Statistical analysis
Educational attainment	PLC students only for statistical analysis and development of educational policy in area of Further Education.
Date of leaving school	Early school leavers only for retention policy and statistical analysis
Reason for leaving	For statistical and research purposes.

Schools also identify students by reference to being an exam entrant. This data assists the transfer of data on these students only to the State Examinations Commission, to assist its planning of state examinations.

Appendix C

ETB Data Protection Policy

Comeragh College

Data Protection policy available from School Office

MEDICAL CONDITIONS (and prescribed medication)

If your son/daughter has a medical condition that requires medication to be taken during the school day or suffers from allergic reaction, the school requires certain background information from Parents/Guardian;

Student Name: _____

Name of condition: _____

When was condition diagnosed: _____

What are the areas of risk? (Please define clearly)

What are the known triggers? (if any) _____

What is the prognosis? _____

How was the student supported in Primary School?

Doctor (G.P.) Name: _____ Phone number of G.P. _____

Procedures:

- Staff are informed of the student's medical condition and confidentiality is requested.
- Students are required to keep all medication/emergency kits in the First Aid room during the school day.
- Students are required to carry out their own medication procedure.
- In the case of anaphylaxis (serious food allergy reaction) while school staff may choose whether they would be prepared to administer the required injection, those who so choose, do so on the understanding that they have no obligation to administer medication and do not accept any liability for it.
- It is advisable that students with serious medical conditions wear a medic-alert bracelet to ensure medical help when travelling to and from school.
- Syringes, inhalers etc., used on the school premises will be disposed of appropriately (H.S.E. sealed container, held in the Principal's office).

The school authorities require Parents/Guardians to acknowledge the following:

- The school will inform its Insurer when admitting students with serious medical conditions.
- The school does not take on any admission of responsibility.
- The school has no obligation to administer medication and does not take on any responsibility for this.

I/We the Parents/Guardians of _____ have read the above and acknowledge that Comeragh College, Carrick-On-Suir has no liability in these matters.

Parents/Guardians signatures: _____