

Coolanarney National School,  
Blueball, Tullamore,  
Co. Offaly



Telephone: 057 935 4934  
Email: coolanarney.ias@gmail.com  
Website: www.coolanarneyns.com

Pupil ID (For office use only)

## Enrolment Form

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Class enrolling child into: \_\_\_\_\_  
(Please attach copy of Birth Certificate)  
P.P.S Number \_\_\_\_\_ Name in Irish: \_\_\_\_\_  
(Otherwise school will translate)  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Eircode: \_\_\_\_\_

Please note that these details will be recorded on the Department of Education Primary Database

Father/  
Guardian's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_  
Home Number: \_\_\_\_\_

Mother/  
Guardian's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_  
Home Number: \_\_\_\_\_

Please nominate **one** mobile phone number for our Text-a-Parent system: \_\_\_\_\_

**It is imperative that the school has a local contact person who may be contacted in case of an emergency.**

Contact Person 1: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Person 2: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Please contact the school immediately if any of the above numbers change.**

Do you give permission for your child to be taken straight to hospital in case of serious illness or accident? (If parents cannot be contacted) Yes  No

Please be aware that it is school policy to contact previous schools/pre-schools for relevant information.

Name of previous School/Pre-school (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### Any Other Useful Information

List any problems your child may have in relation to health which the school should be aware of (e.g. allergies, illnesses, sight, hearing, speech, language, psychological problems etc.) :

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Are there any medical, developmental, psychological or other relevant reports relating to your child: \_\_\_\_\_

Please give details and, if possible, please supply copy of same:

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Are there any legal orders under family law that the school should know about?

(The school should be made aware of any court order which affects the child's welfare and also the name of any person into whose custody the child should not be given.) \_\_\_\_\_

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### Consent

Do you give permission for your child to take part in school trips/school activities: Yes  No

Do you give permission for your child's work to be presented on the school website: Yes  No

Do you give permission for your child's photo to be presented on the school website: Yes  No

Do you give permission for your child's details to be passed onto the H.S.E. for Immunisation/Health Screening: Yes  No

Do you give permission for your child's contact information to be passed on to Secondary Schools: Yes  No

Have you read the schools Intimate Care & Toileting Policy (available to read on the schools website: (Please contact school to request a hard copy, if required): Yes  No

Please Note: All current school policies are available on school website, please contact the school if you require a printed copy.

### Code of Behaviour

I/we have received and read a copy of Coolanarney National School's Code of Behaviour and agree that \_\_\_\_\_ (child's name) will abide by it.

Signed: \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

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

\_\_\_\_\_

The Department of Education have introduced a nationwide information system for schools called the Primary Online Database (POD). The system will allow the Department to identify children leaving the education system early or not making the transfer from primary to post primary level. It also deliver benefits to schools and parents by reducing form filling and allowing records to be transferred between schools automatically as your child moves school.

The system requires individual details for every pupil enrolled in the school, including your child's PPS number, name, date of birth, address and nationality. **This information is compulsory.**

There are two **optional** pieces of information requested in relation to religion and cultural background, and the school requires written permission to include this information on the POD.

**Ethnic or cultural background: (Please select one of the following)**

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

**Religion: (Please select one of the following)**

Roman Catholic  Church of Ireland (including Protestant)  Presbyterian

Methodist, Wesleyan  Jewish  Muslim (Islamic)  Orthodox (Greek, Coptic, Russian)

Apostolic or Pentecostal  Hindu  Buddhist  Jehovah Witness  Lutheran

Atheist  Baptist  Agnostic  Other Religion  No Religion

No Consent

**Signed:** \_\_\_\_\_  
**(Parent/Guardian)**

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

**Please Note:**

A full outline of all of the data requested, the reasons for collecting each piece of data, and how the data will be used, accessed, stored, shared and retained is given in the POD Fair Processing Notice available on the "POD" area of the Department's website [www.education.ie](http://www.education.ie) or on request from Statistics section.

## **GDPR and Data Protection- Privacy Statement**

The General Data Protection Regulation (the GDPR) comes into effect on the 25<sup>th</sup> May 2018. The GDPR applies across the European Union and aims to give individuals more rights, control and understanding of how their personal data is processed.

Under GDPR the Department of Education and Skills are required to keep you informed of the types of data we hold on you and your child, the purpose it is used for, and your rights in relation to how it is processed.

The Department of Education and Skills, which provides for the education and training of people resident in the State, requires certain personal data on all learners in order to fulfil its function. For primary school pupils, this data is held on the Primary Online Database (POD). The data held on POD forms the basis of the allocation of resources to schools as well as statistical reporting on education; it is also used for research and analysis into the operation of the education system and the formation of future policies. Data is shared with the Department of Employment Affairs and Social Protection for validation purposes, and with the Central Statistics Office under Section 31 of the Statistical Act for statistical reporting and analysis.

The complete Privacy Notice, which outlines further information in relation to the data held by the Department, can be found on the Department's website at the link below, as can full details of the Department's data protection policy setting out how the Department will use your child's data, as well as information regarding your child's rights as a data subject. <https://www.education.ie/en/The-Department/Data-Protection/>.

If you have any further queries in relation to POD or the data held therein, the POD Helpdesk can be reached at 01 889 2311 or pod@education.gov.ie

### **Enrolment form Checklist:**

Completed all sections of Enrolment Form

Attached copy of Birth Certificate

Completed Intimate Care & Toileting Policy

Completed Administration of Medicines Policy\* Included  **or** Not Applicable

\*(Only necessary if applicable to your child)

