



St. Patrick's Secondary School Castleisland Co. Kerry

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ENROLMENT APPLICATION

Please note: Completion of this form does not in itself entitle a pupil to attend this school. The Management reserves the right of entry at all times.

STUDENT DETAILS:

Surname _____ Forename _____

Address: _____

EIRCODE: _____

Date of Birth: _____ Middle Name: _____

Home Tel No. _____ **Email:** _____

PARENT(S)/GUARDIAN(S) DETAILS:

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

Mothers Tel. No.: _____

Father's Name: _____

Father's Tel. No.: _____

Students PPS Number: _____

Data Protection Statement

St. Patrick's Secondary School is a data controller under the Data Protection Acts, 1988 and 2003. The personal data supplied on this enrolment form is required for the purposes of,

- *Student enrolment*
- *Student registration*
- *Allocation of teachers and resources to the school*
- *Determining a student's eligibility for additional learning supports*
- *Examinations*
- *Child welfare (including medical welfare)*
- *Fulfil our other legal obligations*

The school relies on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. The information retained includes the following:

- *Name, home address, date of birth, gender.*
- *PPSN, former school, nationality, academic results, previous education details*
- *Parents/Guardians names, parents/guardians contact details (phone numbers & emails), details of siblings*
- *Medical card details, medical details, medication details, dietary details, allergies,*
- *Learning needs, assessment reports, standardized test results, psychological reports, IEP's, Exam results*
- *Records of meetings and consultations with parents, discipline & behaviour record, details of incidents/accidents*

The information provided will generally be treated as confidential by St. Patrick's Secondary School, from time to time it may be necessary for the school to transfer your data to other bodies such as the Department of Education & Skills, Department of social & family affairs, An Garda Síochána, The HSE, TUSLA, NCSE, NEPS, or where a student is transferring to another school.

Each year information on students is returned to the DES as part of our October returns. The DES may use your data for the administration and provision of the following, calculation of capitation and funding, Allocation of teaching posts, compilation of statistics and the development of education policy. The DES shares information on students with the state examinations commission – details on exam entrants

The school will use your contact details to notify you of school events and activities and for the purposes of contacting you regarding any issues that may arise regarding your son.

Photographs of students: The school maintains a database of photographs of school events held over years. Photographs may be published on our school website, in school brochures, yearbooks, newsletters, local and national newspapers and similar school related productions.

If you are happy to have your son's photograph taken as part of school activities, please tick here.

All application forms must be accompanied by the following documents:

- **A copy of your son's birth certificate.**
- **A document or a copy of a card showing your son's PPSN.**

DECLARATION

I/We give my/our permission for the school to hold the data outlines above and make returns to the DES

I/we the undersigned agree that I/we and my/our son will accept and abide by the code of behaviour of St. Patrick's Secondary School and that I/we have read with my/our son and fully understand the code.

Signature: _____

Capacity: _____

Father/Mother/Guardian/Other

Date: _____