

ST. FELIM'S NS
FARNHAM ST
CAVAN H12YN73
TELEPHONE: 049 4332366

EMAIL: secretary@stfelimsnscavan.ie Website: www.stfelimsnscavan.ie

APPLICATION FOR ENROLMENT 2024/ 2025

PUPIL'S Name _____ **P.P.S.No** _____
Country of pupil's birth: _____ Year pupil came to Ireland _____
CLASS applied for _____ Date of birth _____ Religion _____

MOTHER'S name & birth surname _____
Country of birth: _____ email address mother: _____
Address _____ EirCODE: _____
Contact phone _____ Occupation/Job _____

FATHER'S name & surname _____
Country of birth: _____ email address father: _____
Address _____ EirCODE: _____
Contact phone _____ Occupation/Job _____

LEGAL GUARDIAN name(s) (IF NOT PARENTS) _____
Address _____
Contact phone no: _____ email address guardian: _____

EMERGENCY CONTACTS if child becomes ill at school if parents are not available
Name _____ Phone _____ Relationship to child _____
Name _____ Phone _____ Relationship to child _____

PREVIOUS SCHOOL Name and Address _____
Previous school phone no _____ Reason for change of school _____
Class attended _____

Does your child have any health / educational needs that the school should be aware of? Yes ☐ No ☐
(Tick one box only)

If you answered yes please give further details: _____

(attach supporting documents/reports if any)

SIGNED (Parent/Guardian) _____ **DATE:** _____

Office use only

Birth Cert attached	Baptism Cert attached (if Catholic)	Acceptable Use Form signed	Confirmation Of Acceptance of Code of Behaviour signed	Consent Section Form completed & signed	Sacramental Preparation Consent Form completed & signed	Primary Online Database POD Form completed and signed	Any relevant Reports Psychological, Enable Ireland, Etc attached	Privacy Notice Given out

Data collected in the public interest and protection of vital interest of the subject (see 'Privacy Notice')

Confirmation of Acceptance of ST. FELIM'S N.S. CODE OF BEHAVIOUR

I confirm that I have read the Code of Behaviour and agree to sign below that it is acceptable to me and my child and that he will make all reasonable efforts to ensure compliance with this Code of Behaviour.

(available on our website www.stfelimsnscavn.ie)

Please note the following also included with our Code of Behaviour

- ❖ Respect for all pupils and staff is of the utmost importance. Pupils must show respect for all visitors to the school and show pride in all school activities particularly when on outside trips and visits.
- ❖ Punctuality is most important.
- ❖ Full uniform must be worn to school. Pupils should have name-tags on their coats and uniforms. Full PE uniform must be worn on days when class is scheduled to have PE, swimming, tennis, gymnastics or coaching.
- ❖ Neat, tidy appearance is expected of all pupils and the wearing of earrings is not allowed.
- ❖ An email to the school or written letter of explanation signed by their parents will be expected if pupils are absent, wish to be excused during school or have not completed their homework.
- ❖ In the interests of a positive and happy playground all pupils will abide by break/lunchtime rules as outlined in Code of Behaviour.
- ❖ Pupils are expected to keep their classrooms and the school grounds neat, tidy and free of litter.
- ❖ Chewing gum is strictly forbidden in school and on school grounds.
- ❖ All school buildings and property will be treated with respect also.
- ❖ Mobile phones, smart watches and internet enabled devices are not allowed in school. If a pupil needs to contact home the school will take responsibility for this by contacting the phone number supplied by parent.

Parent: _____

Date: _____

Pupil: _____

Date: _____

Please note: In accordance with Section 23(4) of the Education (Welfare) Act 2000 failure to sign this document will result in your child not being considered for a place in St. Felim's NS

St. Felim's NS
Farnham St.,
Cavan H12YN73

It would be appreciated if you would complete the consent section and return it with your Application for Enrolment Form.

CONSENT FORM

Name of Student: _____

Date of Birth: _____

I, the parent/guardian of the above named student, give my permission for the following:

- ☐ 1. St. Felim's NS to **request all Psychological Reports and other relevant reports** that relate to my child from my child's previous school.
- ☐ 2. **Tests and Assessments** may be administered at different points during the school year, throughout my child's time in St. Felim's.
- ☐ 3. **To allow teaching** under the withdrawal system where my child may be taught in a **group or an individual setting** should the tests and assessments administered indicate a need for such.
- ☐ 4. **To release assessment and test results** to relevant bodies and to schools where my child will be continuing his education.
- ☐ 5. **Use photographs of my child** for project work and/or single/group photographs for publishing in newspapers, school website, school social media sites, etc.
- ☐ 6. **Video my child** for some subject areas.
- ☐ 7. **To allow my child to go on supervised 'out of school trips'** – excursions to places of interest, sporting activities, educational trips, etc., both during school time (library, pool, football, church, etc.,) and after school.

Signed: _____
[parent / guardian]

Date: _____

Permission for Internet Acceptable Use Policy

Please review St. Felim's NS 'Acceptable Use Policy' available on the school website at www.stfelimnscavan.ie/policies and complete the Permission Form and attach.

Student Section

Name of Child: _____

I agree to follow the school's 'Acceptable Use Policy' on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

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

Parent / Legal Guardian Section

As the Parent or Legal Guardian of the above student, I have read the 'Acceptable Use Policy' and grant permission for my child or the child in my care to access the Internet. I understand that access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, and social media platforms, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the 'Acceptable Use Policy' relating to publishing students' work on the school website.

Parent(s) / Guardian Signature: _____

Date: _____

Please print name here: _____

Consent for Sacramental Preparation

Pupil's Name: _____ Date of Birth: _____

Religious Education

- *St. Felim's NS is a Catholic school*

Please tick ONE box only and sign underneath

☐

YES, I/We wish my/our child to engage with Sacramental Preparation in St. Felim's NS and the local Parish and receive First Holy Communion and the Sacrament of Confirmation while a pupil in St. Felim's NS and I/we give permission to St. Felim's NS to forward my child's details to the Parish office.

IF you ticked YES

- *You should attach a copy of your child's Baptismal Certificate with the Application for Enrolment*

OR

☐

NO, I/We do not wish my/our child to engage with Sacramental Preparation in St. Felim's NS and the Parish while a pupil in St. Felim's NS.

If you ticked NO

- *I/We understand that there is no compulsion on my/our child as a non-Catholic to take part in the Religious Education classes in St. Felim's NS.*
- *I/We understand that given the lack of extra supervision and resources it will not be possible for my/our child to be outside the classroom during the Religious activities.*
- *However, I/we understand that as a parent/guardian I/we can remove my/our child from the school for the duration of a Religious activity, if I/we so wish and return them afterwards.*

Parent(s) signature: _____

Parent/Guardian signature

Date: _____

Please PRINT parent/guardian name(s)

When completed please return this page to St. Felim's NS., Farnham St., Cavan

**St. Felim's NS
Farnham St
Cavan H12YN73**

Primary online Database [POD] (page 1 of 2)

Dear Parent/Guardian

The Department of Education and Skills is developing an electronic database of primary school pupils called the Primary Online Database (POD) which will involve schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. The database will allow the Department 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 including their PPSN, first name, surname, name as per birth certificate, mother's maiden name, address, date of birth, gender, nationality, whether one of the pupils mother tongues is English or Irish, whether the pupil is in receipt of an exemption Irish and if so the reason for same, whether the pupil is in receipt of learning support and if so the type of learning support, 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.

In order to assist with the gathering of data please complete page one and two of this form in CAPITAL LETTERS and return to the school. This form will be retained by St. Felim's NS.

Class: _____ Teacher: _____

Pupil Forename: _____

Pupil Surname: _____

Birth Cert Forename (if different from name above) _____

Birth Cert Surname (if different from name above) _____

Pupil Address: _____

PPSN of Pupil: _____

Mother's Maiden name (name before Marriage) _____

Is Irish or English the usual language **spoken at home** Yes ☐ No ☐ (tick one only)

The Department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the POD. 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.

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

Categories are taken from the Census of Population.

White Irish ☐

Any other white background ☐

Irish Traveller ☐

Roma ☐

Black African ☐

Any other Black background ☐

Chinese ☐

Any other Asian background ☐

Other (including mixed background) ☐

What is your child's religion? Please TICK ONE BOX

Roman Catholic ☐

Church of Ireland (including Protestant) ☐

Presbyterian ☐

Methodist/Wesleyan ☐

Jewish ☐

Muslim/Islamic ☐

Apostolic/Pentecostal ☐

Orthodox (Greek, Coptic, Russian) ☐

Atheist ☐

Hindu ☐

Jehovah's Witness/Lutheran ☐

Buddhist ☐

Baptist ☐

Agnostic ☐

No Religion ☐

No consent ☐

I consent for this information to be stored on the Primary Online Database 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: _____

Date : _____

St. Felim's NS

PRIVACY NOTICE TO PARENTS / GUARDIANS

By enrolling in and attending St. Felim's NS you acknowledge that your personal data (including special category personal data) will be processed by St. Felim's NS. The purpose of this Privacy Notice is to better inform you of

- Who we are
- What personal data we collect about you and your child who is enrolled and attends our school
- How and why we use your personal data
- Who we share your personal data with
- The reasons why we share your personal data
- How long we keep your personal data
- Your rights as a Data Subject – the person about whom we collect and store personal data

If you need more information, please see our Data Protection Policy available at www.stfelimnsncavan.ie

WHO WE ARE:

- We are St. Felim's NS
- Our address and contact details are Farnham St., Cavan, Phone: 0494332366
- We provide primary education

THE INFORMATION WE COLLECT ABOUT YOU

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 AND THE LEGAL BASIS

We use you/your child's personal data for purposes including:

- *your application for the enrolment of your child*
- *sacramental*
- *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.*
- *to transfer to local parish for sacramental preparation where consent has been granted*

WHO WE SHARE YOUR INFORMATION WITH

We share your personal data with third parties, including other Government bodies.

This includes the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners, School Patron and his representatives etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc.) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (IT providers, security providers, legal advisors, school meals providers etc.), We are legally required to provide certain records relating to the progress of a pupil (under 18 years) in his/her education to the pupil's parents/guardians, including results of assessments.

We do not transfer your personal data to a third country or 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. data no longer needed will be 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 years of age
- 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 Principal, St. Felim's NS, Farnham Street Cavan or email: office@stfelimsnscavan.ie

You can contact the Data Protection Commissioner (Ireland) on +353 (0761) 104 800; via email info@dataprotection.ie or by writing to: The Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois, R32 AP23