# ST KILIAN'S NATIONAL SCHOOL

St Kilian's National School
Mullagh
Kells
Co. Meath
A82 H4X7

Tel: 046 924 2323
Email: mullaghns@gmail.com
Website: stkiliansnsmullagh.ie
Registered Charity No. 20110109

School Roll No: 19608V  Principal: Deirdre Sheridan  Deputy Principal: Paula Gilsenan

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# ENROLMENT APPLICATION FORM

***The following information is required for the Department of Education and Skills.***

***All sections below must be fully completed and a copy of the <u>child's birth must be supplied</u> before an application can be processed.***
***Please use block capitals to complete this form.***

**Pupil Forename** _____ **Pupil Surname** _____

**Birth Cert Forename** (if different from name above) **Birth Cert Surname** (if different from name above)

_____ _____

**Pupil Address** _____

_____ **Eircode** _____

**PPSN of Pupil** _____ **Mother's Maiden Name** _____

**Pupil's Date of Birth** _____ **Pupil's current Age** _____

**Pupil's Nationality** _____ **Gender: Male** ☐ **Female** ☐

**Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?**

**Yes** ☐ **No** ☐

PARENT'S NATIONALITY _____ _____
Mother Father

SIBLINGS AT ST KILIAN'S (If applicable, please write names and classes)

_____

_____

NUMBER OF CHILDREN IN FAMILY _____

POSITION OF CHILD IN FAMILY _____

IS EITHER PARENT A PAST PUPIL OF THE SCHOOL? _____

PRESENT SCHOOL CLASS _____
(If moving from another school)

MOTHER'S NAME _____

MOTHER'S ADDRESS _____
(If different from pupil's)

MOTHER'S OCCUPATION _____

FATHER'S NAME _____

FATHER'S ADDRESS _____
(If different from pupil's)

FATHER'S OCCUPATION _____

CONTACT DETAILS Home _____

Mother: Mobile _____ Work _____

Email Address _____

Father: Mobile _____ Work _____

Email Address _____

**If there are any orders or other arrangements in place governing access to, or custody of the child, please provide details and <u>include supporting evidence.</u>**

_____

_____

_____

_____

_____

TEXT-A-PARENT NUMBER _____
Number you wish to receive school text messages on – ONLY one number per family.

**ALTERNATIVE CONTACT NUMBERS IF PARENTS ARE UNAVAILABLE**
**Please state NAME, TELEPHONE NUMBER AND RELATIONSHIP to child.**
**These numbers MUST be given in case of an emergency.**

**CONTACT 1** : Name _____

Relationship to child _____ Mobile _____

**CONTACT 2** : Name _____

Relationship to child _____ Mobile _____

CHILD'S DOCTOR (Name, telephone number and address) _____

_____

***SHOULD ANY OF THESE NUMBERS CHANGE WHILE YOUR CHILD IS ATTENDING THIS SCHOOL PLEASE INFORM US IMMEDIATELY. THIS INCLUDES YOUR MOBILE NUMBER FOR THE TEXT-A-PARENT SERVICE.***

FORMER SCHOOL _____
(If applicable)

FORMER SCHOOL ADDRESS _____

_____ Roll No. _____

FORMER SCHOOL TELEPHONE NUMBER _____

PLAYSCHOOL ATTENDED _____

Playschool Address _____

_____

## MEDICAL

Please list any medical problems/allergies your child may have

_____
_____
_____
_____

Is your child on any medication? _____

Is there a problem with hearing or sight? _____

Does your child have any speech and language problems? _____

In the event of an emergency, should we fail to contact you, do you give permission to the school to bring your child to the local doctor and/or hospital?

Yes ☐ No ☐

Signed _____ _____ Date _____
Mother/Guardian Father/Guardian

# Primary Online Database (POD)

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

**(Categories are taken from the Census of Population)**

White Irish ☐

Irish Traveller ☐

Roma ☐

Any other White Background ☐

Black or Black Irish - African ☐

Black or Black Irish - Any other Black Background ☐

Asian or Irish Asian - Chinese ☐

Asian or Irish Asian - Any other Asian background ☐

Other (inc. mixed background) ☐

No consent ☐

**What is your child's religion?** _____

No Religion ☐ No Consent ☐

***I consent for this information to be stored on the Primary Online Database (POD) 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** _____

## ACTIVITIES OUTSIDE THE SCHOOL PREMISES

All classes undertake a variety of different activities outside the school premises.
These include, for example, football after school, football, tag rugby, soccer matches, swimming, concert rehearsals, concerts, school tours, history/educational tours (e.g. Cavan Museum and the Heritage Centre in Mullagh), Ramor Theatre, library visits, nature walks, trips to the bog, a visit to the playground and other activities that arise.
When we take children on these outings, we increase the level of supervision to meet the needs of the particular activity. Supervision levels are reflected in the school's Supervision Policy which is available on the school's blog and or from the office.
Parents will be informed in writing of trips that necessitate children travelling by bus and consent will be deemed to have been given once parents/guardians have paid for the trip. In the event that the trip is free a consent form will be sent home, to be returned to school.

I/We give our consent for our child to take part in all the activities/tours/sports that may be held outside the School premises.

Yes ☐ No ☐

Signed _____ _____ Date _____
Mother/Guardian Father/Guardian

## ACCEPTABLE USE POLICY

The AUP ensures that pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner.

I/We agree to abide by the AUP. This policy is updated from time to time.
This policy is available to view on the school website.

Yes ☐ No ☐

Signed _____ _____ Date _____
Mother/Guardian Father/Guardian

## PARENT'S HANDBOOK

I/We have received and read a copy of The Parent's Handbook.
I/We will co-operate with the staff and support the characteristic spirit and general objectives of the school.

Signed _____ _____ Date _____
Mother/Guardian Father/Guardian

**ALL ENROLMENTS ARE SUBJECT TO PARENTS ABIDING BY THE SCHOOL CODE OF BEHAVIOUR AND THE CHARACTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL.**

I/We have read and agree to support the school in the implementation of the Code of Behaviour. A copy of the school's Code of Behaviour is available on the school website.

Signed _____ _____ Date _____
Mother/Guardian Father/Guardian

I/We wish to apply for a place for my/our son/daughter in St. Kilian's N.S., Mullagh, Co. Cavan.

Signed _____ _____ Date _____
Mother/Guardian Father/Guardian

# DATA PROTECTION

## Personal Data on this Form

St. Kilian's National School is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application form is required for the purpose of student enrolment, registration, administration, child welfare and to fufil our legal obligations. Contact details will also be used to notify you of school events/activities. While the information provided will generally be treated as confidential to St. Kilian's National School from time to time it may be necessary for us to exchange personal data on a confidential basis, where we are legally required to do so, with other bodies including the Department of Education & Skills, the Department of Social and Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should a parent/guardian wish to update or access their own or their child's personal data they should contact the school to process the application.

## Data Protection Policy of St. Kilian's National School

A copy of the Data Protection Policy of St. Kilian's National School is available on the school's blog or alternatively on request from the school's office.

## Photographs and Digital Images of Students

The school maintains a database of photographs and digital images (including videos) of school events held over the years. It has become customary to take photos of pupils engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our school blog or in brochures, newsletter, local and national newspapers and similar school related productions. In the case of the school blog pupils will not be directly identified in photographs/images. Photographs of significant events or achievements may be displayed around the school.

## Consent

Photographs/Digital images and recordings are taken of pupils in the course of normal school business. We seek your permission to allow St. Kilian's National School to use these at the discretion of the school authorities in school publications/website/displays and on the official school communication.

**If you do not wish to consent to the above, please inform the school in writing during the first week of the school year.**

Signed _____ _____ Date _____

Mother/Guardian Father/Guardian

For Office Use Only

| | |
|---|---|
| Date Application received | |
| Birth Certificate received | |
| Entered on to Aladdin | |
| Entered on to POD | |
| Transfer letter sent if applicable | |