|  |  |
| --- | --- |
| **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: |  |
| **Date of Birth:** |  |
| **Mother’s Maiden Name:** |  |
| **Nationality:** |  |
| **Is English spoken at home?** | Yes No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applying for Class:** | 2nd | 3rd | 4th | 5th | 6th |

|  |  |  |  |
| --- | --- | --- | --- |
| **Names of parents or**  **Guardians** | **MOTHER:** | **FATHER:** | |
| **Home Phone No:** |  |  | |
| **Mobile No:** |  |  | |
| **Email:** |  |  | |
| **Emergency Contact**  **Details:** |  |  | |
| **Emergency Contact No:** |  |  | |
| **Previous school attended and class** |  | | **Previous Class:** |
| **Does the student suffer from any medical condition?** | YES NO | | |
| **If yes, please give details** |  | | |
| **Does the student have any special educational needs?** | YES NO | | |
| **If yes, please give details** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office Use Only:** | Year of Entry | Date Received | Birth Cert | Baptismal Cert |
|  |  |  |  |  |

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

**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 African** | **Any other Black Background** |
| **Chinese** | **Any other Asian background** | **Other (inc. mixed background)** |
| No consent | | |

**What is your child’s religion**?

|  |  |  |
| --- | --- | --- |
| **Roman Catholic** | **Church of Ireland** | Presbyterian |
| **Methodist, Wesleyan** | **Jewish** | **Muslim (Islamic)** |
| **Orthodox** | **Apostolic or Pentecostal** | Hindu |
| **Buddhist** | **Jehovah's Witness** | Lutheran |
| **Atheist** | **Baptist** | **Agnostic** |
| **Other Religions** | **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Code of Behaviour acceptance statement:**

We have read the **Code of Behaviour** statement and are willing to accept it, both in principle and in practice, should my son’s application be successful.

|  |  |
| --- | --- |
|  |  |
| parent/guardian signature and date | pupil applying signature and date |

**Psychological Assessments/School Reports**

Has your child ever been psychologically assessed?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Do we have permission to contact your son’s previous school to obtain information regarding your son’s school reports, Micra-T/Sigma-T results, and any psychological assessments which may have been carried out?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Please supply any other relevant information to the School Principal:

|  |
| --- |
|  |
|  |

***Please ensure that a Birth Cert & Baptismal Cert (if applicable) is included along with previous school reports, Micra-T/Sigma-T results & any relevant Psychological reports.***

**Data Protection:**

The information provided in this form is necessary for the work of the school and is confidential. However, occasionally the school is asked to provide information to the Health Board to facilitate their work such as immunisations, sight and hearing tests and dental appointments. Please sign below to signal your agreement that details in **Section 1** be made available to the Health Board.

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Photographs:**

As part of our Child Protection Policy, it is necessary that we receive parental consent for your child to be photographed by the media/school during school activities/events. If you agree that your son may be photographed by the media/school during school events please sign below.

Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

**Internet:**

As part of the school’s education programme we offer pupils supervised access to the internet. This will allow students vast educational opportunities by helping them for example, to locate material that meets their educational needs, communicate with subject experts and participate in school projects with students in similar circumstances or from different cultures. In addition to the educational aspects of the Internet, students will learn valuable skills for participation in the information age which may be useful for their chosen career.

The Internet is a global computer network which is not controlled by any organization. This means that information may change, disappear, and be controversial or potentially harmful. Although the school actively seeks to promote safe use of the Internet, it recognizes the possibility that students may accidentally or deliberately access objectionable material.

Usage of the Internet therefore requires responsibility on the part of the user and the school. These responsibilities are outlined in the school Acceptable Use Policy, which is on view in our school. We appreciate that parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family’s right to decide whether or not to allow access to the Internet as defined by the school’s Acceptable Use Policy.

|  |  |
| --- | --- |
| **Responsible Internet Use** | |
| Parent/Guardian consent for Internet Access  I have read and understood the school rules for responsible Internet use and give permission for my son to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities. | |
| ***Signed:*** | ***Date:*** |
| Parent/Guardian Consent for Web Publication of Work and Photographs  I agree that, if selected, my son’s work may be published on the school Web site. I also agree that photographs that include my son may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used. | |
| ***Signed:*** | ***Date:*** |

Please complete this form and return to **Drimnagh Castle Primary School office**.

For further information on POD please go to the Department of Education and Skills’ website [www.education.ie](http://www.education.ie)

Please download the **Aladdin Connect App** on google play store. We use this app for all communication in the school. It is very important that we have a phone number and email for both parents to access the app. If you already have this app and your son was registered in his previous school, you will need to sign out of the app and we will send out a new link in August to register your son with Drimnagh Castle Primary.

# GDPR and Data Protection - Privacy Statement

The General Data Protection Regulation (GDPR) comes into effect on the 25th May 2018. The GDPR applies across the European Union and aims to give individuals more rights, controls and understanding of how their personal data is processed. Under GDPR, Drimnagh Caste Primary School is required to keep you informed of the types of data we hold on to you and your child, the purpose for which it is used and your rights in relation to how it is processed.

Drimnagh Castle Primary School maintains the majority of its student information on Aladdin, which is a computer-based administrative system. The information it holds includes the information that you provide to the school, including, but not limited to, name, address, date of birth, previous schools, emergency contact information, Special Educational Needs, together with information inputted by staff members, including, but not limited to, attendance, test results, teacher notes, Special Educational Needs , educational plans/profiles, annual school report.

Other information held by the school includes permission slips, student transfer information, assessments/exemptions (where consent has been given by parents), photos, accident reports, complaints, information required by legislation. Any emails sent to us are recorded and forwarded to the relevant personnel/section.

The purpose(s) for obtaining and holding these records is to enable each student to develop his full potential, to comply with legislative or administrative requirements, to ensure that eligible students can benefit from the relevant additional teaching or financial supports, to enable parents/guardians to be contacted in the case of emergency, etc. It may also be necessary to disclose information in order to comply with any legal obligations.

Drimnagh Castle Primary School will only use and disclose personal data in ways that are necessary for the purpose(s) or in ways that are compatible with the purpose(s) for which it collects and keeps the data.

Drimnagh Castle Primary School takes all reasonable steps as required by law to ensure the safety, privacy and integrity of the information and, where appropriate, enters into contacts with such third parties to protect the privacy and integrity of any information supplied. Further information with regard to the school’s retention of data is available from the school.