|  |  |
| --- | --- |
| **Pupil Admission Form:** | |
| Personal Information | |
| **Pupil Forename (Birth Cert)** | Pupil Surname (Birth Cert) |
| **Date of Birth** | **PPS No:\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Gender - Male/Female** |
| **Address:**  **Eircode:**  **Parent/Guardian email address:** | |
| **Home Phone No:** |  |
| **Child’s Position in Family:** |  |
| **Country of origin:** |  |
| **Religion (if any) – optional** |  |
| **Mother tongue:** |  |
| **Language(s) spoken at home:** |  |
| **Name of Brother/Sister in St. Oliver’s** |  |
| **Does child have sibling in any other primary school –**  **If Yes – Child’s name:**  **Name/Address/Phone No. of school** | **Yes/No**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Parent(s)’/Guardian(s)’ Information | |
| **Mother’s name:** |  |
| **Country of origin:** |  |
| **Work Phone No.:** |  |
| **Mobile Phone No.:** |  |
| **Father’s name:** |  |
| **Country of origin:** |  |
| **Work Phone No.:** |  |
| **Mobile Phone No.:** |  |
| **Emergency Contact Name**  **(if parents not available):** | |
| **Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Phone Nos.:** |  |
| **Educational Notes:** | |
| **Do you have any concerns about your child’s developmental progress to date?** | **Yes / No** |
| **Has your child had speech and language difficulties/emotional problems/developmental problems etc.?** | **Yes / No** |
| **If you are answering YES to either of the above, please contact the principal as soon as possible to ensure that your child receives the best possible educational provision.** |  |
| ***Junior Infant* Enrolment** | |
| **Enrolment for School Year** | **20\_\_\_\_\_\_\_\_** |
| **Did child attend pre-school?** | **Yes / No** |
| **If yes for how long?** |  |
|  |  |
| *Senior Infants to Sixth Class* Enrolment | |
| **Name of Last School:** | |
| **Address:** | |
|  | |
|  | |
| **Phone No.:** |  |
| **Enrolment date in last school:** |  |
| **Leaving date in last school:** |  |
| **Current Class:** |  |
| **What is the reason for transferring child?** | |
| **Note: Where a Parent/Guardian wishes to transfer their child/children from another Primary School, the Principal Teacher will make contact with this school prior to the child being enrolled in St. Oliver Plunkett National School.** | |
| **Has your child ever:** | |
| **Repeated a class?** | **Yes / No** |
| **Received learning support?** | **Yes / No** |
| **Attended for psychological assessment?** | **Yes / No** |
| **If so, where is the psychologist’s report located:** |  |
| Health Information | |
| **Family Doctor:** |  |
| **Phone No.:** |  |
| **Address:** |  |
|  | |
| **Does your child have any medical conditions\allergies we should know about? (e.g.) asthma, epilepsy, diabetes or prone to anaphylactic attacks)** | **Yes / No** |
| **If yes, please give details here, including what action should be taken in an emergency.** |  |
| **In the even of an emergency, can we contact the emergency services prior to making contact with you or with the emergency numbers provided?** | **Yes / No** |
| **N.B.**  **Please enclose a copy of your child’s Birth Certificate with this form:** | |
| **Thank you for your co-operation in completing this form.** | |
| **Signed:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian** | |
| **Date:** | |
| ***Important: It is the parents/guardians responsibility to inform the school of any changes in the above information:*** | |

Date:

Dear Parent,

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 pupil's mother tongues is English or Irish, whether the pupil is in receipt of an Exemption from 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 this form in CAPITAL LETTERS and return to the school.** This form will be retained by the primary school.

**Pupil Forename :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pupil Surname:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Date of Birth :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Birth Certificate Forename** (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Birth Certificate Surname** (if different from above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PPS Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mothers Maiden name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nationality:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English? Yes/No** -

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.

**Written parental consent to share level 2 data (Ethnic or cultural background and Religion) with DES:  Yes/No**

**To which ethnic or cultural background group does your child belong (please tick one):**   
Categories are taken from the Census of Population:

White Irish https://aladdin.ie/files/images/tickbox.pngIrish Traveller https://aladdin.ie/files/images/tickbox.pngRoma https://aladdin.ie/files/images/tickbox.pngAny other White Background https://aladdin.ie/files/images/tickbox.pngBlack African https://aladdin.ie/files/images/tickbox.pngAny other Black Background https://aladdin.ie/files/images/tickbox.pngChinese https://aladdin.ie/files/images/tickbox.pngAny other Asian background https://aladdin.ie/files/images/tickbox.pngOther (inc. mixed background) https://aladdin.ie/files/images/tickbox.pngNo Consent https://aladdin.ie/files/images/tickbox.png

**What is your child's Religion:**

Roman Catholic https://aladdin.ie/files/images/tickbox.pngChurch of Ireland (incl. Protestant) https://aladdin.ie/files/images/tickbox.pngPresbyterian https://aladdin.ie/files/images/tickbox.pngMethodist, Wesleyan https://aladdin.ie/files/images/tickbox.pngJewish https://aladdin.ie/files/images/tickbox.pngMuslim (Islamic) https://aladdin.ie/files/images/tickbox.pngOrthodox (Greek, Coptic, Russian) https://aladdin.ie/files/images/tickbox.pngApostolic or Pentecostal https://aladdin.ie/files/images/tickbox.pngHindu https://aladdin.ie/files/images/tickbox.pngBuddhist https://aladdin.ie/files/images/tickbox.pngJehovahs Witness https://aladdin.ie/files/images/tickbox.pngLutheran https://aladdin.ie/files/images/tickbox.pngAtheist https://aladdin.ie/files/images/tickbox.pngBaptist https://aladdin.ie/files/images/tickbox.pngAgnostic https://aladdin.ie/files/images/tickbox.pngOther Religions https://aladdin.ie/files/images/tickbox.pngNo Religion https://aladdin.ie/files/images/tickbox.pngNo Consent https://aladdin.ie/files/images/tickbox.png

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

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