



St Mary's Boys' National School
Belturbet,
Co Cavan
H14 WA46



Tel - 049 9522906
 stmarysbelturbet@gmail.com

Application for Enrolment Form

(Please complete in BLOCK CAPITALS)

Pupil's name: _____

PPS No.:

Pupil's name in Irish (if known): _____

Address: _____

Eircode: _____

Date of Birth: _____ Country of Birth: _____

If your child was not born in Ireland please state month & year pupil arrived in Ireland:

Month: _____ Year: _____

Please submit a Birth Cert which will be copied for school records and returned

To which ethnic/ cultural background group does your child belong?

- White Irish Irish traveller Roma Any other white background Black or Black Irish- African
 Black or Black Irish- Any other Black background Asian or Asian Irish- Chinese
 Asian or Asian Irish- Any other Asian background Other (inc. mixed background) No consent

Religious Denomination: _____

Parents/ Guardians names: Mother: _____ Father: _____

Marital Status (TICK AS APPROPRIATE) Married Single Cohabiting Separated

Mothers Maiden Name (if applicable) _____

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

Parents/ Guardians occupations: Mother: _____ Father: _____

Mobile telephone No.: Mother: _____ Father: _____

Email address: _____

Telephone number in case of emergency closure, serious illness or accident (if home is uncontactable):

Name:	Phone:	Relationship to child:
-------	--------	------------------------

If telephone numbers change, school must be notified immediately.

No. of children in family: _____ Boys: _____ Girls: _____

Child's place in family: _____

Is the child subject of any legal order under family law? Yes No

Note: Where children's parents live apart the school will respond to any requests for information on the child's progress from either parent unless any party has a legal order denying such access.

Medical Information

Does your child suffer from any health condition or allergy that the school should be aware of?

(Hearing, eyesight, asthma, etc...)

Name of family doctor: _____ Phone number: _____

Address: _____

- Do you give permission to take your child straight to hospital in case of serious illness or accident?

Yes No (Please tick appropriate box)

Any other information regarding your child, which you think the school should know:

Education

Previous Primary school: _____ Years Attended _____

Address: _____

Contact details: _____

Has your child had an educational/clinical psychological assessment? Yes No

Is your child currently attending or has he ever been referred to any of the following support services? Please tick any services he has attended.

Enable Ireland	<input type="checkbox"/>
Occupational Therapy	<input type="checkbox"/>
Speech & Language	<input type="checkbox"/>
Child Development Team (CDT)	<input type="checkbox"/>
CAMHS	<input type="checkbox"/>

Other please specify: _____

If your child has an assessment report from any of the above agencies please attach it to this form.

Please also attach copies of progress reports from previous schools.



St Mary's Boys' National School
Belturbet,
Co Cavan
H14 WA46



Confirmation of Acceptance of Code of Behaviour

I confirm that I have read the Code of Behaviour (on website) 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.

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.
- ❖ 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 specified at the beginning of the school year.
- ❖ Neat, tidy appearance is expected of all pupils.
- ❖ 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.
- ❖ 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.
- ❖ Mobile phones are not allowed in school. If a pupil needs to contact home the school will take responsibility for this by contacting phone number supplied by parent.

Parent: _____

Date: _____

Pupil: _____

Date: _____



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. Mary's Boys' N.S. to request all Psychological Reports and other relevant reports that relate to my child from my child's previous school.
- 2. Follow the school's acceptable use policy on the use of the internet and use the internet for educational purposes.
- 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/ videos of my child for project work and/or single/group photographs for publishing in newspapers, school website, school social media sites, etc.
- 6. To allow my child take part in zoom/ other video events for educational purposes e.g. maths week quiz, STEM awards or events, green school events etc.
- 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: _____



*St Mary's Boys' National School
Beltrubet,
Co Cavan
H14 WA46*



Consent for Sacramental Preparation

Pupil's Name: _____ Date of Birth: _____

Religious Education

St. Mary's Boys' N.S. 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. Mary's Boys' N.S. and the local parish and receive Sacrament of First Penance, First Holy Communion and the Sacrament of Confirmation while a pupil in St. Mary's Boys' N.S. and I/we give permission to St. Mary's Boys' N.S. to forward my child's details to the Parish office.

Please note: If your child has been baptised outside of our parish, you should **attach a copy of your child's BAPTISMAL Certificate** with the Application for Enrolment – this certificate can be obtained from the parish where your child was baptised.

OR

- NO, I/We do not wish my/our child to engage with Sacramental Preparation in St. Mary's Boys' N.S.

If you ticked NO please tick each of these boxes

- 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. Mary's Boy's N.S.
- 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

Please PRINT parent/guardian name(s)



St Mary's Boys' National School
Belturbet,
Co Cavan
H14 WA46



Permission for Internet Acceptable Use Policy

Please review St. Mary's Boys' N.S. 'Acceptable Use Policy' available on the school website at www.stmarysboysns.ie and complete the permission form.

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.

Parent(s)/Guardian(s) Signature: _____

Date: _____

Please print name here: _____



St Mary's Boys' National School
Belturbet,
Co Cavan
H14 WA46



Privacy Notice to Parents / Guardians

By enrolling in and attending St. Mary's Boys' N.S. you acknowledge that your personal data (including special category personal data) will be processed by St. Mary's Boys' N.S. 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

Who we are:

- We are St. Mary's Boys' National School.
- Our address and contact details are Railway Road, Belturbet, Co.Cavan, H14WA46.
Phone: 0499522906
- 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*
- *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 education to the pupil's parents/guardians, including results of assessments.

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 longer periods.
- 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. Mary's Boys' N.S., Railway Road, Belturbet, Co.Cavan or email: stmarysbelturbet@gmail.com

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, Portllington, Co. Laois, R32 AP23