

Our Lady of Good Counsel GNS

Ferrybank, Waterford

Roll No: 12007G

Enrolment and Admissions Form



Tel: +353 51 832984

Website: www.goodcounselgns.ie

Child's Name: _____

First Name and Surname

Application for: _____

Class and Year e.g. Junior Infants 2020

Have you completed every field in this form?

Yes

Have you attached all the documents required?

Yes

Forms that are not complete and that do not have the required documents attached will be returned.

For Office Use Only

Date Received:

D	D	M	M	Y	Y	Y	Y
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Number:

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Our Lady of Good Counsel GNS, Ferrybank, Waterford
Enrolment and Admissions Form

Child's Name: _____ **Date of Birth:**

D	D	M	M	Y	Y	Y	Y
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Child's Address: _____

Medical Card No: _____ **Child's PPS No.** _____

Child's Nationality: _____ **Religion:** _____

Date and Place of Baptism (if applicable): _____

Name and Address of Previous School/Preschool _____

Class: _____ **Teacher's Name:** _____

Irish Version of your Child's Name (if applicable) _____
(Where not provided, school will translate)

Name of Siblings already attending this school:

- | | |
|-----------------------|--------------|
| 1. Name: _____ | Class: _____ |
| 2. Name: _____ | Class: _____ |
| 3. Name: _____ | Class: _____ |

Parent 1: First Name + Surname: _____

Parent 1: First Name + Surname: _____

Address (if different from child's): _____

Address (if different from child's): _____

Parent's Nationality: _____

Parent's Nationality: _____

Home Telephone: _____

Home Telephone: _____

Work: _____

Work: _____

Mobile Phone: _____

Mobile Phone: _____

Email Address: _____

Email Address: _____

Should any of these numbers change, please inform the school as soon as possible.

Occupation: _____
Parent

Occupation: _____
Parent

Who should be contacted if your child is ill at school? _____

If this is a person other than a Parent/Guardian, e.g. Child Minder, please list a contact telephone number here: _____

Name of Family Doctor: _____ Contact No: _____

In the event of an emergency, should we fail to contact you, do you give permission to the School to bring your child to hospital?

Yes: No:

Signed: _____ Signed: _____

Please make the above arrangement clear to your child.

Please list any medical problems/allergies that your child may have.

Please confirm that your child has been toilet trained. Yes: No:

Does any Legal Order exist under Family Law of which the school should be aware?

Yes: No:

If yes, please explain below or make an arrangement to meet the school principal-

By enrolling my/our child, I/We undertake to abide by and to support the Policies of the school.

Signed: _____ Signed: _____
Parent/Guardian Parent/Guardian

Dated: _____ Dated: _____

Please attach the following:

Birth Certificate
Baptismal Certificate (if applicable)
2 recent Passport Photographs of your child
A recent Report from any previous primary school
(only applicable if transferring from another school)

Parental Consent Forms

Photographs and Film

Photographs/Film of your child may occasionally be taken in the course of recording schoolwork or school related events. Do you consent to such photographs/film of your child being taken?

Yes: No:

Do you consent to photographs/film of your child being uploaded to the school's website and published in the school newsletter?

Yes: No:

Child's Name: _____

Signed: _____
Parent/Guardian

Signed: _____
Parent/Guardian

Code of Behaviour

I/We have received and read, and understand the Code of Behaviour of Our Lady of Good Counsel GNS.

I/We agree to abide by this Code and I/We will work in co-operation with the Staff to ensure our child understands and keeps the Code.

Child's Name: _____

Signed: _____
Parent/Guardian

Signed: _____
Parent/Guardian

Dated: _____

Dated: _____

Privacy Notice

I/We have received and read, and understand the Privacy Notice attached to this Enrolment Form.

Signed: _____
Parent/Guardian

Signed: _____
Parent/Guardian

Dated: _____

Dated: _____

Anti-Bullying Policy

Before signing this page, please read the school's Anti-Bullying Policy which can be found on the school website www.goodcounselgns.ie

Anti-Bullying Policy – Parents' Charter

I agree to support the school's Anti-Bullying Policy.

I understand that if my child is bullied or if my child bullies, I am required to co-operate with the school in dealing with the bullying issue.

I understand that in any situation where sanctions are required, this is a private matter between the pupil being disciplined, her parents/guardians and the school.

I agree to talk to my child about bullying and explain to her what bullying means in the context of this policy.

Bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons), and which is repeated over time.

I acknowledge that I am aware that the recommended age for children using Facebook is 13 years of age.

I am aware that there may be risks and dangers for my child if she uses social media and that as a parent/guardian I have a responsibility to provide supervision in this area.

I am aware that the school has safeguards in place with regard to pupil internet/website access at school and that use of the internet/websites outside of school falls under parental responsibility.

I know the dangers of cyber bullying and undertake to avail where possible of any information evenings organised by the school or the Parents' Association.

Signed:

Parent/Guardian

Parent/Guardian

Date:

Pupil Information Required for the Department of Education's Primary Online Database

The Primary Online Database or POD was introduced for all schools during the 2014-2015 school year. Schools must now provide individual details about your child for the POD. These details include your child's name, address, date of birth, nationality and PPS number. You can read more about the database and about how the data collected will be used, accessed, stored, shared and retained on the Department of Education's website, www.education.ie.

WITHOUT PREJUDICE

Two pieces of information requested for the POD are optional. Your child's religion and your child's Ethnic/Cultural background are considered to be sensitive personal data. The school requires your written consent to provide these two pieces of information for the 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 African	Any other Black background
Chinese	Any other Asian background
Other (including mixed background)	

What is your child's religion (please tick one)?

Roman Catholic	Church of Ireland (including Anglican))
Presbyterian	Methodist, Wesleyan
Protestant	Evangelical
Christian religion not further defined	Muslim (Islamic)
Jewish	Apostolic, Pentecostal
Orthodox (Greek, Coptic, Russian)	Buddhist
Hindu	Lutheran
Jehovah's Witness	Baptist
Atheist	Other religions
Agnostic	No religion

Please sign either A or B below:

A.
I/We **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: _____ **Signed:** _____
Parent/Guardian *Parent/Guardian*

B.
I/We **do not 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: _____ **Signed:** _____
Parent/Guardian *Parent/Guardian*

International Children Profile

WITHOUT PREJUDICE

Child's Name: _____

Country of Birth: _____

Child's Year of Arrival in Ireland: _____

Other family members in Ireland: _____

Has your child attended a pre-school e.g. (crèche, playschool, Montessori)?

Yes: No:

In Ireland? Yes: No:

Has your child attended any other school in Ireland? : Yes: No:

Name and Address of School: _____

What language(s) does your child speak at home? _____

Does your child read or write in your first language? Yes: **No:**

How well does your child understand English? 1 2 3 4 5
Not at all Excellent

How well does your child speak English? 1 2 3 4 5
Not at all Excellent

Do you consent to your child participating in additional classes in the English language?

Yes: No:

Signed: _____
Parent/Guardian

Signed: _____
Parent/Guardian

Our Lady of Good Counsel GNS
Privacy Notice to Parents / Guardians

By enrolling in and attending Our Lady of Good Counsel GNS you acknowledge that yours' and your child's personal data (including special category personal data) will be processed by Our Lady of Good Counsel GNS. 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.goodcounselgns.ie

Who We Are

- We are: Our Lady of Good Counsel GNS
- Our address: Ferrybank, Waterford
- Our contact details: Tel: 051 832984 We provide primary education
- For further information, see our Data Protection Policy available at www.goodcounselgns.ie

The Information We Collect About You and Your Child

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.

Further details of the data we collect about you can be found in our Data Protection Policy.

How And Why We Use Your Information And The Legal Basis

We use your 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.*

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy.

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 etc.

The level of sharing and the nature of what is shared depends 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 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.

For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy.

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

For further information on the retention periods, please go to Appendix 1 of our Data Protection Policy.

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

For further information, please see our Data Protection Policy.

Contact

If you would like to discuss anything in this privacy notice, please contact Catriona O'Reilly - Principal, at Tel: 051 – 832984 or by email to: principal.gns@gmail.com