

Application for Enrolment: September 2024

This is an Application Form for admission and does not constitute an offer of a place, implied or otherwise.

CLOSING DATE 3PM WEDNESDAY 14th FEBRUARY

Enrolment will be done in accordance with our admissions policy. There is no waiting list

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. The data required for POD is marked with an **asterisk*** and will only be entered on POD if your child enrolls in the school. All other information requested is required for the efficient running of the school.

Please complete this form in CAPITAL LETTERS and return to the school.
This form will be retained by the school.

General Information on Child											
First Name:	Surname:										
PPS Number:	Date of Birth:	Gender:									
Child's Name on Birth Cert:											
Child's Home Address:											
Eircode: <table border="1"> <tr> <td> </td><td> </td><td> </td><td>/</td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>						/					
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Nationality:	Language Spoken at home:										
Childs Religion:	Place of Baptism (if applicable):										
Do you consent to uploading data relating to religion to POD? Yes <input type="checkbox"/> No <input type="checkbox"/>											
To which ethnic or cultural background group does your child belong? (Please tick one)											
White Irish <input type="checkbox"/> Irish Traveller <input type="checkbox"/> Roma <input type="checkbox"/> Any other White background <input type="checkbox"/>											
Black Irish <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/>											
Asian Irish <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background <input type="checkbox"/>											
Other (including mixed background) <input type="checkbox"/>											
Do you consent to uploading data ethnicity to religion to POD? Yes <input type="checkbox"/> No <input type="checkbox"/>											



The following information is required for the efficient running of the school and will not be uploaded to POD. All information is provided in strict confidence and will not be shared without your permission.

General Information on Parent/Guardian/Family	
Parent/Guardian:	Parent/Guardian:
Name:	Name:
Address (If different from child's):	Address (If different from child's):
Email Address:	Email Address:
Mobile No:	Mobile No:
Occupation:	Occupation:
Nationality:	Nationality:

Child's Legal Guardians: Both parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other <input type="checkbox"/> _____			
Child lives with (tick): Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other <input type="checkbox"/> _____			
Please inform the Principal, in strictest confidence, of any particular family circumstances or arrangements applying to your child.			
Number of children in the family:		Child's place in the family (e.g. 1 st , 2 nd 3 rd)	
Does your child have brothers/sisters in St. Ultans (School, Nursery, Early Ed)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes give details:			
Name:	Class:	Name:	Class:
Name:	Class:	Name:	Class:

Emergency Contacts		
Should we be unable to contact you, please provide contact details of two people who may be contacted in the event of an emergency.		
Name:	Relationship to child:	Mobile:
Name:	Relationship to child:	Mobile:

In the event that we are unable to contact you or your emergency contact nominees, we will seek professional medical advice (G.P. or Hospital) and arrange to transport your child to a G.P. or hospital and have them administer treatment if necessary. If you have any issue with this contact the Principal.

Doctor's Name:	Phone Number:
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Health, Education & Learning

Name of Pre-School:	No of Years attended:	Phone No.:
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I give permission for St. Ultans to contact my child's pre-school to discuss their progress: Yes No

Has your child been assessed by a psychologist or the Early Intervention Team/CDNT? Yes No
 Please enclose a copy of any assessment reports.

Has your child attended Speech and Language Therapy? Yes No
 Please enclose a copy of any assessment reports.

Has your child attended Occupational Therapy? Yes No
 Please enclose a copy of any assessment reports.

Do you have any concerns about your child's behaviour? Yes No
 Please give details:

Do you have any concerns about your child's toileting? Yes No
 Please give details:

Does your child have difficulties in any of the following areas?
 Hearing Vision Mobility Details:

Does your child have a diagnosis of any **special needs** which require additional support? Yes No
 Please give details (i.e. Autism, General Learning Difficulty, Sensory Processing Disorder, ADHD etc)

Does your child have any **Chronic Medical Conditions**?
 Diabetes Epilepsy Asthma Anaphalaxis i.e. severe allergies Other
 Please give details:

Please let us know if your child is on any prescribed medication so that we can bring this to the attention of medical staff in case of an emergency.

Please give details
 Inhaler Epi-Pen Insulin Antihistamines Other _____

If your child requires prescribed medication in school please complete an Administration of Medication Form (available from the office) and return it with this form for consideration by the Board of Management.

I need an Administration of Medication Form Yes No

Communication between School & Home

Dojo: Dojo is the main form of communication in St. Ultans for information on dates regarding teacher contact meetings, school closures etc. Class dojo is a classroom communication app used to share news and photos about your child in school. You will receive an individual access code from your child's teacher in September. **Responsibility lies with the Parent/Guardian to sign up and regularly check for updates.**

Other forms of communication:

TextaParent: TextaParent is used to communicate with parents quickly and easily by sending instant text messages.	Nominated phone number:
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Email: In an effort to be more environmentally friendly, the school will try to use email where possible.	Nominated email address:
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School Collection

For your child's safety please list the names of people who are allowed collect your child from school:

1. Name:	Relationship to child:	Mobile:
2. Name:	Relationship to child:	Mobile:
3. Name:	Relationship to child:	Mobile:
4. Name:	Relationship to child:	Mobile:

To be completed only if your child is transferring from another Primary School

Primary School Transfer

Name of Previous School:		
Address:	Principal Name:	Phone Number:
	Current Class:	Teacher Name:

Please enclose a copy of your child's most recent school report.

Is your child receiving Learning Support/Special Education Teaching Yes No

If yes please tick areas support is provided in:
 Literacy Numeracy English as an Additional Language (EAL) Other

Please include copies of Reports (Psychological/OT/Speech & Language etc.)

Please note: The Principal or Deputy Principal, on behalf of the Board of Management, will contact the Principal of the school from which the child is transferring to discuss the pupil's behaviour and academic progress. All information will be treated in the strictest of confidence.

Parental/Guardian Consents	
During the school day children may go on educational trips / walks/ sporting events under teacher supervision, e.g. local park, historical buildings, GAA matches etc.	
I give permission for my child to go on these trips:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Standardised testing is done with all pupils from Infants to 6th class. Your child may also participate in individualised diagnostic testing to better assist their educational achievement.	
I give permission for my child to participate in standardized and diagnostic testing:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Suncream: I give my permission for suncream to be applied (if deemed necessary):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Digital Learning & Internet access in St Ultans gives the pupils a very powerful tool for learning. The school has a comprehensive Acceptable Usage Policy for the use of these tools, and we are asking you to grant consent for your child to use the laptops, ipads and chrome books in the school in accordance with those guidelines.	
I give permission for my child to participate in digital learning.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Use of Film and Photographs and children's work: School-related photographs/videos (that include my child and/or their work) are often used to promote communication about educational projects and school activities to the parents and wider community, through available media (text, email, class dojo, local/national press, television, social media e.g. Facebook & Twitter and the school website)	
I give permission for the use of photos/videos of my child as described above.	Yes <input type="checkbox"/> No <input type="checkbox"/>
PLEASE NOTE: The Board of Management cannot be held responsible for pictures/ videos taken by parents at school events.	
The HSE , for immunisation purposes and the provision of appointments for dental examination/treatment, may require a child's date of birth and contact details to arrange appointments	
I give permission for my child's details to be shared with the HSE for this purpose.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sporting Bodies , when children are taking part in games outside school, request details regarding contact information and date of birth	
I give permission for my child's details to be shared with these sporting bodies.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sacramental Preparation for Catholic Children: I want my child to receive the sacraments mentioned below. I understand that sacramental preparation involves close partnership between Parents, Parish and School and I agree to engage meaningfully in this Partnership.	
I will fully support the Parish and School Teams in the preparation programmes for my child receiving the 3 Sacraments: First Penance, First Communion and Confirmation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
The school teaches Relationships and Sexuality Education (RSE) and the Stay Safe Child Protection Programme using the guidelines provided by the Department of Education and Skills. This is part of the Primary School Curriculum. Parents are informed when the sensitive elements of these programmes are taking place.	
Should you wish to withdraw your child from this element of the curriculum please notify the school in writing so that arrangements can be made.	

Folder of policies available for your reference in school office. Many policies are published on the school website – www.stultans.com. (If you wish to read through them all or want a copy of any particular policy, this can be arranged through the school secretary Jessica O'Malley)

Declaration:

I hereby apply for a place at St. Ultans Primary School for my child named above.
 I declare that the information provided on this form is correct.
 I understand that all information provided is treated confidentially and in accordance with school data protection guidelines.
 I understand that by signing this declaration, I undertake on enrolment of my child, that both my child and myself will support and uphold the Code of Behaviour of St. Ultan's Primary School.

Parent/Guardian's Signature:

Parent/Guardian's Signature:

Date:

Date:

The following items ***must*** accompany your application form when you attend during registration:

1. (a) An Original Long Form Birth Certificate ***and***
 (b) An Original Roman Catholic Baptismal Certificate (if applicable, for sacramental preparation only)
2. ***One*** of the following: (*these must be dated within 2 months of Registration Date*):
 (a) Electricity Bill (b) Gas Bill (c) Telephone Bill (d) TV/Broadband Bill
3. Two Passport photographs of the child

Registration forms may be posted to St. Ultans P.S. (address above), emailed to office@stultans.ie, or handed in person at the school reception between 9am and 12noon until the closing date advertised in the Admissions Notice.

All forms will be dated, and recorded.

Incomplete/late applications may not be considered for placement.

***COMPLETION OF THIS FORM IS NOT A GUARANTEE OF A PLACE**

Data Privacy Statement

The information provided on this form will be used by St. Ultan's to apply the selection criteria for enrolment in Junior Infants, and to allocate school places in accordance with the School's Admission Policy and the School's Annual Admission Notice.

Where a pupil is admitted to the school, the information will be retained on the pupil's file.

On acceptance of an offer of admission, this information will be entered in the School Administration System Aladdin, and will be uploaded to the Primary Online Database. The Primary Online Database (POD) is a nationwide individualised database of primary school pupils, hosted by the Department of Education and Skills.

In the event of oversubscription, a waiting list of students whose applications for admission to St. Ultan's were unsuccessful due to the school being oversubscribed will be compiled, and will remain valid for the school year in which admission is being sought.

Where a child's name is placed on a waiting list, and the child is not admitted to the school, the information provided on this form will be retained for the duration of the school year and will be securely destroyed thereafter.

Section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. The information which may be provided to a patron or another Board of Management for this purpose may include all or any of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).