



# Scartleigh National School

SALEEN, CLOYNE, CO. CORK.

021 4652094  
secretary@scartleigh.com  
www.scartleigh.com

## ***Scartleigh National School***

### ***Cairde le chéile ag foghlaim*** ***Enrolment Policy***



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***Cairde le chéile ag foghlaim***

***Enrolment Policy***

**General Information:**

Scartleigh National School is a co-educational Catholic school under the patronage of Bishop William Crean. The school is governed by the Board of Management which includes teachers, parents, representatives of the Patron and members of the wider community.

While the School recognises the rights of parents in choosing the primary school for their children as enshrined in the 1998 Education Act, parents living outside the catchment area of the school will be asked to consider schools nearer to their place of residence before proceeding with enrolment.

The school welcomes all children, irrespective of ability, domination or family circumstance. The school will endeavour to seek the optimum level of support and resources from the relevant agencies in both the Department of Education and Skills and the Department of Health to assist in all children achieving their potential.

In September 2006 the school opened a Special Class for Children with Autism. The school now has four classes in this Unit which is named An Cuan. Each class has a maximum class size of six. COPE Foundation may provide multi-disciplinary support for the children in An Cuan. There is a separate policy for enrolment to An Cuan. See Appendix 1.

**Staff:**

Scartleigh NS has an administrative principal supported by a deputy principal.

The number of teaching staff available to the school is decided by the Department of Education and Skills on an annual basis and is decided by enrolment numbers. Currently 17 mainstream positions, 8 SET positions and 4 special class teacher positions are allocated to our school.

Scartleigh NS may be allocated SNA positions to support the special education needs of children in our school. The allocation of these positions is decided by the NSCE. Currently, there are 20 SNA positions.

Scartleigh NS has a secretary and care taker.

The deployment of staff within the school is decided by the Principal.

**Class arrangement**

The arrangement of pupils into classes is decided by the Principal. Junior Infant classes are arranged taking gender and age balance into consideration.

Classes will be split or reconfigured during their time in Scartleigh NS- at the completion of senior infants, 2nd class, 4th class or if deemed necessary by the principal. When a class level is split or reconfigured, children will be placed by the principal in consultation with the class teachers. Classes are split or reconfigured on the basis of mixed ability and gender balance. Decisions on split or reconfigured classes are non-negotiable.

Teaching staff are addressed by pupils using the title Múinteoir (Teacher) followed by their Christian name. Other staff are addressed using their Christian names.

See Appendix 2 for current staff deployment.

**Funding:**

The school is non-fee paying and depends on the grants and teacher resources provided by the Department of Education and Science. Accordingly school policy must have regard to the resources and funding available.

**Making an Application to Enrol children into the Junior Infant Class.**

- A child must be four years old before the 1st September of the year they start school.
- Parents who wish to enrol their children must sign and submit a Pre-enrolment Form-Appendix 3. The signing of this form is not a guarantee of a place.
- Any questions on school policy will be answered where possible.

It is required that the parents will:

- Inform the school about the child's progress to date.

- Inform the school of any circumstance(s) which might impact on the child's education.
- Brief the Principal on any special preparatory measures the school may need to take in order to facilitate the child's inclusion into the school community.

### **Making an Application to Enrol Children into Classes other than Junior Infants**

- Parents who wish to enrol their children into classes other than Junior Infants must contact the Principal to arrange a meeting. At the meeting with the Principal, the parents will be informed of the number on roll for the class(es) into which they seek to enrol their child(ren) as well as projected numbers and provisional class divisions where relevant.

- Places are not usually allocated to students who wish to transfer from other schools in the locality.

- Questions on School Policy will be answered where possible.

It is required that parents:

- Explain their reason(s) for seeking to enrol their child(ren) in the school.
- Provide the school with written progress records or/and reports from the previous school.
- Inform the school of any circumstance(s) which might impact on the child's education in the school.
- Brief the Principal on any special preparatory measures the school may need to take in order to facilitate the child's inclusion into the school community.
- Fill out an Application to Enrol Form. The signing of this form does not guarantee an offer of a place. The application will be considered by the Board of Management.

### **Applications Exceeding Places:**

When the number of applicants exceeds the number of available spaces the Board of Management is not obliged to accept any further enrolments and may only do so in emergency situations eg. in co-operation with the HSE.

Parents who seek enrolment of their children when the school is full will be advised to seek enrolment in:

- Either of the other two parish primary schools, Scoil Íosagáin, Aghada or St Colman's, Whitegate.
- Any of the other schools in the East Cork area but particularly those closest to the child's residence. The Principal will advise parents on an individual basis.

In the event of the number of applications exceeding the number of places available the Board of Management will make the final decision(s) using the following prioritised criteria:

- 1 - Children who live within the immediate environs of the school, siblings of pupils already attending the school and children of staff members.

- 2 - Parish of Aghada.
- 3 - All other applicants.

\*Should the number of applications exceed the number of places in any of the above criteria then a lottery system will apply.

All applications will be considered by the Board of Management.

All parents will be contacted in the month of January before the September that their child is due to start school.

Those offered places will be asked to confirm acceptance in writing before a specified date. Failure to confirm acceptance will result in forfeiture of the offer.

Those children not offered places will be placed on a waiting list.

Forfeited places will be offered to those children on the waiting list using the prioritised criteria above.

### **Induction and Familiarisation:**

Incoming junior infants will be invited to the school in June where they will spend an afternoon with the class teacher. The session will last no longer than one hour. Parents are requested to leave the children with the teacher for the duration of the induction session while our Parents Association provide tea and coffee for our incoming parents.

Parents will be invited to an evening meeting where they will be addressed by both the Principal and the Junior Infant teacher(s) and a representative of the Parents' Association. This meeting will be followed by a Questions/Answers session

On acceptance of a place in Scartleigh NS, parents will be required to complete an Enrolment Form- Appendix 4

### **Class Size:**

While the school operates a Maximum Inclusion Policy, the following points must be noted.

- The teacher pupil ratio within the school is determined by the Minister of Education and Science.
- The school must abide by the maximum class sizes, as directed by the Minister of Education and Skills.

### **Equality of Access:**

In order to facilitate equality of access for children with special needs the following objectives apply.

- In accordance with Department of Education and Skills policy and directives all

available resources will be sought. In accordance with 2017 directives for Special Education Support, we will endeavour to support children so that all children can achieve their full potential here in Scartleigh NS.

- A formalised system of childcare support will be provided for those children who have been assessed as requiring such support.
- The school principal and teachers will liaise and consult with parents, Department inspectors, specialist teachers, psychologists, speech therapists and other relevant agencies to support the education of children with special needs.
- The school shall endeavour to provide as full an education as possible for all children with special needs.
- A Pupil Support Plan will be designed and implemented for each child with special needs. This plan will include provision for regular update and review as the child's progress is monitored and new educational needs emerge.
- Children with special needs play a participative role within the school community.
- The other children in the school will be informed as to how they can best help children with special needs.
- Staff members are encouraged to attend professional development courses in the area of special needs. This professional development is budgeted for by the school

This policy was ratified by the Board of Management – May, 2019.

This policy is subject to yearly review.

Dated:

Signed:



# Scartleigh National School

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## Appendix 1

### ***Scartleigh National School*** ***Cairde le chéile ag foghlaim*** ***An Cuan Enrolment Policy***

#### **Introduction:**

In September 2006 a special class for children with autism was opened in our school. With an initial enrolment number of two children, An Cuan currently caters for twenty four children in four classes.

The unit is known as An Cuan the Irish for “the harbour” where we hope we provide the children with a secure and safe educational environment. It was named in memory of our late colleague, Josephine Healy.

#### **September 2018**

An Cuan currently has four special classes:

**Early Intervention Class:** (Muinteoir Eimear) caters for three to five year olds.

**Class One:** (Múinteoir Eoin) caters for Junior/Senior Infants.

**Class Two:** (Muinteoir Nessa) caters for children First Class to Second Class.

**Class Three:** (Múinteoir Ailish) caters for children from Third to Sixth Class.

The age profile of each special class is subject to yearly review.

#### **Admissions Team**

Applications for enrolment into An Cuan will be considered by the Admissions Team. This Team includes Denise O’Donovan, Principal; Níamh Fitzgerald, Deputy Principal and SET teacher; Eimear Hicks, An Cuan teacher; Claire Fenton, SET teacher and Board of Management representative.

#### **Early Intervention Class:**

Parents wishing to enrol their child in the EIC must present a psychological report to the school.

This report must include-1. A diagnosis of autism 2. A statement that the minimum level of cognitive functioning is a mild learning disability. It is imperative that all information is disclosed to the school.

Once this report has been forwarded to the School Principal, parents will be asked to make an application to enrol the child in the EIC; See Appendix 3. Applications will be accepted up to February 28th. The Admissions Team will then consider all applications and report to the Board of Management. All parents will be informed accordingly within four weeks of the closing date for applications.

A child can take up a place in this class on/after his/her third birthday. The upper age limit for inclusion in the EIC is five. (A child cannot be six during the school year up to June 30<sup>th</sup>)

The maximum class size is six pupils. If the number of children meeting the above criteria wishing to enrol exceeds the number of places available, the following criteria will apply in priority order-

1. Existing pupils of Scartleigh NS
2. Siblings of current pupils in An Cuan
3. Siblings of current pupils in Scartleigh NS
4. Children living within the catchment area of Scartleigh NS
5. Children of staff members
6. Any other applicants

Should the number of applicants exceed the number of places available following the application of the above criteria, a lottery system will apply.

Any further applicants exceeding the number of places available will be placed on a waiting list in accordance with the above criteria.

Placement in the EIC is subject to a yearly review. Parents will be advised as to the child's future schooling with the following options considered.

- Mainstream
- Mainstream with SET support
- Special Class attached to mainstream school
- Special school
- Home tuition

The EIC operates a maximum class size of six pupils. One teacher and a minimum of two SNAs will work in the EIC.

Enrolment in the EIC does not entitle the child to a place in either a special class or in a class in the mainstream school. On acceptance of a place in a special class parents will be asked to complete An Enrolment Form see Appendix 5

### **Special Classes:**

The three special classes cater for children of primary school age 4-13. A child cannot be enrolled in the special class if they turn 14 within the school year. Parents wishing to enrol their child in a special class must present a psychological report to the school. It is imperative that all information is disclosed to the school.

This report must include:



1. A diagnosis of autism.
2. A statement that the minimum level of cognitive functioning is a mild learning disability.
3. A recommendation for a placement in a special class attached to a mainstream school.

Once this report has been forwarded to the School Principal, parents will be asked to make an application to enrol the child in a special class. See Appendix 3. Applications will be accepted up to February 28th. The Admissions Team will then consider all applications and report to the Board of Management. All parents will be informed accordingly within four weeks of the closing date for applications.

The maximum class size is six pupils. If the number of children meeting the above criteria to enrol exceeds the number of places available, the following criteria will apply in priority order-

1. Existing pupils of Scartleigh NS
2. Siblings of current pupils in An Cuan
3. Siblings of current pupils in Scartleigh NS
4. Children living within the catchment area of Scartleigh NS
5. Children of staff members
6. Any other applicants

Should the number of applicants exceed the number of places available following the application of the above criteria, a lottery system will apply.

Any further applicants exceeding the number of places available will be placed on a waiting list in accordance with the above criteria

If a child has been offered a placement in a special class geographically closer their home than this school, the child will not qualify for school transport.

Placement in either of the three special classes is subject to a yearly review. Parents will be advised as to future schooling with the following options considered.

- Continuation in the special classes
- Continuation in a special class nearer to the child's home
- Mainstream Class with SET support
- Placement in a Special school
- Home Tuition

If a child with a recommendation of placement in a special school receives an offer of placement, it is highly recommended that it is accepted.

Where the education placement is inappropriate or has broken down, the school will support the pupil in their transition.

On acceptance of a place in a Special class parents will be asked to complete AN Enrolment Form Appendix 5

**Multi-disciplinary support:**

COPE Foundation provides a multi-disciplinary support service to children with a multi-disciplinary diagnosis of autism attending the school. This support may include psychology, speech and language therapy, occupational therapy and access to social work services.

**Mainstream Integration:**

It is hoped that children enrolled in An Cuan experience meaningful integration with their typically developing peers during their time in Scartleigh. The provision of integration for the children is dependent on resources and accommodation.

This policy was ratified by the Board of Management – May, 2019.

This policy is subject to yearly review.

Date:

Signed:

## **Appendix 2**

## **Staff 2018/2019:**

Administrative Principal: Denise O'Donovan

Deputy Principal: Níamh Fitzgerald

17 mainstream class teachers  
8 special education teachers (SET)  
4 special class teachers.

19 Special Needs Assistants

Secretary: Teresa Leahy  
Caretaker: Francis O'Rourke

### **Class Organisation:**

#### **For the school year 2018-2019 the classes are organised as follows:**

##### Mainstream:

Junior Infants: Gobnait Ní Mhurchú  
Junior Infants: Úna O'Sullivan  
Senior Infants: (Jen Moynihan)Marie Savage (maternity leave)  
Senior Infants: Anne O'Leary  
1st Class: Ciara Tatten  
1st Class: Sharon Duggan  
2nd Class: Jillian Hayes  
2nd Class: Séan O'Connell  
3rd Class: Luke O'Farrell  
3rd Class: Áine Carlton/Catriona Sheehan  
4th Class: Fiachra Keane  
4th Class: Róisín Buckley  
5th Class: Séamus O'Farrell  
5th Class: Lisa Rochford  
6th Class: JP O'Riordan  
6th Class: Aoife Keegan

##### SET Team:

Claire Fenton  
Mary O'Neill  
Níamh Fitzgerald  
Karen Morrissey  
Veronica Moynihan  
Áine Galvin  
Cliona Lordan Glavin/ Louise Geaney Job Share  
Fiona Higgins/ Niamh Walsh Job Share

##### An Cuan

Special Classes for Children with Autism

Eimear Hicks  
Ailish Walsh  
Nessa O'Dwyer  
Eoin O'Gorman

Special Needs Assistants: Tara O'Shea, Caroline McMahon, Roisin Bell, Majella Clohesey, Rebecca Barry, Fiona O'Keeffe, Martha Varian, Lesley Ryall, Julie Walsh, Angie Lyne, Lisa Quirke, Ber Murray, Linda Berry, Carol Butler, Michelle Mulchay, Margaret McEvoy, Eunice Wanjiru, Anne O'Neill, Amy Ring (Vera Terry)



Appendix 3

**Application to Enrol**

Child's Full Name	
Class Level into which child is enrolling	
Date of Birth	
Year for Enrolment	
Mainstream – An Cuan – Autistic Unit	
Address(es)	
Mother's Name	
Mother's Contact Number	
Mother's Email Address	
Father's Name	
Father's Contact Number	
Father's Email Address	
Names/Ages of Siblings	
Any Additional Information	

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Enrolment Form Privacy Notice**

### **Who is collecting the data**

Board of Management (Data Controller)

Scartleigh National School, Saleen, Cloyne, Co. Cork.

T: 021 4652094 | E: principal@scartleigh.com

This Privacy Notice governs the manner in which Scartleigh National School collects, uses, maintains and discloses information collected using this form.

### **Personal Data (Primary Students):**

We collect personal identifiable information from prospective students in a variety of ways in connection with the delivery of education at our school.

#### Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; Address;
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Siblings;

### **How we use collected information:**

We use your personal data (student) for purposes including:

- your child's application for enrolment;
- 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 other students;
- 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.

#### **How we protect your information:**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

#### **How long do we keep your personal information?**

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding or deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Scartleigh National School Data Protection Policy which is available to you on request.

#### **Sharing your personal information**

We do not sell or trade personal identification information to others. We may share student data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners & Post Primary Schools etc. The level of sharing student personal data and the nature of what is shared depend on various factors. The Government bodies to which we transfer personal data to may use that personal data for their own purposes (including: to verify other information they already hold about a data subject etc.) and they may aggregate it with other information they already hold about the data subject and their family. We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, IT providers, security providers, legal advisors etc.),

#### **Your rights**

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically;
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.



Appendix 4

## Enrolment Form

Pupil's Full Name (as per Birth Certificate)	
Class Level into which child is enrolling	
Date of Birth	
Gender	
PPSN	
Pupil's Address (Including Eircode)	
Home Phone Number	
Mother's Name	
*Mother's Maiden Name (to validate PPSN)	
Mother's Contact Number	
Mother's Email Address	
Mother's Address (if different from above)	
Father's Name	
Father's Contact Number	
Father's Email Address	
Father's Address	



(if different from above)	
Names/Ages of Siblings	
Mother's Occupation  Place of Work  Daytime Telephone Number	
Father's Occupation  Place of Work  Daytime Telephone Number	
Emergency Contact Person 1 - <b>Essential</b> (in case parents are uncontactable)  Name  Contact Number  Relation to Child	
Emergency Contact Person 2 - <b>Essential</b> (in case parents are uncontactable)  Name  Contact Number  Relation to Child	
Name of Family Doctor  Contact Number	
Medical Conditions/Allergies (if applicable)	

Please attach details of condition and any treatment required.			
Educational Needs (if applicable)			
Please attach any relevant information.			
*Religion			
*Nationality (In case of dual citizenship please specify both nationalities)			
*Ethnic and Cultural Background			
White Irish		Black or Black Irish – Any other black background	
Irish Traveller		Asian or Asian Irish – Chinese	
Any other white background		Asian or Asian Irish – Any other Asian background	
Black or Black Irish – African		Other (Inc. Mixed Background)	
*Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?			

\*These areas are considered sensitive and parents must sign consent on the following page.

I agree for this information to be stored on the Primary Online Database (POD) and to be transferred to the Department of Education & Skills and any other primary schools to which my child may transfer during the course of his/her time in primary school.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our school website, social media accounts or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, the student's name will never appear on the website as a caption to the picture. Consent is requested from each parent when enrolling with the school. Should the parent wish to have his/her child's photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, we will duly comply on receipt of a written request to the school principal.

Do you consent? Yes  No

I give permission to the staff of Scartleigh I agree

N.S. to call a doctor or an ambulance in case of an injury or emergency arising. I do not agree

I give permission to the staff of Scartleigh I agree

N.S. to administer \_\_\_\_\_ to my child if the need arises. I do not agree

Not applicable

As part of the school day, children may occasionally participate in in-school small group activities outside of the classroom. I agree

I give permission for my child to participate in such activities. I do not agree

I give permission for a staff member to assist I agree

my child with any toileting needs which may arise. I do not agree

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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### Personal Data (Primary Students):

We collect personal identifiable information from prospective students in a variety of ways in connection with the delivery of education at our school.

### Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Country of Birth; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Psychological Assessment Results (where applicable);
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Occupation; Work Phone Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card; Name, Address & Tel. No. of GP;
- Photos with classmates, tours, matches, awards etc.
- Exam results;

### How we use collected information:

We use your personal data (student) for purposes including:

- your child's application for enrolment;
- 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 other students;
- to supply post primary school's with relevant information when moving into secondary education;
- to process grant applications, fees and scholarships;
- 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.

### How we protect your information:

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

### How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding our deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Scartleigh National School Data Protection Policy which is available to you on request.

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### **Your rights**

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically;
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.



## Enrolment Form An Cuan ASD Classes

Pupil's Full Name (as per Birth Certificate)	
Class Level into which child is enrolling	
Date of Birth	
Gender	
PPSN	
Pupil's Address (Including Eircode)	
Home Phone Number	
Mother's Name	
*Mother's Maiden Name (to validate PPSN)	
Mother's Contact Number	
Mother's Email Address	
Mother's Address (if different from above)	
Father's Name	
Father's Contact Number	
Father's Email Address	
Father's Address (if different from above)	

Names/Ages of Siblings	
Mother's Occupation  Place of Work  Daytime Telephone Number	
Father's Occupation  Place of Work  Daytime Telephone Number	
Emergency Contact Person 1 - <b>Essential</b> (in case parents are uncontactable)  Name  Contact Number  Relation to Child	
Emergency Contact Person 2 - <b>Essential</b> (in case parents are uncontactable)  Name  Contact Number  Relation to Child	
Name of Family Doctor  Contact Number	
Medical Conditions/Allergies (if applicable)	

Please attach details of condition and any treatment required.			
Has your child received a diagnosis of autism?		Yes/No	
If yes, who conducted the assessment and when?			
With regard to future schooling, what is the recommendation of the assessment team?		Early Intervention / Mainstream / Special Class / Special School	
Has your child an intellectual disability?		Yes/No	
If yes, please specify		Mild / Moderate / Severe / Profound	
Educational Needs (if applicable), e.g. any co-occurring disability?  Please attach any relevant information.			
*Religion			
*Nationality (In case of dual citizenship please specify both nationalities)			
*Ethnic and Cultural Background			
White Irish		Black or Black Irish – Any other black background	
Irish Traveller		Asian or Asian Irish – Chinese	
Any other white background		Asian or Asian Irish – Any other Asian background	
Black or Black Irish – African		Other (Inc. Mixed Background)	
*Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?			



\*These areas are considered sensitive and parents must sign consent on the following page.

I agree for this information to be stored on the Primary Online Database (POD) and to be transferred to the Department of Education & Skills and any other primary schools to which my child may transfer during the course of his/her time in primary school.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The school maintains a database of photographs of school events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our school website, social media accounts or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, the student's name will never appear on the website as a caption to the picture. Consent is requested from each parent when enrolling with the school. Should the parent wish to have his/her child's photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, we will duly comply on receipt of a written request to the school principal.

Do you consent? Yes  No

I give permission to the staff of Scartleigh I agree

N.S. to call a doctor or an ambulance in case of an injury or emergency arising. I do not agree

I give permission to the staff of Scartleigh I agree

N.S. to administer \_\_\_\_\_ to my child if the need arises. I do not agree

Not applicable

As part of the school day, children may occasionally participate in in-school small group activities outside of the classroom. I give permission for my child to participate in such activities.

I agree

I do not agree

I give permission for a staff member to assist my child with any toileting needs which may arise.

I agree

I do not agree

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Your child's placement in the Early Intervention Class will be reviewed at the end of each school year. In consultation with the multi-disciplinary team the school will advise you on the future schooling needs of your child. Please note that placement in the Early Intervention Class does not entitle your child to a placement in either the special class or the mainstream school.

Your child's placement in an ASD class will be reviewed at the end of each school year. In consultation with the multi-disciplinary team the school will advise you on the future schooling needs of your child.

## Enrolment Form Privacy Notice

### Who is collecting the data

Board of Management (Data Controller)

Scartleigh National School, Saleen, Cloyne, Co. Cork.

T: 021 4652094 | E: principal@scartleigh.com

This Privacy Notice governs the manner in which Scartleigh National School collects, uses, maintains and discloses information collected using this form.

### Personal Data (Primary Students):

We collect personal identifiable information from prospective students in a variety of ways in connection with the delivery of education at our school.

### Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Country of Birth; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Psychological Assessment Results (where applicable);
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Occupation; Work Phone Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card; Name, Address & Tel. No. of GP;
- Photos with classmates, tours, matches, awards etc.
- Exam results;

### How we use collected information:

We use your personal data (student) for purposes including:

- your child's application for enrolment;
- 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 other students;
- to supply post primary school's with relevant information when moving into secondary education;
- to process grant applications, fees and scholarships;
- 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.

### How we protect your information:

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

### How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding our deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Scartleigh National School Data Protection Policy which is available to you on request.

### **Sharing your personal information**

We do not sell or trade personal identification information to others. We may share student data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, our Insurance Company, the Revenue Commissioners & Post Primary Schools etc. The level of sharing student personal data and the nature of what is shared depend on various factors. The Government bodies to which we transfer personal data to may use that personal data for their own purposes (including: to verify other information they already hold about a data subject etc.) and they may aggregate it with other information they already hold about the data subject and their family. We also share your personal data with other third parties including our insurance company and other service providers (including External Psychologists, IT providers, security providers, legal advisors etc.),

### **Your rights**

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically;
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.