



STUDENT ENROLMENT FORM Academic Year 2019/2020

PLEASE COMPLETE IN BLOCK CAPITALS

1. Student Details

Family Name		First name(s)	
Male/ Female		Date of Birth	
Student's PPS Number			
Home Address			Eircode <i>(must be completed)</i>
Primary School Attending*		Roll Number	

*We may contact the Primary School in connection with your daughter's/son's application

2. Family Details

Name of brothers/sisters attending Clonturk Community College:	
Name: _____	Name: _____
Name: _____	Name: _____

3. Parent/Guardian Details

	Parent/Guardian	Parent/Guardian
First name		
Last name		
Address (include eircode)		
Contact Number(s)	Home: Mobile:	Home: Mobile:
Email Address		
Relationship to Student		

4. Access to Resource/Learning Support Hours

- a)** Has the student had a psychological assessment? *(Please tick the relevant box)*
Yes No
- b)** If the answer to (a) above is 'Yes' is the psychological report available? *(Please tick the relevant box)*
Yes No
- c)** Has the student been granted resource teaching hours by the National Council for Special Education (NCSE)? *(Please tick the relevant box)*
Yes No
- d)** Has the student had the services of a Special Needs Assistant (SNA) granted by the NCSE? *(Please tick the relevant box)*
Yes No
- e)** Does the student have an Irish Exemption? *(Please tick the relevant box)*
Yes No
- f)** Has the student received English Language Support?
Yes No
- g)** Has the student had learning support at Primary School? *(Please tick the relevant box)*
Yes No

If the answer to (e) is 'Yes' please provide details: _____

We hereby authorise Clonturk Community College to contact and request the relevant school(s) release any Educational Reports and Pupil Support Plans held in respect of my child.

By signing this enrolment form parents/guardians are agreeing to abide and adhere to the Code of Positive Behaviour of Clonturk Community College. This policy is available on our website at www.clonturkcc.ie

Signed: _____ (Parent/Guardian) Date: _____

Signed: _____ (Parent/Guardian) Date: _____

OFFICE USE ONLY: (please tick)

Original Birth Certificate Checked ____ Proof of Address Checked ____ Receipt Issued ____
Data Consent ____

Signed _____ Date _____

DATA PROTECTION

A summary of the Data Protection Policy of City of Dublin ETB is set out below. This Data Protection Policy (together with such updates and amendments as may be made to same from time to time and circulated by City of Dublin ETB will apply during the student's time at Clonturk Community College.

Personal Data on this Form:

City of Dublin ETB is a data controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application form is required for the purposes of:

- student enrolment and student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports & transportation
- examinations
- school administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations

School Contacting You:

Please confirm if you are happy for us to contact you by SMS/text message and to call you on the telephone numbers provided and to send you emails for all/some of the purposes of:

- school concerts/events/sports
- parent teacher meetings
- to notify you of school closure (e.g. adverse weather conditions),
- to notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school
- to communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

Do you consent to Clonturk Community College/ CDET B:

Using your email address to alert you to these issues? Yes No

Using your mobile phone number to send you SMS texts to alert you to these issues?

Yes No

Using your mobile phone/landline number to call you to alert you to these issues?

Yes No

Please note: Clonturk Community College/CDET B reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent.

DATA PROTECTION (CONTINUED)

Transfer of Personal Data

While the information provided will generally be treated as private to Clonturk Community College/CDETB, and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (the Child and Family Agency) social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school). We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data you should write to the Principal requesting an Access Request Form.

Data Protection Policy

A copy of the full Data Protection Policy is available on the City of Dublin ETB website or from the Principal and you and your child should read it carefully. By signing below you are indicating that you consent to your data /your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the school. Where the student is over 18 years old, they will be asked to sign their consent to this.

Photographs and Digital Images of Students

The school maintains a database of photographs and digital images (including video) of school events held over years. It has become customary to take photographs 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/digital images may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school related productions. In the case of website photographs/digital images, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph/digital image removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the Principal.

Consent for this will be made at the beginning of the school year through a form in the school journal.

Signed: _____ (Parent/Guardian) Date: _____

Signed: _____ (Parent/Guardian) Date: _____

Please bring
Completed
Enrolment
form to:

Clonturk Community
College
Swords Road,
Whitehall,
Dublin 9

Closing
Date:

4.00pm
Monday, 22nd
October 2018

Please note:

1. Please submit the completed Student Enrolment Form along **with a copy of the child's original birth certificate and a current utility bill (within the last 3 months only)**.
2. **Online and postal enrolment forms will not be accepted.** Please bring your enrolment form to the main office of Clonturk Community College, Swords Road, Whitehall, Dublin 9. A **receipt must be** issued for each application.
3. For admission to the College in September 2019, students must have reached the age of 12 years on January 1st 2020 (in their first year at Clonturk Community College).
4. Submission of an enrolment form is not a guarantee of a place in Clonturk Community College (see Admissions Policy).
5. Parents/guardians must respond in writing to confirm an offered place for their child within 14 days of that offer being made. Failure to respond within 14 days will result in the child's place in the College being forfeited.
6. It is the responsibility of parents/guardians to inform Clonturk Community College of any **changes of address**, contact details or other relevant information that may occur after submission of this form.
7. The College Admissions Policy is available at www.clonturkcc.ie