

# **COLÁISTE NA SCEILGE**

## **Admission and Participation Policy**

**February 2016**

### **Mission Statement**

**We respect, we care,  
We learn, we develop,  
We belong.**

**Reviewed by the *staff January\_2016***

**Reviewed by the Parents Association *January\_2016***

**Reviewed by the Student Council *January\_2016***

**Passed by the BOM, 4 Feb 2016**

**This Admission and Participation Policy may be accessed on the school website**

**[www.colaistenasceilge.ie](http://www.colaistenasceilge.ie)**

Published in accordance with Section 15 (2) (d) of the Education Act 1998.

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## **SECTION 1. THE SCHOOL**

<b>1.1 School Name:</b>	Coláiste na Sceilge – Co-Educational/ Community College
<b>Year of establishment:</b>	1999

**Contact Address Re Admissions:** Cahersiveen, County Kerry

Phone: 066-9473335

Fax: 066-9473138

E-Mail: [info@colaistenasceilge.ie](mailto:info@colaistenasceilge.ie)

**Contact Person:** **John O'Connor**

Position: Principal

Office Hours: 9-00 a.m. to 5-00 p.m.

**School opening hours:** 9.00 to 11.00 - Classes

11.00 to 11.15 - Break

11.15 to 1.15 - Classes

1.15 to 1.50 - Lunch

1.50 to 3.50.(3:10 Friday) - Classes

**Feeder Schools:**

The Glen

Foilmore

Ballinskelligs

Portmagee

Caherdaniel

Coars

Cillian Liath

Waterville

Valentia

Aghatubrid

Scoil Saidhbhín



**2.5 Students' Council Executive -** Jack O'Shea - 1<sup>st</sup> year  
 Emily O'Sullivan – 1<sup>st</sup> year  
 Emily Jouen – 1<sup>st</sup> year  
 Jessica Galvin – 1<sup>st</sup> year  
 Ava O'Sullivan – 2<sup>nd</sup> year  
 John Anthony McCarthy – 2<sup>nd</sup> year  
 Stephen O'Sullivan – 3<sup>rd</sup> year  
 Mikayla Corcoran – 3<sup>rd</sup> year  
 Tara Whittington – 3<sup>rd</sup> year  
 Cian Breathnach - 5<sup>th</sup> year  
 Donna Fitzgerald – 5<sup>th</sup> year  
 Colette O'Shea – 5<sup>th</sup> year  
 Gráinne Donegan – 5<sup>th</sup> year  
 Dervla Donegan – 5<sup>th</sup> year  
 Garrath Burke-Weigh – 6<sup>th</sup> year  
 Caoimhe O'Sullivan – 6<sup>th</sup> year  
 Jackie Clifford – 6<sup>th</sup> year

## 2.6 Location & Facilities:

Gymnasium	Woodwork	P.E Hall
Science Labs	Canteen	Special Needs Classroom
Home-Economics	Basketball Court	Learning Support Rooms
Library	Football Field	
Computer Rooms	Metalwork	
	Technical Graphics	

### 2.6.1 - Programmes and Subjects

#### Junior Cycle Programmes

##### Subjects offered

Irish	SPHE	Materials Tech. Metal
English	Art	CSPE
German	Physical Education	History
Home Economics	Science	Technical Graphics
Geography	Religion	Music
French	Materials Tech. Wood	
Business Studies	Mathematics	

**All Subjects shown above may not be offered in any school year. For criteria used in deciding which subjects are/are not offered see appendix 2b of this document.**

#### Transition Year

##### Subjects offered within the classroom

Maths	History	Cookery	Car Safety
English	Science	CAD	Career Guidance
Irish	Religion	Music	Young Entrepreneur
French	Chemistry	Dance	PSM
German	P.E	ECDL	Youth for Justice
Geography	Art	Technology	GAISCE

## Subjects offered outside the Classroom

**Having regard to the availability of resources all Subjects shown above may not be offered in any school year or other appropriate subjects may replace some subjects on the above list.**

### **Senior Cycle Programmes**

#### Subjects offered

Irish	Business	Applied Maths	Economics
English	Art	Mathematics	Design and
Mathematics	History	German	Communications
Home Economics	Biology	Music	Graphics
Geography	Physical Education	Engineering	Accounting
French	Chemistry	Physics	Agricultural Science
German	Religion	Construction	

All Subjects shown above may not be offered in any school year-for criteria used in deciding which subjects are/are not offered see appendix 2a of this document.

### Subjects offered in Leaving Certificate Applied May be offered in Years 1 and/or 2

1. Vocational Preparation and Guidance
2. English and Communication
3. Social Education
4. Leisure and Recreation including Physical Education
5. Introduction to Information and Communication Technology
6. Mathematical Applications
7. Agriculture/ Horticulture
8. Hotel, Catering and Tourism
9. Graphics and Construction
10. Information and Communication Technology
11. Spanish
12. Religious Education
13. Gaeilge Cumarsaideach
14. Crafts and Design
15. Active Leisure Studies

#### **2.6.2 – Special Needs Programmes**

All Junior Cycle subjects are on offer subject to the ability of each student to avail of these subjects and having regard to Health and Safety requirements.

**Class Bríd** – this is a special education needs class within mainstream school and offers students an opportunity to be taught exclusively in Class Bríd or or have access to Class Bríd while being taught in mainstream classes. Students availing of Class Bríd will have a psychological/educational assessment outlining their need to avail of Class Bríd. The students are based in Class Bríd where they work from their Individual Education Plans (IEP's), which are drawn up in collaboration with parents.

**QQI** level 1-3 Certificate in General Education is offered to students within Class Bríd, this is a nationally recognised certificate offering students an alternative route to progression in education and training. As New JC Curriculum changes take effect the following courses may also be available: JC Short Courses, JC Level 2, Education for Life Programme.

#### **2.6.3 Post Leaving Certificate Courses**

**Given our tourist region Coláiste na Sceilge may offer the following courses at the O'Connell Centre for our adult learners. All courses are subject to sufficient enrolment numbers.**

##### **1– Tourism with Business QQI Level 5**

**Modules may include:**

- Customer Service
- Word Processing
- Tourism Principles and Practice
- Tourism Information and Administration

- Book Keeping – Manual and Computerised
- Eco Tourism
- Work Experience
- Event Production

## **2 Tourism with Business Level 6 with an additional Certificate in Regional Guiding**

### **Modules may include:**

- Irish Cultural and National Heritage
- Customer Service
- Marketing Management
- Tourism Policy & Practice
- Desktop Publishing
- Computerised Accounts
- Event Management

## **3 Sports Recreation and Exercise Level 5**

### **Modules may include:**

- Adventure Activities
- Customer Service
- Exercise & Fitness
- Gaelic Football Coaching
- Nutrition
- Sports & Recreation
- Work Experience
- Occupational First Aid
- Desktop publishing



**Having regard to the availability of resources all subjects shown above may not be offered in any school year or other appropriate subjects may replace some subjects on the above list.**

#### **2.6.4 – Extra Curricular Activities**

The following activities may be available

Gaelic Football

Rugby

Music

Gym

Basketball

Debating

Athletics

Choir

Soccer

Drama

Having regard to the availability of resources all activities shown above may not be offered in any school year or other appropriate activities may replace some activities on the above list.

### **SECTION 3. GOVERNANCE, MISSION AND RESOURCES**

#### **3.1 Recognised School**

Coláiste na Sceilge is a recognised school under the terms of the Education Act 1998 and operates within the regulations and guidelines laid down from time to time by the Department of Education & Science. Coláiste Na Sceilge follows the curricular programmes prescribed by the Department of Education and Science, which may be amended from time to time in accordance with Sections 9 & 30 of the Education Act, 1998.

#### **3.2 Patron and Body Corporate**

Kerry Education and Training Board (Kerry ETB) is the patron of Coláiste Na Sceilge, the employer of staff and the financial control agency of the school. Coláiste Na Sceilge operates within the legal framework, mission and aims of Kerry ETB.

#### **Ethos/Characteristic Spirit, Mission Statement and Key Values in Enrolment Policy.**

Coláiste Na Sceilge is a partnership school between Kerry ETB and the Presentation Sisters (the Union of the Sisters of the Presentation of the Blessed Virgin Mary) and is governed by the Instruments and Articles of Management agreed and signed in respect of the school.

#### **3.3 Ethos or Characteristic Spirit of the School:**

The school adheres to the regulations and guidelines laid down by Kerry ETB for its schools and uphold the ethos/characteristic spirit of Kerry ETB schools as published by Kerry ETB

#### **3.4 School Mission Statement**

## **SCHOOL MISSION STATEMENT**

### ***MISSION STATEMENT***

We respect, we care,  
We learn, we develop,  
We belong.

### ***VISION***

Coláiste Na Sceilge is committed to creating a community in which everyone is respected, where everyone has an opportunity to develop in a challenging, caring and happy environment. Coláiste na Sceilge is committed to developing people who are fair, caring, assertive and who are knowledgeable and appreciative of their locality: its beauty, history, culture and amenities. People who have a clear sense of their worth and the valuable role they can play in the betterment of their communities. People who can enjoy their lives to the full.

## ***AIMS***

The educational aims of Coláiste Na Sceilge are:

To encourage a pursuit of excellence appropriate to each student so that he/she may develop to the full his/her particular gifts.

To offer an education that strives to empower and motivate students to use their individual gifts with confidence, creativity and generosity.

To offer a broad holistic curriculum to enable students to reach their full potential and to develop a love of learning.

To promote the moral, spiritual, academic, social and personal development of students in partnership with their parents.

To cherish all students equally regardless of gender, marital status, family status, sexual orientation, religion, disability and ethnicity.

To give every opportunity to students to develop powers of critical reflection thereby building independence of mind as a means towards responsible citizenship.

To nurture an interest in the creative arts and an appreciation of heritage and culture.

### **3.4.1 Key Values in Enrolment Policy**

Coláiste na Sceilge supports the following key values in the operation of the school:

- Quality of teaching and learning
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for diversity in traditions, values, beliefs, languages and ways of life in

Society

- Co-education
- The inclusive and communal nature of school life

The Board of Management of the Secondary School will, in endorsing the school admissions policy, pay due regard to the Department of Education & Science regulations on school enrolment, particularly those contained in the Education Act 1998, the Education (Welfare) Act 2000, the Equal Status Act 2000, the Education for Persons with Special Needs Act 2004 and any subsequent relevant legislation. The Board will continue to endeavour as far as is practicable and having regard to the resources available, to accommodate students with disabilities or those who have special educational needs.

### **3.5 Resources**

Coláiste na Sceilge is funded by Kerry ETB and the Department of Education & Skills. In the implementation of policies at the school due regard will be had to the resources available to the school in terms of accommodation and staffing.

## **SECTION 4. PLACES AT THE SCHOOL (YEAR)**

On the basis of current available accommodation and staffing and the school plans for the coming year the places are available in programmes at the school in accordance with Schedule 1 of this document. The school cannot undertake to enrol in excess of these places pending availability of the resources required. Submission of application form does not guarantee the student a place in the school.

## **SECTION 5. APPLICATION PROCEDURES**

Each feeder school will be visited before enrolment, during the second term by the First Year, Year Head/Guidance Counsellor and a member of the Learning Support staff.

### **5.1 Date of Application**

Application for enrolment at Coláiste na Sceilge for the coming school will take place not later than 1<sup>st</sup> February each year.

Venue: **Coláiste na Sceilge**

**Application received at other times will be consider only in exceptional circumstances.**

## **Final decision lies with the Board of Management**

### **5.2 Application Form**

Completed application forms must be completed in respect of each student intending to enrol and signed by the parent/guardian of the student and the student and must be returned to the school by 1st February annually.

### **5.3 Required Information**

The following items/information is required from parents/guardians

- Students Name, Address
- Evidence of Age- birth certificate or passport.
- Parents/Guardians Name, Address/ Telephone number
- Emergency contact numbers
- Details of Medical conditions/Psychological Reports etc.
- Previous schools attended, giving details
- Details in respect of any special education provision previously provided
- Reasons for transfer where a student is transferring from another post primary school
- Any other relevant information
- Report from previous school

### **5.4 Code of Behaviour**

All students and their parents/guardians will be required to sign and return a document with the application form indicating that they have read and accept the school's Code of Behaviour. A code of behaviour is essential in order that the school might create an orderly atmosphere in which pupils can learn and teachers can teach. The schools code of behaviour has regard to the rights and responsibilities of all parties concerned within the school community.

**Enrolment is subject to this requirement.**

### **5.5 Notification to parents**

#### **Notification of Decision re Application to enrol**

If a student cannot be enrolled this decision will be notified to parents within 21 days of receipt of the documentation required under the terms of this policy. Parents need to reply accepting offer of a place.

(i) Parents/Guardians and the child will have an opportunity to attend an Open Evening & parents/guardians may have an opportunity to attend sessions designed to assist the student transition into Coláiste na Sceilge. Parents together with their son/daughter, where appropriate, may be invited to meet the Principal together with relevant members of staff eg the Year Head, Careers teacher, Chaplain, Counsellor etc in order to outline the school ethos, aims and objectives and to prepare for the student's transition into secondary education.

The student's will have an opportunity to engage in Taster Days in February. These are designed to allow the student get to know the school and get a sense of the subjects prior to arrival.

(ii) During the taster days Students will be required to undertake assessment(s), which will be used to assist the school in preparing to meet the students' educational needs.

In order to minimise costs for parents Coláiste na Sceilge provides a Book Rental and locker rental service. Book Rental and Locker Rental fees are must be paid prior to the student starting school. Payment including online payment options may be made available after enrolment has been confirmed to allow parents spread the cost of payment.

## **SECTION 6. CRITERIA FOR DECISIONS TO ENROL – GENERAL**

### **6.1 General Criteria**

#### **According to Policy**

The Board of Management on the basis of this school policy will make decisions in respect of the enrolment of students.

#### **Equal Status Act 2000**

The Board of Management will comply with the requirements of the Equal Status Act, 2000 and will not discriminate against applicants on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Travelling Community.

#### **Age**

Students will normally be required to be twelve (12) years of age or older in the year they apply for enrolment in the school.

#### **Completion of sixth class of the primary school or equivalent to any other jurisdiction.**

Except in exceptional circumstances, students who have completed sixth class in primary school will be enrolled on application in First Year programmes subject to a place being available and the age requirement.

### **6.2 Aonad Lán Ghaeilge \***

All students have the right to be educated through Irish and all students are eligible for admission to the Aonad Lán Ghaeilge subject to school resources.

#### **Process**

The students are interviewed in Irish to assess their standard in the language. They and their parents are then advised accordingly by the Aonad Year Head. The students and parents make the final decision.

**Criteria for Entry into special programmes including Transition Year and Leaving Certificate Applied**

- The likelihood of the student benefiting from the particular programme.
- An assessment as to whether the student would be better suited to one of the other programmes.
- Student's ability to work as part of team.
- The likelihood of student having a positive effect on fellow students participating in the programme.
- The ability to work without on-going close supervision, when doing project work, etc. The likelihood of the students participating in the work placement in a satisfactory manner.
- Entry to these programmes will be subject to a successful interview.
- A student's record prior to interview is a key consideration for admission into the programme.
- Students may be removed from the programme if there is a serious breach of the school rules.



## **SECTION 7. ENROLMENT OF STUDENTS WITH PHYSICAL AND EDUCATIONAL NEEDS.**

**7.1** Coláiste na Sceilge welcomes students with physical and educational needs in our mainstream programmes. The school will ensure that it puts in place the supports and resources approved by the Department of Education and Skills necessary to meet the individual and unique needs of each child who presents for entry to the school. The principles of exclusivity and integration underpin the admission policy of special education needs students in this school.

### **7.2 Definitions:**

For the purposes of this policy, a student with ‘special education needs’ is a student who, because of attributes arising from a disability, is unable to benefit totally or in part from an ordinary school programme without special classes or other special education services.

Students who have been in receipt of special education programmes or services immediately prior to the application to enrol will be deemed to have special needs.

Students whose parent/guardians claim them to have need of special education services and who are assessed as requiring special needs education by the Department of Education and Science psychologist will be deemed to have special education needs for the purposes of the application to enrol.

Students who, in the view of the school, formed on the basis of assessments carried out by the school and/or on information provided on application, are deemed to be students with special education needs, and shall be so treated under the terms of this application process. For this purpose a student assessed to have a reading age which is 2.5 years behind their chronological age, will be deemed to have special education needs.

International students or the children of international parents who, in the view of the school following interview and/or assessment, would be unable because of their level of English language competence to follow the programme of the school, will be deemed to have special education needs in terms of their language. The Department of Education and Science resources will be sought to enhance language development for these students.

### **7.4 Early Application**

It is the policy of Coláiste na Sceilge to try to identify at an early stage of the admissions process students who may have special education needs. The school will make every effort to become familiar with these needs and to make the necessary arrangements to meet them. The school may request to access the student’s records from Primary school/ individual learning programme.

Applications for enrolment for students with special education needs must be received on or before 1<sup>st</sup> February. Late application may result in deferred enrolment or the deferred commencement of the educational programme for the student at the school.

The School Principal or appointed Teacher, will arrange for such meetings as are necessary to discuss the student’s needs and the capacity of the school to meet these needs, with the Parents / Guardians.

In some cases, it may be necessary to arrange for a case conference with all the professionals working with the student/family.

The staff and Board of Management will do all it possibly can subject to the availability of resources to identify, plan and provide for a special needs of a child seeking admission to the school.

Decisions on such applications will be made within 21 days of all the required information being made available to the school.

### **7.3 Information on Special Education Needs**

Parents / Guardians will be required to provide information on educational, medical or psychological reports relevant to the education of the student. Parents / Guardians will be required to provide written information on the education plan or programme being provided for the student prior to their application for enrolment. Lack of information or failure to provide required reports may be a basis for a decision to defer the commencement of the educational programme for the student at the school.

If the student has not to date been formally assessed by an appropriate professional, written consent of parents/ guardians for the student to be assessed, will be required. The school may not accept responsibility for costs associated with such assessments as may be required.

### **7.4 Resources**

Requests for special education are made through the Special Educational Needs Organiser (SENO) to the National Council for Special Needs (NCSE) for students with special education needs.

### **7.5 Deferred Enrolment**

Commencement of an educational programme, the programme provided and attendance at the school for a student with special education needs will be subject to the availability of the requisite resources at the school for the appropriate education programme of the student relevant to his/her disability or special needs, and the support services required.

It may be necessary to defer commencement of an educational programme and attendance at the school pending receipt of the resources required for the special education needs of the student.

In such circumstances, the school will make every effort to make arrangements for any compensatory programme, which will be required so that the student can benefit fully from the programme of education to be provided at the school.

## **SECTION 8. TRANSFERS FROM OTHER SCHOOLS PROVIDING POST-PRIMARY PROGRAMMES**

**8.1** Coláiste na Sceilge will consider applications for enrolment from students attending other schools providing post-primary courses, on the completion of the **Student Request to Transfer Application Form** and such other information in relation to the student's educational performance, school attendance and behaviour, as the Board deems necessary. All relevant information from the applicant's former school(s) must be made available, including: a) Copies of the two most recent school reports for the student, b) Copies of results of any State Examinations taken by the student. Closing date for transfer 31st of October of the given academic year.

**8.2 Students transferring from another Post- Primary school** (i) Where a vacancy exist in any year group, the school will endeavour to accommodate the enrolment of students into an appropriate year group.

Applications to transfer from other schools providing post-primary courses will be considered for the commencement of a new school year, except in exceptional circumstances or due to family relocation.

- 8.3** Applications to transfer from other schools providing post-primary education will be processed in accordance with the policies and procedures outlined in this policy as they relate to students in general and to students with special education needs.<sup>14</sup>
- 8.4** Transfer must be in the best interest of the student. Transfer must be in the best interest of the school/other students. Transfer must be of educational benefit to student e.g. may not be able to offer all subject combinations.
- 8.5** As soon as is practicable, but not later than 21 days, after a parent/guardian has provided the relevant information, the Board of Management shall make a decision in respect of the application concerned and inform the parents/guardians in writing thereof. Education Welfare Act 2000 (Section 9 (3)).

**c. (ii) Procedure:**

- The Principal, on behalf of the Board, may interview the student and her parents/ guardians of the student to discuss their application for admission.
- Two recent school reports and such other information as is requested and set out on the **Student Transfer Form** must be presented by the applicant to determine the student's educational attainment to date.
- A general reference from the applicant's previous school may be requested, in order to ascertain the student's educational and general progress.
- The prospective student should have made sufficient progress to allow the prospective student to cope with the demands of a particular educational programme.
- To complete a successful application, the following should be returned by the date indicated on the Student Transfer Form:
  - 1) A fully completed Student Transfer Form must be returned together with the required attachments;
  - 2) Reports on the applicant's medical/ educational/psychological status, to enable the school to assess the student's needs and to plan the provision of appropriate facilities and to deliver an appropriate education.
  - 3) A signed agreement to uphold the school's Code of Behaviour and a signed authorisation for the use of information supplied for bona fide school purposes.
  - 4) A commitment from the parent/guardian of their understanding of and preparedness to support the school ethos.

**(iii) Application may be successful subject to:**

- The school's enrolment policy
- The school being in a position to meet the needs of the student.
- A place in the School being available
- Consultation with the Educational Welfare Officer, The Board of Management reserves the right to refuse an application for admission in exceptional circumstances.

(d) Class allocation after enrolment, the Principal on behalf of the Board makes the allocation of a student to a class. Requests to change class at any stage are accommodated only in exceptional circumstances and are entirely at the discretion of the Principal and in the best interests of the student and the best interests of other students.

## **SECTION 9. RESERVED RIGHTS OF THE BOARD TO REFUSE ENROLMENT**

**9.1** The Board of Management reserves the right to refuse an application to enrol, in the school, where in the opinion of the board, adequate physical accommodation is not available for the applicant.

The Board of Management reserves the right to refuse to enrol a child on the following grounds:

**9.2** The Board of Management reserves the right to refuse an application to enrol in the school where, in the opinion of the board, a decision to enrol would constitute a risk to the health and safety of other students enrolled.

**9.3** The Board of Management reserves the right to refuse an application to enrol in the school where, in the opinion of the board, the school programme is unsuitable to the educational needs of the student and alternative suitable arrangements for an appropriate programme cannot reasonably be made at the school. (a) that to have the child as part of such a class would not be consistent with ‘the best interests of the child as determined in accordance with any assessment carried out under the Education for Persons with Special Needs Act 2004.

(b) that the student’s presence in a mainstream class would be inconsistent with “the effective provision of education for children with whom the child is to be educated”.

**9.4** The Board of Management reserves the right to refuse an application to enrol where, in the opinion of the board, a decision to enrol would clearly have a demonstrable negative impact on the capacity of the school to deliver programmes to other students and alternative arrangements cannot reasonably be made at the school.

**9.5** The Board of Management reserves the right to refuse or to defer enrolment in the school where it is not satisfied that it has sufficient information to make an informed decision on the educational needs of the student. In the event of refusal, parents have a right to appeal under Section 29 of the Education Act 1998.

**SECTION 10. RIGHT TO APPEAL TO KERRY Education and Training Board**

Under section 29 of the Education Act, 1998, Parents / Guardians have the right to appeal a refusal by the school to enrol a student. A decision of the Board of Management may be appealed to Kerry Education and Training Board, in accordance with Department of Education and Science circular M 48/01.

In a letter to parents / guardians refusing enrolment, this right will be stated and the relevant form made available.

**This policy was reviewed and adopted by the Board of management of Coláiste na Sceilge.**

**Signed** \_\_\_\_\_  
**Chairman of the Board of Management**

\_\_\_\_\_  
**Principal Coláiste na Sceilge**

**Date** \_\_\_\_\_

## Appendix 1a

### The ‘Characteristic Spirit’ or Ethos Statement for Post-Primary Schools under the aegis of Kerry Education and Training Board

(Co. Kerry VEC).

As adopted by Committee of KES

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- KETB post –primary schools are the **central part of the overall service** provided to the people of Kerry through Kerry Education & Training Board (Co. Kerry VEC) and should reflect the overall mission and core values of the Service as articulated in the KETB Mission Statement, i.e.:
- ‘...In conjunction with other education and training agencies and community development bodies, to create and promote the development of a learning society in Kerry, so that all who live in Kerry have access to the education and training required by their personal, social, cultural, economic and civic needs. ...
- KETB post-primary schools operate **as a partnership between** a range of other bodies, agencies, and groups. The spirit of partnership should be reflected in all aspects of the management and administration of the school. KETB partners in post-primary schools include parents, students, teachers, the community being served by the school and other school trustees.
- KETB post –primary schools are **publicly owned and at the service of the citizens** in the area which they serve.
- KETB post –primary schools are **comprehensive in their intake** and are open to persons who have completed the primary school programme. Schools in their admission policy (will) treat all applicants equally.
- KETB post –primary schools are **comprehensive in the curriculum** they offer. Schools will **maximise the learning opportunities available** to all students. Schools (will) provide the widest, balanced range of subjects and courses available within resources to meet the needs of their students.
- KETB post-primary schools provide for students and staff **a respectful, caring and supportive learning environment, which fosters mutual respect, self-confidence, personal responsibility, initiative, achievement, community solidarity and responsibility, as well as creative and spiritual awareness.**
- KETB post– primary schools are **committed to quality teaching.**
- KETB post –primary schools **are committed to the growth of each student** to their fullest in terms of academic, personal, spiritual, social and civic development.

- KETB post-primary schools are **committed to enhancing the life-chances** of each student and will organise their teaching and learning programmes to ensure maximum benefits possible are available to all students.
- KETB post-primary schools are **committed to working in partnership** with parents and students in the planning and organisation of the school and will operate effective and appropriate structures for consultation between school management, students, parents and staff.
- KETB post-primary schools are **committed to the provision of Further Education, Second-Chance Education and General Adult Education** and will play a full part in the delivery of KETB programmes for adults in the County.

## **Appendix 1b**

### **The ‘Characteristic Spirit’ or Ethos Statement for Partnership Post-Primary Schools under the aegis of Kerry Education & Training Board (Co. Kerry VEC) and the Presentation Sisters.**

#### **Introduction**

1. Post-Primary Schools under the joint trusteeship of Kerry Education & Training Board and the Presentation Congregation are an important part of the education mission of both organisations in Kerry. These Schools in their management and in their day-to-day operation are expected to exemplify the spirit of co-operation and partnership, which both organisations identify as core operational values. On the one hand, Partnership Schools recognise the primarily religious and spiritual mission of the Presentation Congregation, and on the other hand, the particular focus of Kerry Education & Training Board on personal, social, cultural, economic and civic education objectives. These Schools recognise and cherish in a particular way the value of combining specifically Christian and Catholic religious witness with witness to the values of tolerance, openness and the pursuit of happiness. Both organisations are committed to ensuring that young people in Partnership Schools encounter the full cultural and spiritual wealth of the community in which they are being educated. Students attending Partnership Schools will be respected as they find their identity in the community and as they are encouraged to contribute to the development of that community.

Trustees will facilitate the School Community in realising and maintaining its characteristic spirit/ethos.

2. KETB / Presentation Post-Primary Schools operate ‘in conjunction with’ that is, **in partnership with, and as partnership between** a wide range of other bodies, agencies and groups. The spirit of partnership should be reflected in all aspects of dealings with Parents, Teachers, and the Management and Administration of the school.
3. KETB / Presentation Post-Primary Schools **are publicly owned and are at the service of all the people** in the area which they serve.
4. KETB / Presentation Post-Primary Schools are **comprehensive in their intake** and treat all applicants equally in their admission policy. KETB / Presentation Congregation Post-Primary Schools will provide a balanced and comprehensive curriculum and will take particular care to provide for students with special needs.
5. KETB / Presentation Post-Primary Schools provide for Students and Staff **a respectful, caring and supportive learning environment which fosters mutual respect, self-confidence, personal responsibility, initiative, achievement, community solidarity and responsibility, as well as creative and spiritual awareness.**
6. KETB / Presentation Post-Primary Schools are committed to the growth of students to their fullest in terms of academic, personal, spiritual, social and civic development.  
  
Students are encouraged to act as leaders, progressively sharing in decisions, which involve them, and taking responsibility for these decisions.
7. Students in KETB / Presentation Post-Primary Schools are encouraged and facilitated in their engagement with voluntary and other groups in their area so that they progressively learn about their community, its needs and its opportunities. In particular, students are encouraged to see and accept their responsibilities for the care and support of others where it is needed.
8. KETB / Presentation Post-Primary Schools are **committed to enhancing the life – chances** of students and will organise their teaching and learning programmes accordingly. KETB / Presentation Congregation Post-Primary Schools are committed to quality teaching and learning.
9. KETB / Presentation Post-Primary Schools are committed to the provision of Further Education, Second-Chance Education and General Adult Education, and will play a full part in the delivery of KETB programmes for adults in the County.



10. KETB / Presentation Post-Primary Schools will provide for the sharing and celebration of the Christian/Catholic vision of life and ensure that a systematic Religious Education Programme is available.
11. KETB / Presentation Post-Primary Schools are **committed to working in partnership** with Parents and Students in the planning and organisation of the school and will operate effective and appropriate structures for consultation between School Management, Students, Parents and Staff. Parents will be encouraged to be actively involved in school life and decision-making. A meaningful 'Home / School' links programme will be in operation.

It is acknowledged that the characteristic spirit of each school is to be found, in reality, not in a written document such as this, but in the full range of lived experience for pupils, teachers and parents who make the school community. This statement of characteristic spirit by trustees is presented to KETB / Presentation Congregation Post-Primary Schools communities to be clarified and developed in a process of shared reflection on the values, beliefs and aspirations of their school and to provide a framework in the light of which policies and priorities for the school will be formulated

### Schedule 1 Places at the School (Year)

On the basis of current available accommodation and staffing and the school plans for the coming year the places are available in programmes at the school in accordance with this schedule. The school cannot undertake to enrol in excess of these places pending availability of the resources required.

Programme	Maximum Number of places
Junior Cycle	
First year	
Second year	
Third year	
Special class 1	
Special Class 2	
Special Class 3	
Aonad Lán Gaeilge	
Transition year	
Senior Cycle	
Senior Cycle 1	
Senior Cycle 2	
Special Senior Class 1	
Special Senior Class 2	
Leaving Certificate Applied	16
Post Leaving Certificate Course	30

## **Appendix 2a**

### **Criteria for deciding to put on/not put on a Subject in Fifth Year**

Points of reference we use when making decisions in this area are:

- 1) Number choosing subject relative to those choosing other subjects
- 2) When the number choosing a subject is very small consideration is given to the capacity of the students choosing the subject to benefit or pass this subject in the Leaving Certificate. This assessment would be based on the achievement to date of these students in a relevant area.
- 3) When the number of students choosing a subject is very small consideration is given to the national uptake of that subject. A weight is given to subjects e.g. Applied Mathematics where the national uptake is low.
- 4) The importance of the subject for students when choosing Third Level courses e.g. Chemistry is essential for students wishing to get into some Third Level Courses. Also we would note that French or German might be essential for Matriculation purposes.
- 5) The second and third preferences of students, who may not be getting their first choice, is also a point of reference
- 6) The Policy of the Board of Management and Kerry Education & Training Board e.g. both of these have a policy of having the Aonad and Special Needs programmes in Coláiste na Sceilge.

## **Appendix 2b**

### **Criteria for deciding to put on/not put on a Subject in First Year**

Points of reference we use when making decisions in this area are:

- 1) Number choosing subject relative to those choosing other subjects
- 2) The importance of the subject for students when choosing Third Level courses e.g. French/German may be essential for students wishing to get into some Third Level Courses.
- 3) The second and third preferences of students, who may not be getting their first choice, is also a point of reference
- 4) The Policy of the Board of Management and Kerry Education Service e.g. both of these have a policy of having the Aonad and Special Needs programmes in Coláiste Na Sceilge.

## ADMISSION POLICY: POST LEAVING CERTIFICATE COURSES

Coláiste Na Sceilge is committed to facilitating the entry and successful participation of learners and promoting their learning progression subject to the application process outlined below. While the Post Leaving Certificate (PLC) Courses are Coláiste na Sceilge Courses, these courses are generally held in the O'Connell Centre, Caherciveen.

PLC applicants are required to complete an application form to determine if they meet the eligibility criteria. To be eligible applicants must be over eighteen years of age. Applicants for certain courses may be required to submit a portfolio of work as part of the course requirements.

Applications are accepted online at [www.oconnellcentre.ie](http://www.oconnellcentre.ie) from 1st February onwards. Alternatively the paper based application form which is available from The O'Connell Centre office may be used. It is imperative that all information supplied on the form is correct. Receipt of application form will be acknowledged. Information on closing date for applications can be found on the O'Connell Centre website. If you require assistance on any part of the application system please do not hesitate to contact the centre.

2) Applicants satisfying the minimum course requirements in the Leaving Certificate Examination will be invited to attend for an interview and/or aptitude test in Late August/September. In exceptional circumstances the Principal may use his/her discretion in inviting applicants to attend for an interview. Applicants may receive a phone call/text/email message calling the applicant for interview. If the applicant have not heard from the college by the end of August the applicant is asked to please contact the O'Connell Centre Office. At interview applicants will be provided with information on the relevant academic abilities needed for successful participation on the programme. The interview also provides an opportunity to discuss individual interests, previous achievements (including learning that has been acquired through non-formal routes), goals and career objectives. The O'Connell Centre facilitates the recognition of previous learning achievements including learning that has not previously been recognised. Recognised Prior Learning applies for entry onto programme and/or for exemption from elements of a programme

A learner may seek entry to a programme where he/she does not meet the standard entry criteria on the basis of prior learning experience. In this case a learner will demonstrate to the provider that he/she has the capacity to successfully participate on the programme. The learner will be requested to provide evidence that he/she can achieve the learning outcomes.

### Exemptions

Coláiste Na Sceilge may grant an exemption from the requirement of a programme to a learner on the basis of prior learning experience at the point of entry to this programme.

Exemptions from programmes generally relate to exemptions from particular requirements of a programme and can include exemption from attendance or participation in parts of the programme requirements. The learner will be required to provide valid and reliable evidence of this prior

learning to the provider to demonstrate attainment of the exemption element of the programme. The evidence will be assessed and a recommendation will be made.

- 3) **Accepting Offers and Registration:** Offers are made to successful applicants in late August/early September. The Offer Letter will contain all information pertaining to acceptance of the place. In cases where demand exceeds available places suitable candidates are placed on a waiting list and offered a place if a vacancy arises.

Applicants are asked to Register for the course by returning the Register for a Course Form to The O'Connell Centre, Guidance on how to register will be issued with the Offer Letter and assistance is provided at the O'Connell Centre Office. Registration requires payment of fees. Failure to register by the given date will mean that your place will be offered to the next person on the list. Applicants may also appeal the outcome of their application by contacting the Course Co-ordinator within ten days of receiving notice of their unsuccessful application.

- 4) **Garda Vetting:** Satisfactory Garda Vetting is a mandatory part of all O'Connell Centre programmes and may also be required in order to gain work experience which is an essential component of achieving a major further education award. The college will issue all information pertaining to the process of obtaining Garda Vetting once students are offered a place. Failure to obtain Garda Vetting may result in de-registration.

5) **Orientation:** Registered students will be required to attend an orientation session. Learners will be required to sign a Learner Contract agreeing to abide by college regulations.

- 6) **Programme Commencement:** Programmes usually commence the early September.

#### Transferring to Another O'Connell Centre Course

The Board of management may cancel a class if, in its opinion, it is not a viable class on the 30th September of each year.

Learners who wish to transfer to another course leading to an award within the National Framework of Qualifications will be assisted through:

1. Information and advice provided by their Course Co-ordinator and tutor team.
2. The option of a follow on session with the Kerry Adult Guidance Services.

Transfer to another programme is dependent on available places.

#### **Progression from QQI Level 5 and Level 6 to Higher Education**

The O'Connell Centre may offer Level 5 & 6 Programmes on the NFQ. The National Framework of Qualifications is a ten-level system (1–10) giving an academic or vocational value to awards/qualifications obtained in Ireland. The framework provides the learner with a structure to compare and contrast the level and standard of different qualifications.

NFQ levels help indicate how an award can be used for training, education and employment opportunities. Each level is based on nationally agreed standards of what a learner is expected to know and be able to do after receiving an award.

### **Progression to Third Level Using The O'Connell Centre Programmes**

The Higher Education Links Scheme provides progression opportunities for learners achieving QQI Level 5 and Level 6 major awards and who are interested in applying for Higher Education programmes through the CAO (Central Applications Office).

Put simply, a student who successfully completes a Level 5 or Level 6 programme at The O'Connell Centre may use the qualification as an alternative access route into third level colleges regardless of how well they did or did not do in their Leaving Certificate. Most third level institutions allow access to their Level 6 and Level 7 courses using any QQI Level 5 award and access to Level 8 courses once certain criteria are met. Allocation of places will be on a competitive basis. The more distinctions someone obtains the greater their points score will be.

Consult the Student Resources section of the CAO website for the following:

- QQI Entry Requirements Look-Up
- Scoring System for QQI Awards
- Quota of places reserved for QQI Level 5 applicants on Nursing courses

Applicants applying to the CAO via a QQI Level 5 or Level 6 award should ensure that their qualification meets the minimum entry requirements of the higher education institution they intend applying to. For example, some institutions may require a certain grade in a particular Leaving Certificate subject such as Maths along with their QQI award. Other institutions may require an applicant to have a specific module within their QQI award. This information will be available directly from the higher education institution or by consulting a Career Guidance Counsellor.

Students are encouraged to progress to a higher level on the framework after completing their further education course. As a student of The O'Connell Centre every assistance will be given to you as you make your application to CAO using your QQI award.

Additional Links with IT Tralee: The O'Connell Centre has well established links with IT Tralee benefiting students in several ways:

- Every effort is made to ensure that students gain access to IT Tralee once they meet the criteria set out. Applicants can request the QQI Links Document from the college or alternatively access it from the Student Resources section of the CAO website as explained earlier.
- Bonus Points: This scheme broadens progression routes for The O'Connell Centre graduates who wish to progress to IT Tralee. Additional points are added to the further education major award score giving the student credit for coming through the further

education system at The O'Connell Centre. Graduates must have achieved a full QQI award and meet certain criteria.

Employment Opportunities from Further Education Programmes:

Programmes at The O'Connell Centre are reviewed regularly to ensure that the content meets with both industry needs as well as giving a strong foundation for those seeking entry to third level institutions. Guidance is available on interview techniques and approaches to job finding.

Students often secure employment on the basis of successful completion of their work experience.

Employers regularly approach the college with job vacancies and graduates are put forth for interviews.

Learners with Disabilities

Coláiste na Sceilge/The O'Connell Centre is committed to a policy of equal opportunity in education. The services we provide are aimed at helping learners achieve their goals, ensuring that learners with a disability have every opportunity to develop as independent learners who fully participate in all aspects of adult and further education. Coláiste na Sceilge/The O'Connell Centre will actively promote disability awareness and will aim to mainstream services and facilities in all areas so that learners with disabilities are treated in the same way as all other students in terms of service delivered, whenever it is possible to do so.

Coláiste Na Sceilge/The O'Connell Centre is committed to making reasonable accommodation available to learners with a disability. We will seek to ensure adequate resources and supports are available to learners with a disability in order to make their enrolment, successful participation and achievement a reality.

The starting point for providing reasonable accommodation involves meeting with the learner at the earliest possible stage to discuss their special requirements. Based on an assessment of the learner's needs, we will endeavour to put in place reasonable, possible and effective facilities, adaptations or special treatment to enable learners to enrol and participate successfully on the VTOS Programme. Learners are advised to contact the Course Co-ordinator at an early stage if they are a learner with a physical, sensory or learning disability (e.g. dyslexia), if they have a medical or mental health condition that interferes with their learning. Information is treated with confidence and disclosing a disability will not be viewed negatively.

### Promoting Equality

Ireland is a diverse and multicultural community. Coláiste na Sceilge/The O'Connell Centre acknowledges, respects and celebrates this diversity, which enhances our lives and the education process. Therefore we are committed fully to equal opportunities for all and will seek to address and challenge all forms of prejudice, stereotyping, harassment / bullying and negative discrimination.

### Appendix 1 Colaiste na Sceilge Enrolment form for students aged 12-18yrs

## Coláiste na Sceilge Student Enrolment Form & Data Protection Statement



**COLÁISTE NA SCEILGE**  
 Cathair Saidhbhín, Co. Chiarraí  
 Cahirciveen, Co. Kerry  
 Guthán : Tel 066 9473335 | Faics : Fax 066 9473138  
 Ríomh Phost : Email [info@colaistenasceilge.ie](mailto:info@colaistenasceilge.ie) | Website [www.colaistenasceilge.ie](http://www.colaistenasceilge.ie)



**BORD OIDEACHAIS  
 AGUS OILIÚNA CHIARRAÍ**  
**KERRY EDUCATION  
 AND TRAINING BOARD**

### Enrolment 2016-17

Note: The information provided on this form is confidential and will be retained, used and disclosed by *Coláiste na Sceilge* in line with Kerry ETB Data Protection Policy, a copy of which is available on the school website/from the school office.

**Part 1 Family Details** (Required for school enrolment and parental contact purposes and to ensure that the applicant meets Coláiste na Sceilge's admissions criteria)



1. Child's First Name/s		2. Child's Last Name											
3. Male/Female		4. Date of Birth ( <i>attach copy of birth cert</i> )											
		<table border="1"> <tr> <td>D</td><td>D</td><td>--</td><td>M</td><td>M</td><td>--</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>		D	D	--	M	M	--	Y	Y	Y	Y
D	D	--	M	M	--	Y	Y	Y	Y				
5. No. of children in family		6. Position of child in family											
7. Country of Birth													
8. Home Address		9. Childs PPS No.											
		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											

<b>Part 1. <u>Parent/Guardian Details</u></b>		<b>2. <u>Parent/Guardian Details</u></b>	
First Name		First Name	
Last Name		Last Name	
Maiden Name (Mother)			
Relationship to Child		Relationship to Child	
Address		Address	
Phone No. (Home)		Phone No. (Home)	
Phone No. (Work)		Phone No. (Work)	

Phone No. (Mobile)	Phone No. (Mobile)
Email Address	Email Address

**Other Emergency Name and Contact Number**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Relationship to Child \_\_\_\_\_

**If there are any orders or other arrangements in place governing access to or custody of the child, please provide details.**

\_\_\_\_\_

\_\_\_\_\_

Please indicate name and address of person (s) to whom correspondence is to be sent regarding educational progress of the student, if different from above.

\_\_\_\_\_

\_\_\_\_\_

**Does the student have any brothers or sisters in this school?**

Yes  No

**If yes please indicate names and the year they are currently in**

Name \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_ Year \_\_\_\_\_

**Part 2 Primary School Details** (Note: We may contact the school in connection with your child's enrolment)

Name of Primary School \_\_\_\_\_

Other Primary School attended and dates (if relevant) \_\_\_\_\_

**Consent**

I/we give permission to contact my child's primary school and to obtain copies of teachers' records, class notes, academic records, psychological reports and other records necessary for my child's educational welfare and for aiding his/her transition to post-primary. I hereby give the school my consent and do instruct and direct that my child's primary school to release these documents to *Coláiste na Sceilge*.

Signed \_\_\_\_\_

(Parent/Guardian)

Date \_\_\_\_\_

**Part 3 Educational Details**

(Required for the assessment of individual educational needs)

**Please note**

**Irish is a compulsory subject for all students. Exemptions are only granted in *exceptional* cases.**

**In general, any student who is granted an exemption will either:**

**a) Be a non-national**

**Or**

**b) Have a psychological assessment recommending exemption. This assessment will have been carried out within the last 3 years. The school will require a copy of this report before any exemption is granted**

**Or**

**c) Student lived outside Ireland until 11 years of age**

**Is the student currently studying Irish?            Yes      No**

**If you answered no, please indicate the reason (a, b or c above)**

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**Has the student a psychological assessment?            Yes               No**

**Is the psychological report available?            Yes               No**

**(If yes please attach copy to Application Form)**

**Has the student been granted resource teaching hours and/or special needs assistance hours by the NCSE?            Yes               No**

**If you answered yes, please give details:**

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**Category of special need \_\_\_\_\_**

**Has the student been in receipt of learning support? Yes             No**

**If the answer is yes, please give details \_\_\_\_\_**

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**Has the student received EAL (*English as an Additional Language*) support?**

**Yes               No**

**If Yes, for how many years? \_\_\_\_\_**

**If student is a non-national, please state how many years he/she has been resident in Ireland \_\_\_\_\_ Years**

**To assist the school in completing its October Returns, please complete the “Consent Form for Sensitive Personal Data for the School’s October Return to the Department of Education and Skills” set out at Appendix A.**

**Completed? Yes**

**Part 4 Medical Details**

*(Required to ensure the school has your doctor’s contact details in order to contact that doctor in the event of a medical issue arising during school/ETB activities. Please note it may be necessary to disclose this information to staff in certain circumstances)*

**1) Health concerns for child.**

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**2) Procedures to follow (for a particular illness).**

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**3) Doctor’s name (if contact is required in relation to the above health concern/illness or other medical issue) \_\_\_\_\_**

**4) Name of practice (if relevant) \_\_\_\_\_**

**5) Phone number (Doctor/Practice) \_\_\_\_\_**

**6) Does the child require glasses? Yes  No**

7) Does the child have any hearing difficulties? Yes  No

8) Any other medical concerns/information of relevance?

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## **Part 5 (Data Protection)**

A copy of the Data Protection Policy in place in Kerry ETB is available on the school website [www.colaistenasceilge.ie](http://www.colaistenasceilge.ie) This Data Protection Policy (together with such updates and amendments as may be made to same from time to time and circulated by Coláiste na Sceilge/ Kerry ETB) will apply during the student's time at Coláiste na Sceilge/ Kerry ETB.

### **Personal Data on this Form:**

*Coláiste na Sceilge/ Kerry 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
- student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports and transportation
- examinations
- school administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations including the election of parent/guardian representatives to the ETB under the Education and Training Boards Act, 2013.

### **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 the purposes of:

- sports days
- parent teacher meetings
- school concerts/events
- to notify you of school closure (e.g. where there are 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.

Tick box if "yes" you agree with these uses

Use your email address to alert you to these issues?

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

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

**Please note: Coláiste na Sceilge/ Kerry ETB reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent.**

### **School sending you direct marketing**

We would like to send you emails/SMS text messages or call you or write to you at your home address to inform you of special offers or promotions by certain third parties involved in the supply of school stationery and school uniform supplies etc.

Do you give your consent for us to do each of the following:

Tick box if "yes" you agree with these uses

Use your email address to alert you to these offers?

Use your mobile phone number to send you SMS texts in relation to these offers?

Use your mobile phone/landline number to call you in relation to these offers?

Use your address to send you written letters/brochures in relation to these offers?

While the information provided will generally be treated as private to Coláiste na Sceilge/ Kerry ETB, 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 (CFA) 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 school principal requesting an Access Request Form.

### **Data Protection Policy**

A copy of the full Data Protection Policy is available on the school website [www.colaistenasceilge.ie](http://www.colaistenasceilge.ie)/from the school office and you and your child should read it carefully. When you apply for enrolment, you will be asked to sign 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 school principal.

### **Consent (tick one only)**

1. If you are happy to have your child's photograph/digital image taken as part of school activities and included in all such records tick here
2. If you would prefer not to have your child's photograph/digital image taken and included in such records, please tick here
3. If you are happy for your child's photograph/digital image to be taken and included, as 1. above, but would prefer not to have images of your child appear on the school website, in school brochures, yearbooks, newsletters etc. please tick here.

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

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

**Parent/Guardian/Student (where over 18)**

### **Part 6 (Contract)**

**Student**

**Name:** \_\_\_\_\_

As a student in *Coláiste na Sceilge*, I promise to abide by the rules and regulations of the school, in the interests of maintaining a positive learning environment.

**Respect means to show consideration for, treat courteously or kindly.**

I wish to be treated with respect and will respect my fellow students, school staff and visitors.

I respect Coláiste na Sceilge and will not bring the name of Coláiste na Sceilge into disrepute and will conduct myself appropriately at all times. This includes travelling to and from school during examinations and on any occasion when I am representing my school.

I will not engage in any behaviour that may be harmful to the physical or mental wellbeing of any member of the school community.

I will respect the property of Coláiste na Sceilge

**Responsible means being accountable for one's own actions and decisions.**

I am responsible for my own learning. Everyone should have the opportunity to advance their learning so I agree not to disrupt my fellow students learning, to be on time and prepared fully for class with my school journal in good condition, classroom materials and text books.

I am at school to learn and agree to follow the instructions given by the teacher, be an attentive learner, enter all homework in my journal and do it to the best of my ability.

I will strictly abide by Coláiste na Sceilge's Acceptable Use of the Internet Policy.

With the exception of morning break and lunch break I agree to have my mobile phone, i-pod, mp3 player, etc. **switched off at all times** as they cause unnecessary disruption. I will not use my mobile phone as a camera or video during school hours or on school activities (permission from teacher required on school activities).

As I wish to keep my school clean I will not chew gum and confine eating and drinking to the lower mall and canteen and place all litter in the appropriate bins provided, recycling where possible.

As I and the school community have a right to a safe environment I agree to observe all health and safety regulations and only drive into the school grounds if I have a full license and have received the permission of the school authorities.

I will only use my locker before and after school and at break times. I will not use my locker between or during classes as it is disruptive and time wasting.

I will store my bag safely at all times, in the storage areas provided when available. I will not interfere with other student's bag(s) or property.

I will not have in my possession or use prohibited and/or illegal substances including alcoholic drink, tobacco or other harmful substances within the school building, the school grounds, within the surrounding area of the Coláiste or on school outings as they have serious consequences for my health and the health of others.

**Inclusion means the action of being included within a group or structure.**

To ensure equality among all students I will wear my full school uniform at all times (except during PE/Games).

I will not wear jewellery with the exception of one small stud earring in each ear or excessive makeup and agree that un-acceptable hair styles and colours are not permitted.

I will promote equality and respect difference because I would like to be treated fairly and feel included in the school community

### **Suspension & Expulsion**

I accept that a breach or repeated breaches of the Code of Behaviour will result in sanctions up to and including suspension and expulsion.

**Expulsion** will be invoked in the case of extreme indiscipline such as:

- The student’s behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The student’s continued presence in the school constitutes a real and significant threat to safety
- The student is responsible for serious harm to person/s or property

Please see our Suspension & Expulsion Policy on the school website.

I will endeavour to respect myself, my fellow students, and the members of staff here at Coláiste na Sceilge.

**Behaviour on buses:**

School buses transporting Coláiste na Sceilge students are considered an extension of the school itself, and the same kind of behaviour expected in school is also expected and required on a school bus. Any students who act otherwise may be warned, reprimanded, and if necessary required to seek alternative school transport. Seat belts must be worn at all times.

I have read and I accept the School Code of Behaviour.

**Student’s signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian (Contract and Consent)**

In registering my above named child as a student in *Coláiste na Sceilge*, I understand that this implies a full acceptance of the rules of the school as laid down from time to time by the board of management.

I will provide copies of recent psychological or other professional educational assessments to the school.

I understand that, while every effort will be made to ensure that my son/daughter will be facilitated in his/her subject choices, this may not always be possible.

As a partner in the education of my child, I recognise the need for me to do my utmost to support the work of the school.

By signing below, I am giving full, explicit, and informed consent for *Coláiste na Sceilge* to confirm, retain, use and disclose the information I have provided in accordance with the *Kerry ETB’s* Data Protection Policy which has been given to me with this enrolment pack.

**Signed** \_\_\_\_\_

(Parent/Guardian)

Date \_\_\_\_\_

**Relationship & Sexuality Education (RSE) is an important part of our Junior Cycle Social, Personal and Health Education (SPHE) and of great importance also for our Senior Cycle students.**

I am happy for my son/daughter/ward to participate in Relations & Sexuality Education (RSE) in Coláiste na Sceilge.                      **Yes**  **No**

**Acceptable Use of the Internet**

Internet usage and access is considered a school resource and privilege. Coláiste na Sceilge recognizes that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. I have read and understood this Acceptable Usage policy

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_

I have read and discussed the Coláiste na Sceilge Acceptable Usage policy with my child: (Name Child)  
\_\_\_\_\_

Parent/Guardian Printed name: \_\_\_\_\_

Parent Guardian signature: \_\_\_\_\_

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

## Appendix A

**NOTE:** PARENTS OF STUDENTS WHO REQUIRE SCHOOL TRANSPORT ARE REMINDED TO **COMPLETE AND RETURN A SCHOOL TRANSPORT FORM**. Forms are available from [www.buseireann.ie](http://www.buseireann.ie) and must be returned to Bus Eireann.

### **Consent Form for Sensitive Personal Data for the School's October Returns to the Department of Education and Skills**

Certain sensitive personal data which the Department asks post-primary schools to furnish via the “*Annual Post-Primary School October Returns/Examination Entries*” process requires your written consent for your child’s school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 0047/2010, a copy which is available at [www.education.ie](http://www.education.ie) or on request from your child’s school. **This information is useful to aid in the development of policy to promote social inclusion and for the provision of additional teaching hours for children who are members of the Traveller Community. You are not obliged to provide this information.**

Please note that the reference to “you” in this consent form means a parent or a guardian of a student or a student aged 18 years and over who is attending a recognised post-primary school.

*Please enter the following details in BLOCK CAPITALS:*

**Name of School:** \_\_\_\_\_

**Name of Parent/Guardian:**  
\_\_\_\_\_

**Name of Student:**  
\_\_\_\_\_

**Class year of student:** \_\_\_\_\_

**1. Where your child is enrolling for 1<sup>st</sup> Year do you or your child possess a medical card?** *(please CIRCLE the appropriate answer)*

**YES                  NO**

**2. Is your child a member of the Traveller Community \*?**  
*(please CIRCLE the appropriate answer)*

**YES                  NO**

\* “*Traveller Community*” means the community of people who are commonly called Travellers and who are identified (both by themselves and others) as people with a shared history, culture and traditions including, historically, a nomadic way of life on the island of Ireland. Section 2(1) of the Equal Status Act, 2000

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

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

**Parent/Guardian**

**Parent/Guardian**

**Please complete this form, and return to your post-primary school.** This form will be retained by the post-primary school and will be made available for inspection by authorised officers of the Department or from the Office of the Data Protection Commissioner.

## Appendix B

Appendix B contains information on:

- The purpose of data collection
- How data is processed, stored and managed
- This is available on the school website [www.colaistenasceilge.ie/](http://www.colaistenasceilge.ie/) from the school office

Fair Processing Notice re processing of student data under Dept. of Education & Skills Circular Letter 0047/2010.

<http://www.education.ie/en/Advanced-Search/?q=47/2010&t=all&f=cir>

A copy of this Circular Letter is available in the school should any parent wish to view it.

## Appendix C

*The Kerry ETB Data Protection Policy is available on the school website  
[www.colaistenasceilge.ie/](http://www.colaistenasceilge.ie/) from the school office*

Appendix 2 Student Application to Transfer Form

**Coláiste na Sceilge Student Application to Transfer Form**





**APPLICATION TO TRANSFER**

YEAR \_\_\_\_\_

COURSE \_\_\_\_\_

Note: The information provided on this form is confidential and will be retained, used and disclosed by **Coláiste na Sceilge** in line with the Data Protection Policy which is included at Appendix C (Available on the school website).

**Part 1 Family Details** *(Required for school enrolment and parental contact purposes)*

<b>1. Child's First Name/s</b>		<b>2. Child's Last Name</b>											
<b>3. Male/Female</b>		<b>4. Date of Birth <i>(attach copy of birth cert)</i></b>											
		<table border="1" style="width: 100%; text-align: center;"> <tr> <td>D</td><td>D</td><td>--</td><td>M</td><td>M</td><td>--</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>		D	D	--	M	M	--	Y	Y	Y	Y
D	D	--	M	M	--	Y	Y	Y	Y				
<b>5. No. of children in family</b>		<b>6. Position of child in family</b>											
<b>7. Country of Birth</b>													
<b>8. Home Address</b>		<b>9. Childs PPS No.</b>											
		<table border="1" style="width: 100%; height: 40px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											

<b><u>1. Parent/Guardian Details</u></b>	<b><u>2. Parent/Guardian Details</u></b>

<b>First Name</b>	<b>First Name</b>
<b>Last Name</b>	<b>Last Name</b>
<b>Maiden Name (if applicable)</b>	<b>Maiden Name (if applicable)</b>
<b>Relationship to Child</b>	<b>Relationship to Child</b>
<b>Address</b>	<b>Address</b>
<b>Phone No. (Home)</b>	<b>Phone No. (Home)</b>
<b>Phone No. (Work)</b>	<b>Phone No. (Work)</b>
<b>Phone No. (Mobile)</b>	<b>Phone No. (Mobile)</b>
<b>Email Address</b>	<b>Email Address</b>

<p><b>Other Emergency Name and Contact Number</b></p> <p>Name _____ Phone No. _____</p> <p>Relationship to Child _____</p>
--

<p>If there are any orders or other arrangements in place governing access to, or custody of, the child, please provide details.</p>
--

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Please indicate name and address of person (s) to whom correspondence is to be sent regarding educational progress of the student, if different from above.

**Does the student have any brothers or sisters in this school?**

Yes

No

**If yes, please indicate names and the year they are currently in**

Name \_\_\_\_\_

Year \_\_\_\_\_

Name \_\_\_\_\_

Year \_\_\_\_\_

Name \_\_\_\_\_

Year \_\_\_\_\_

**Part 2 Educational Details**

*(Note: We may contact the school in connection with your child's enrolment)*

Present School \_\_\_\_\_

Principal's Name \_\_\_\_\_

**Other schools attended**

**Dates**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Has the student a psychological assessment?**

**Yes**

**No**

**Is the psychological report available?**

**Yes**

**No**

**Has the student been granted resource teaching hours and/or special needs assistance hours by the NCSE?**

**Yes**

**No**

**If you answered yes, please give details**

\_\_\_\_\_

\_\_\_\_\_

**Category of special need**

\_\_\_\_\_

**Has the student been in receipt of learning support?**

**Yes**

**No**

**If the answer is Yes, please give details**

\_\_\_\_\_

\_\_\_\_\_

**Has the student received EAL (*English as an Additional Language*) support?**

**Yes**

**No**

**If Yes, for how many years?**

\_\_\_\_\_

**If student is a non-national, please state how many years he/she has been resident in Ireland**

\_\_\_\_\_

To assist the school in completing its October Returns, please complete the "Consent Form for Sensitive Personal Data for the School's October Returns to the Department of Education and Skills" set out at Appendix A.

Completed?

Yes

State Examination Results

Exam \_\_\_\_\_

Year \_\_\_\_\_

Subject	Level	Grade	Subject	Level	Grade

**Part 3 Transfer Information**

Has the applicant applied to transfer to any other school? Yes  No

Please outline the reason(s) for application to transfer to this school

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Is the applicant under investigation or part of an investigation by his/her current school?

Yes  No

If the answer is yes, please give details

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Subjects applicant is <u>currently</u> studying		Subjects applicant <u>wishes</u> to study if accepted	


Please note that while every effort will be made to facilitate subject choices, it may not always be possible.

**Part 4 Medical Details**

*Required to ensure the school has your doctor's contact details in order to contact that doctor in the event of a medical issue arising during school/ETB activities. Please note it may be necessary to disclose this information to school staff in certain circumstances)*

**1) Health concerns for child.**

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**2) Procedures to follow (for a particular illness).**

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**3) Doctor's name (if contact is required in relation to the above health concern/illness or other medical issue)** \_\_\_\_\_

4) Name of practice (if relevant) \_\_\_\_\_

5) Phone number (Doctor/Practice) \_\_\_\_\_

6) Does the child require glasses? Yes  No

7) Does the student have any hearing difficulties? Yes  No

8) Any other medical concerns/information of relevance?

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## **Part 5 (Privacy & Personal Data)**

### **Personal Data on this Form:**

**Kerry 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
- student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports
- examinations
- school administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations including the election of parent/guardian representatives to the ETB under the Education and Training Boards Act 2013.

### **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 the purposes of:

- sports days
- parent teacher meetings
- school concerts/events
- to notify you of school closure (e.g. where there are 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.

Tick box if "yes" you agree with these uses

Use your email address to alert you to these issues?

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

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

**Please note: Coláiste na Sceilge/Kerry ETB reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent.**

### **School sending you direct marketing**

We would like to send you emails/SMS text messages or call you or write to you at your home address to inform you of special offers or promotions by certain third parties involved in the supply of school stationery and school uniform supplies etc. (e.g. [disclose name of organisation/company]). Do you give your consent for us to do each of the following:

Tick box if "yes" you agree with these uses

Use your email address to alert you to these offers?

Use your mobile phone number to send you SMS texts in relation to these offers?

Use your mobile phone/landline number to call you in relation to these offers?

Use your address to send you written letters/brochures in relation to these offers?

While the information provided will generally be treated as private to Coláiste na Sceilge/Kerry ETB, 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 (CFA) 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 school principal requesting an Access Request Form.

### **Data Protection Policy**

A copy of the full Data Protection Policy is available on the school website [www.colaistenasceilge.ie](http://www.colaistenasceilge.ie) and you and your child should read it carefully. When you apply for enrolment, you will be asked to sign 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 school principal.

**Consent (tick one only)**

1. If you are happy to have your child's photograph/digital image taken as part of school activities and included in all such records tick here
  
2. If you would prefer not to have your child's photograph/digital image taken and included in such records, please tick here
  
3. If you are happy for your child's photograph/digital image to be taken and included, as 1. above, but would prefer not to have images of your child appear on the school website, in school brochures, yearbooks, newsletters etc. please tick here.

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

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

**Parent/Guardian/Student (where over 18)**

## Part 6 (Contract)

### Student

Name: \_\_\_\_\_

As a student in *Coláiste na Sceilge*, I promise to abide by the rules and regulations of the school, in the interests of maintaining a positive learning environment.

I have read and I accept the School Code of Behaviour (Available on the School Website)

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian (Contract and Consent)

In registering my above named child as a student in *Coláiste na Sceilge*, I understand that this implies a full acceptance of the rules of the school as laid down from time to time by the board of management.

I will provide copies of recent psychological or other professional educational assessments to the school.

I understand that, while every effort will be made to ensure that my son/daughter will be facilitated in his/her subject choices, this may not always be possible.

As a partner in the education of my child, I recognise the need for me to do my utmost to support the work of the school.

By signing below, I am giving full, explicit and informed consent for *Coláiste na Sceilge*, to confirm, retain, use and disclose the information I have provided in accordance with the *Coláiste na Sceilge/Kerry ETB Data Protection Policy* which has been given to me with this enrolment pack/made available on the School website.

Parent/Guardian Signature: \_\_\_\_\_

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

**Relationship & Sexuality Education (RSE) is an important part of our Junior Cycle Social, Personal and Health Education (SPHE) and of great importance also for our Senior Cycle students.**

I am happy for my son/daughter/ward to participate in Relations & Sexuality Education (RSE) in Coláiste na Sceilge. **Yes**  **No**

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Acceptable Use of the Internet**

Internet usage and access is considered a school resource and privilege. Coláiste na Sceilge recognizes that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. I have read and understood this Acceptable Usage policy

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_

I have read and discussed the Coláiste na Sceilge Acceptable Usage policy with my child: (Name Child)

\_\_\_\_\_

Parent/Guardian Printed name: \_\_\_\_\_

Parent Guardian signature: \_\_\_\_\_

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

**All applications must be accompanied by:**

- (a) copies of 2 most recent school reports
- (b) copies of any assessments(educational/psychological)

**Please note that any incomplete applications will not be processed.**

**Office use only:**

**Date of Interview**

\_\_\_\_\_

**Members of Interview Board**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Decision of Board/Committee**

\_\_\_\_\_

**Date**

\_\_\_\_\_

## Appendix A

### Consent Form for Sensitive Personal Data for the School's October Returns to the Department of Education and Skills

Certain sensitive personal data which the Department asks post-primary schools to furnish via the "Annual Post-Primary School October Returns/Examination Entries" process requires your written consent for your child's school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 0047/2010, a copy which is available at [www.education.ie](http://www.education.ie) or on request from your child's school. **This information is useful to aid in the development of policy to promote social inclusion and for the provision of additional teaching hours for children who are members of the Traveller Community. You are not obliged to provide this information.**

Please note that the reference to "you" in this consent form means a parent or a guardian of a student or a student aged 18 years and over who is attending a recognised post-primary school.

*Please enter the following details in BLOCK CAPITALS*

Name of School: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Class year of student: \_\_\_\_\_

1. Where your child is enrolling for **1<sup>st</sup> Year** do you or your child possess a medical card?  
(Please **CIRCLE** the appropriate answer)

YES                      NO

2. Is your child a member of the Traveller Community \*?  
(Please **CIRCLE** the appropriate answer)

YES                      NO

*"Traveller Community" means the community of people who are commonly called Travellers and who are identified (both by themselves and others) as people with a shared history, culture and traditions including, historically, a nomadic way of life on the island of Ireland. Section 2(1) of the Equal Status Act, 2000*

Signed: \_\_\_\_\_  
Parent/Guardian/Student

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

**Please complete this form, and return to your post-primary school.** This form will be retained by the post-primary school and will be made available for inspection by authorised officers of the Department or of the Office of the Data Protection Commissioner.

## Appendix B

**Fair Processing Notice re processing of student data under Dept. of Education & Skills Circular Letter 0047/2010.**

<http://www.education.ie/en/Advanced-Search/?q=47/2010&t=all&f=cir>

**A copy of this Circular Letter is available in the school should any parent wish to view it.**

**Notice to Parents, Guardians and Students aged 18 years and over, on how the personal data of students enrolled at this post-primary school as at 30<sup>th</sup> September is returned to the Department of Education and Skills, to primarily secure teaching posts and core funding; and how these data are processed fairly and in compliance with the Data Protection Acts 1988 to 2003.**

### **Introduction**

For the Department of Education and Skills to be able to allocate teaching staff and core funding to this post primary school to meet your child's educational needs, the Department must collect individual and personal data on each student enrolled in each recognised post primary school, as at 30<sup>th</sup> September each year.

This notice sets out the details of the personal data being collected, its purpose, what other bodies these data are shared with and why; how the Department securely stores these data and the Department's retention of these data.

### **Purposes of Collecting Individual Student Data**

Teaching posts and core funding are allocated to post-primary schools by the Department of Education and Skills each year, based on the number of *recognised* students enrolled in each post- primary school, as at 30<sup>th</sup> September in the previous year.

The Department has detailed in *The Rules and Programme for Secondary Schools* the criteria for a *recognised student in post-primary schools*. While the full set of rules is available on the Department's website, [www.education.ie](http://www.education.ie), examples include:

- a student meeting the minimum age requirement for their course and that they are following an approved course, e.g. Junior Certificate and
- given that Irish is a compulsory subject for all post-primary students, those students not studying Irish must have been granted an exemption from Irish by the school authorities, in accordance with criteria for granting such exemptions.



Hence, for each post-primary school to have the appropriate levels of teaching posts and core funding to meet your child's educational needs, each post-primary school is required to transfer individualised data on each student enrolled in our school to the Department, as part of what is commonly referred to as the school's October Returns. Much of these data the school would have to assist its management of the school but some data schools collect specifically for the purpose of making this return.

The core funding allocated to schools includes provision of English language support to those students with limited or no knowledge of English and additional resources to meet the educational needs of children who are members of the Traveller Community.

The Department has to meet many national and international statistical, policy and research requirements. The Department does not use individual data from these returns for these functions. However the Department aggregates the individual data for these purposes as well as assisting its wider planning functions.

#### **How is the October Returns made and where and how is the Data Stored?**

Post-primary schools return their data electronically through the secure *esinet* network system. The data received by the Department from post primary schools through the October Returns is stored by the Department in its secure database, called the Post Primary Pupil Database. It is Departmental policy that only a small number of staff who have a requirement to view these personal data for work purposes can gain access to these data.

Upon receipt, the Principal Officer, Parents Learners and Database Section of Schools Division becomes the data controller for these data. The Department of Education and Skills is committed to

- abiding by the Data Protection Acts 1988 to 2003
- respecting people's rights to confidentiality and for privacy and
- keeping up to date all data about recognised students stored on its database.

#### **What personal data is collected?**

A list of the specific data collected on each student and the purpose for which each item is collected is attached for your information.

#### **What bodies does the department share some of the individual data with?**

As it is necessary to return individualised data to the Department, the Department uses each student's Personal Public Service Number as a unique identifier. As part of validating that each student returned by post-primary schools is a *recognised* student, the Department transfers a limited amount of each individual student's personal data to the Department of Social Protection. This includes each child's PPS number. The legal basis for this sharing of data is set out in Social Welfare Acts.

Sharing a limited amount of the personal data with the Department of Social Protection is also important to:

- identify students that have similar details. For example, a student can only be enrolled in one school as at 30<sup>th</sup> September
- in cases where a child's PPSN number is not available, their individual identity can be determined from the student personal data together with her/his mother's maiden name
- identify the movement of students between schools over their time within the education system, while allowing their course data from different schools to be accessed for recognition purposes.

Hence, a student's PPS number provided through the October Returns is to provide a unique identifier for each student and as part of validating that each student is a *recognised* student.

The Department does share some of the personal data with other State bodies. These are:

- data on students enrolled in exam years with the State Examinations Commission to assist its planning for state examinations,
- Central Statistics Office, under the Statistics Acts to assist with the compilation of national statistics, and
- data on 15 year old students, excluding their PPS number to the Educational Research Centre to meet its research requirements which include some of Ireland's international research requirements. This Centre subsequently liaises with post-primary schools in respect of further data it may require on individual students to assist their research requirements.

The Department has a data user agreement with each of these bodies, which includes the purpose for which the body requires these data, its storage, security and retention. Details of existing data user agreements are available on the Department's website at [www.education.ie](http://www.education.ie) (and search for October Returns).

### **Retention of student data**

The Department retains personal data on each student up to their 25<sup>th</sup> birthday and subject to review thereafter. Since 1991, the Department has retained all individual data on students returned by post primary schools via their October Returns. The purpose of this retention policy serves to trace student retention, is important for research and policy formation as well as being an important statistical indicator nationally and internationally. Again, aggregate and not individual data is used for these purposes.

Individual records are also retained to meet individual requests from former students who may require it for employment or other purposes. The Post-Primary Pupil Database is currently the only national archive of student enrolment at post-primary schools.

The Department is continually reviewing its retention policy for student data in consultation with the Office of the Data Protection Commissioner and will update its retention policy from time to time. Any amendments will be available on the Department's website, [www.education.ie](http://www.education.ie).

### **Accessing personal information**

As part of the fair processing of these data for the October Returns by and between post primary schools and the Department of Education and Skills, post primary schools seek consent from parents or guardians of children under 18 years and directly from students over 18 years of age.

This notice informs parents and students of the data collected through the October Returns and its uses. No written consent is required except in the case of what is termed *sensitive personal data*. In the case of the October Returns, the Data Protection Commissioner's Office has advised that two data fields fall under this category, namely 1<sup>st</sup> Year students' medical card eligibility and membership of any student to the Traveller Community.

Post-primary school authorities are required to gain written consent from the relevant parents/guardians and students before returning individualised data on these two data fields. If either of these data fields applies to your child or if you are an enrolled student and aged over 18 years and these data fields apply to you, you are asked to complete the attached form and return it to your post-primary school before 30<sup>th</sup> September. This form will be retained by the post-primary school and will be made available for inspection by authorised officers of the Department or of the Office of the Data Protection Commissioner.

The Department of Education and Skills is committed to respecting the privacy and confidentiality of all parents and guardians and their children's personal data and has taken all reasonable measures to do so.

Information which the Department stores on you or your child on its Post-Primary Pupil Database is available to you. If you would like a copy of these details, please write to the

Parents Learners and Database Section

Schools Division

Cornamaddy

Athlone

Co. Westmeath.

You have the right to object to the processing of your or your child's personal data, to block certain uses of the data and also in the unlikely event that you identify any errors in the data held about you or your child, you have the right to correct such errors.

Further information on the October returns is available on the Department's website at [www.education.ie](http://www.education.ie) (and search for October returns).

**Personal data returned by schools to the Department of Education and Skills, as part of their October Returns, and which data the Department of Education and Skills shares with the Department of Social Protection, is returned to solely assist the Department of Education and Skills policy, planning and statistical functions.**

#### **Personal data transferred to Department of Social Protection**

<b>Data Collected on each student</b>	<b>Purpose</b>
Personal Public Sector Number – PPSN collected for first time in 2001/02	Unique identifier for each student.
Student Name	Used to validate PPSN and also to identify students who have Irish exemptions or studied Computer Studies. Also used to contact students if consent is needed to include them in educational surveys etc.
Student Home Address	
Date of Birth	There are minimum age thresholds for students following different programmes.
Gender	Statistical analysis and to assist with individual student identity.
Mother's maiden name	PPSN validation. This is removed from the Department's records when confirmation of valid PPSN is received.

**Other Personal Data Returned by Schools to the Department of Education and Skills necessary to identify a student as a recognised student, in accordance with the Rules and Programme for Secondary Schools.**

<b>Data Collected on each student</b>	<b>Purpose</b>
Previous school details	Used for statistical analysis and to ensure progression within the educational system is in accordance with the Rules and Programme for Secondary Schools.
Programme – Junior, Leaving, PLC etc.	Used to establish if a student is following prescribed programmes as per Rules and Programme for Secondary Schools. For exam year students it is shared with the State Examinations Commission to assist its preparation and organisation of State Examinations.
Subjects	
Subject Level	
Subject being taken through Irish	
Application for English language support (first sought in 2009/10)	Additional resources are provided to schools which have children in need of English language support.

<b>Data Collected on each student</b>	<b>Purpose</b>
Application for Traveller Support (first sought in 2009/10)	Additional teaching hours are provided for children who are members of the Traveller community. Written consent is required by school authorities before they can include this in their returns to the Department.
Exemption from studying Irish	Irish is compulsory unless a student has obtained an exemption.
Whether student is a boarder	Necessary for school funding considerations.
Whether student is repeating Leaving Certificate	Necessary for school funding considerations and the collection of Repeat Leaving Certificate fee.
School Roll No.	Student must be enrolled in a school.
Ab initio indicator	Leaving Cert student may be doing a modern language at Junior Cert.
Dispersed VTOS	Identified if student is following a course in this mode

**Personal data returned by post primary schools to the Department to assist with the Department's policy, statistical, research and planning functions only.**

<b>Data Collected on each student</b>	<b>Purpose</b>
Country of birth from 2009/10 onwards; in earlier years country of origin	Used solely for statistical analysis
Medical Card Indicator – first sought in 2009/10	To aid the development of policy to promote social inclusion. Written consent is required by school authorities before they can include this in their returns to the Department.
Reason for Irish exemption	Statistical analysis
Educational attainment	PLC students only for statistical analysis and development of educational policy in area of Further Education.
Date of leaving school	Early school leavers only for retention policy and statistical analysis
Reason for leaving	For statistical and research purposes.

Schools also identify students by reference to being an exam entrant. This data assists the transfer of data on these students only to the State Examinations Commission, to assist its planning of state examinations.

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