



Kildare and Wicklow Education Training Board

Glenart College
Application Form to Enrol
School Year Beginning



NOTE: THE INFORMATION PROVIDED ON THIS FORM IS CONFIDENTIAL AND WILL BE RETAINED, USED AND DISCLOSED BY GLENART COLLEGE AND CENTRALLY BY KILDARE AND WICKLOW EDUCATION TRAINING BOARD IN LINE WITH THE DATA PROTECTION NOTICE IN PART 5.

PART 1: FAMILY DETAILS (Required for school enrolment and parental contact purposes)

1. SURNAME

2. CHILD'S FORENAME/S

3. MALE/FEMALE

4. COUNTRY OF BIRTH

5. LIVING IN IRELAND SINCE (AS APPROPRIATE):

6. DATE OF BIRTH

7. BIRTH CERT ATTACHED?

Yes

No

8. NO. OF CHILDREN IN FAMILY

9. POSITION OF CHILD IN FAMILY

10. HOME ADDRESS

11. CHILDS PPS NO.

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1. PARENT/GUARDIAN DETAILS

FORENAME

SURNAME

MAIDEN NAME (IF APPLICABLE)

RELATIONSHIP TO CHILD

OCCUPATION (OPTIONAL)

2. PARENT/GUARDIAN DETAILS

FORENAME

SURNAME

MAIDEN NAME (IF APPLICABLE)

RELATIONSHIP TO CHILD

OCCUPATION (OPTIONAL)

ADDRESS

PHONE NO. (HOME)

PHONE NO. (WORK)

PHONE NO. (MOBILE)

ADDRESS

PHONE NO. (HOME)

PHONE NO. (WORK)

PHONE NO. (MOBILE)

PHONE NUMBER FOR RECEIVING TEXTS FROM SCHOOL:

EMAIL ADDRESS

EMAIL ADDRESS

OTHER EMERGENCY NAME AND CONTACT NUMBER

NAME

PHONE NO.

RELATIONSHIP TO CHILD

IF THERE ARE ANY LEGAL 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)

I/WE THE PARENT(S)/GUARDIAN(S) OF THE ABOVE NAMED STUDENT GIVE PERMISSION TO THE ABOVE NAMED PRIMARY SCHOOL/S TO RELEASE INFORMATION ON SAID STUDENT (INSERT SCHOOL NAME):

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) 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

b) Student lived outside of Ireland until 11 years of age

IS THE STUDENT CURRENTLY STUDYING IRISH?

Yes **No**

IF YOU ANSWERED NO, PLEASE INDICATE THE REASON (A OR B ABOVE)

HAS THE STUDENT AN EDUCATIONAL/ PSYCHOLOGICAL OR OTHER RELEVANT ASSESSMENT?

Yes **No**

IS A CURRENT REPORT AVAILABLE? (Completed within the last three years)

Yes **No**

ANY OTHER RELEVANT INFORMATION

PART 4: MEDICAL DETAILS (Required to ensure the school has an accurate record of medical conditions as well as your doctor's contact details in the event of a medical issue arising during school/ETB activities. Please note it may be necessary to disclose this information to staff. Some of this information is required by the Department of Education and Science)

1) DOCTOR'S NAME _____

2) NAME OF PRACTICE (IF RELEVANT) _____

3) PHONE NUMBER (CLINIC) _____

4) DO YOU HAVE A FAMILY MEDICAL CARD? _____

5) MEDICAL CARD NUMBER _____

6) MEDICAL CARD EXPIRY DATE _____

7) HEALTH CONCERNS FOR CHILD (E.G. EPILEPSY, DIABETES, ETC) Yes No

8) IF YES, PLEASE GIVE DETAILS: _____

9) PROCEDURES TO FOLLOW (FOR A PARTICULAR ILLNESS) _____

PLEASE ADVISE THE SCHOOL AUTHORITY SHOULD ANY OF THE ABOVE DETAILS CHANGE IN THE FUTURE.

PART 5: CONTRACT

STUDENT

NAME _____ **DATE** _____

Should I be offered a place in Glenart College, I promise to abide by the Rules and Regulations of the school, in the interests of maintaining a positive learning environment.

SIGNATURE _____ **DATE** _____

PARENT (CONTRACT AND CONSENT)

In registering my above named child as a student and should my child be offered a place in Glenart College, I understand that this implies a full acceptance of the policies rules of the school as laid down from time to time by Kildare and Wicklow ETB and the Board of Management.

I will provide copies of recent psychological or other professional educational assessments to the school and hereby give my permission for the release of any such reports held by my child's primary school to the school authority of Glenart College.

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 explicit consent for Glenart College to confirm, retain, use and disclose the information I have provided in accordance with Kildare and Wicklow ETB Data Protection Policy (as summarised above).

PARENT/GUARDIAN SIGNATURE(S): _____

DATE: _____

PART 6: DATA PROTECTION

Personal Data on this Form

Kildare and Wicklow Education Training Board is registered as 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, registration, administration, child welfare and to fulfil our other legal obligations. Contact details will also be used to notify you of school/ETB events or activities. While the information provided will generally be treated as confidential to Kildare and Wicklow Education Training Board, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Science, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring).

We rely on parents/guardians 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.

Data Protection Policy of Kildare and Wicklow Education Training Board.

A copy of the full Data Protection Policy of Kildare and Wicklow Education Training Board is available on request from The CEO, Kildare and Wicklow Education Training Board, Administrative Offices, Church Street, Wicklow

Photographs of Students

The school maintains a database of photographs of school events held over the years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs may be published on our school website or in brochures, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs student names will not be recorded with the picture. If you would prefer not to have your child's photograph included in such records, please notify the school principal.