

Clonmellon NS

APPLICATION FOR ADMISSION OF NEW PUPILS FOR SCHOOL YEAR 2027

Dear parents,

Some of the information collected in this form will be shared with the Department of Education. The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which will require schools to maintain and return data on pupils to the department on a live system. The database will allow the department to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting. This information held on POD was deemed by the Data Protection Commissioner as non-sensitive personal data.

The database holds data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother's Maiden Name, Address, Date of Birth, Gender, Nationality, pupil's mother tongue, whether the pupil is in receipt of an exemption from Irish, whether the pupil is in receipt of Learning Support and if so the type of learning support, whether the pupil is in mainstream or Special Class. The database will record the class grouping and the standard in which the pupil is enrolled.

This information will be collated from your enrolment application and entered on POD.

This information will also be shared with TUSLA if the school needs to make a mandated report or report other concerns.

With your consent, information such as names and addresses will also be shared with HSE in respect of immunisations, dental visits, etc.

Data Protection Legislation requires that we inform you why Clonmellon NS are requesting the information to be provided in this form. Please read the following before filling in the form and signing the consent section to ensure you are fully aware of the use the school will make of this information and with whom we will be sharing the information. The information provided in this form will be used to

- to ensure that the student meets the school's admission criteria
- to enable each student to develop to his/her full potential, ensuring that he/ she can benefit from the relevant additional teaching or financial supports
- to meet the educational, social, physical and emotional requirements of the student
- to enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or to inform parents of school events, etc.
- to comply with legislative or administrative requirements
- to furnish documentation/information about the student to the Department of Education and Skills, the National Council for Special Education, TUSLA, and other schools, etc. in compliance with law and directions issued by government departments

CHILD'S DETAILS

First Name(s): _____ **Child's Family Name:** _____ M/F _____

How do you want your child to be addressed in school? _____

PPSN of Pupil _____ **Class for which child being enrolled:** _____

Address: _____ **EIRCODE:** _____ (essential)

Date of Birth: _____ (A child must be 4 years on or before 1st of September starting school)

Religion: _____ **Nationality:** _____ **First Language:** _____

What language is predominately spoken at home? _____

No. of children in family _____ Position of child being enrolled in family, 1st, 2nd etc. _____

Birth Cert Forename and surname (if different from name above)

Forename: _____ **Surname:** _____

CONTACT DETAILS

Parent/Guardian Name: _____ **Parent/Guardian Name:** _____

Tel. No. Home: _____ **Tel. No. Home:** _____

Tel. No. Work: _____ **Tel. No. Work:** _____

Mobile No: _____ **Mobile No.** _____

We use an email messaging service to inform parents from time to time. Please list the email address to which you wish all school information to be sent:

Email: _____

Email: _____

Please include both if you require email sent to both parents.

Emergency Contact Details – Please make arrangements with 2 responsible adults (e.g. grandparents, aunts/ uncles, close relations, neighbours) to act as emergency contacts in the event of the school not being able to contact you.

Name	Relationship to child	Phone number

Please tick (✓) as appropriate: Child being enrolled lives with

Both Parents		Mother only		Father only		Other	
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Does any legal order under family law exist (e.g. preventing or limiting parental access) that the school should know about? _____

If so, please contact principal@clonmellonns.ie to arrange a meeting or phone conversation.

MEDICAL/DEVELOPMENT DETAILS

Do you have any concerns regarding your child's development in any of the following areas :

	I have concerns
Movement and gross motor skills	
Fine motor skills - hand movement	
Physical Co-ordination	
Communication	
Speech and language,	
Social interactions, relationships	
Daily living skills	
Food and drink,	
Urinary and bowel habits	

Toilet Training	
Personal care- dressing and independence	
Sleep	
Behaviour and emotions	
Play and leisure	
Learning	
Sensory processing	
Vision	
Hearing	

Has your child ever been referred to any of the following:

	Referral made	Reason for referral
Speech Therapist		
Eye/Ear Specialist		
Occupational Therapist		
Primary Care Team		
CAMHS		
Children's Disability Network		

Name & Address of Family Doctor: _____ Tel No: _____

Any other comments/ information: (e.g. serious nosebleeds, fainting, seizures experienced by child since birth)

Any special Dietary requirements/ restrictions for religious and/or medical reasons

Is your child on any long term medication?

YES/ NO

If yes, please give details

Does your child suffer from any allergies/ medical condition that may necessitate the administration of emergency medicine/ treatment on the school premises?

YES/ NO

If yes, please give details

EDUCATIONAL DETAILS

Pre-school/play school or former Primary school attended:

How many years pre-school completed? _____

Have you accepted or are you awaiting confirmation of an offer of admission from another school? Please provide details of the offer or offers concerned: _____

[CONSENT DETAILS: Please complete the permission slip attached](#)

I have read Clonmellon NS' Code of Behaviour and completed the attached permission slip. ☐

I/We confirm that all the above details are correct.

Signed: _____

Date: ____/____/____

Signed: _____

Date: ____/____/____

The database will also contain, **on an optional basis**, information on the pupil's religion and on their ethnic or cultural background. The department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Primary Online Database. Both religion and ethnic and cultural background are considered sensitive personal data categories under Data Protection legislation. Therefore, **parents must consent** to this information being shared with POD.

To which ethnic or cultural background does your child belong (Please tick one)?

White Irish	Irish Traveller	Roma	Any other White Background	Black African
Any other Black Background	Chinese	Any other Asian Background	Other	No Consent

What is your child's religion? (Please tick one)

Roman Catholic	Church of Ireland (incl. Protestant)	Presbyterian
Methodist, Wesleyan	Jewish	Muslim (Islamic)
Orthodox (Greek, Coptic, Russian)	Apostolic or Pentecostal	Hindu
Buddhist	Baptist	Agnostic
Other Religion	No religion	No Consent

I consent for this optional information to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may be transferred to during the course of their time in primary school.

Signed: _____ (Parent/Guardian)

_____ (Parent/Guardian)

Date _____

For further information on POD please go to the Department of Education and skills' website www.education.ie

Please enclose the following with your application:

(i) Birth Certificate

(ii) Baptism Certificate if you wish your child to participate in the Sacraments of Communion and Confirmation. (Not needed if baptised in Clonmellon) My child was baptised in Clonmellon yes / no

(iii) Psychological or other assessment reports if available