

# St. Helen's Junior National School, Portmarnock, Co. Dublin

SCOIL NAOMH LÉAN (SÓISEARACH), PORTMEARNÓG, CO. ÁTHA CLIATH

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## APPLICATION FOR ENROLMENT 2021 - 2022

Portmarnock Parish Primary Schools operate a common enrolment policy. The Boards of Management of St. Helen's Junior N.S. and St. Marnock's exchange information in relation to applications for the purpose of appointing teachers & arranging classes. Information in bold is required by the Department of Education and Skills but requires your approval to be shared with them.

Surname \_\_\_\_\_ Child's First Name \_\_\_\_\_

Gender Male ☐ Female ☐ Child's PPS No \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age at school entry Yrs..... / Mths.....

Full Postal Address \_\_\_\_\_

\_\_\_\_\_ EIRCODE \_\_\_\_\_

(Note: This address will be used in all postal correspondence re your child)

Nationality \_\_\_\_\_ Country of Birth \_\_\_\_\_ First language at home \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Father's Mobile \_\_\_\_\_ Mother's Mobile \_\_\_\_\_

Father's email address \_\_\_\_\_ Mother's email address \_\_\_\_\_

Parent/Guardian Address if different than above: \_\_\_\_\_

Alternative Name (if child has to be taken home unexpectedly) \_\_\_\_\_

Mobile No \_\_\_\_\_

Number of Children in Family \_\_\_\_\_ Place of Child in Family \_\_\_\_\_

Siblings attending St. Helen's Junior N.S. Yes ☐ No ☐ Name \_\_\_\_\_ Class \_\_\_\_\_

Name \_\_\_\_\_ Class \_\_\_\_\_

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

White Irish	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>	Roma	<input type="checkbox"/>
Black or Black Irish African	<input type="checkbox"/>	Black or Black Irish - Any other Black background	<input type="checkbox"/>	Other (incl. Mixed background)	<input type="checkbox"/>
Other white background	<input type="checkbox"/>	Asian or Asian Irish- Any other Asian background	<input type="checkbox"/>	Asian or Asian Irish- Chinese	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>	No Consent	<input type="checkbox"/>

What is your child's religion? \_\_\_\_\_

Has your child attended Playschool and / or Montessori? Yes ☐ No ☐

Name of Playschool: \_\_\_\_\_ Dates: \_\_\_\_\_

Name of previous School (if applicable) \_\_\_\_\_

Class in Previous School: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Full Postal address of Previous School: \_\_\_\_\_

I give permission to discuss the needs of my child with the Principal / Management of the preschool/school listed above Yes ☐ No ☐

### **Parental Permission**

Do you give permission to administer basic first aid if your child has an accident at school/games/school tour? If an accident is of a more serious nature, the school will contact Parent/Guardian.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Do you give permission for your child to be taken to a Doctor/Hospital in case of a serious accident / illness?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
The HSE asks us to supply information for vaccinations, eye tests, hearing test etc. Do you agree to this?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I/We give permission for my child(ren) to take part in the Social Personal Health Education Curriculum (including relations, sexuality and Stay Safe) as outlined by the Department of Education and Skills.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I/We have read the Code of Behaviour available on the school website and agree to support this policy. Code of Behaviour available on <a href="http://www.sthelensjunior.com">www.sthelensjunior.com</a>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I/We support ALL School Policies as outlined in the school website – including the Admissions, Anti Bullying, Healthy Eating, Child Safeguarding and Internet Acceptable Use Policies etc. All available on <a href="http://www.sthelensjunior.com">www.sthelensjunior.com</a>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I/We consent for my child's photograph, voice, video and work to be used for all school publications including school blog/website/ newsletter etc.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I/We give permission for my child's religion and ethnic background to be transferred to the Department of education and Skills Pupil Data System (POD)	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I/We give permission for my/our contact details to be uploaded to the school *Aladdin system. *(School admin software used for majority of communication with parents/guardians).	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I agree to contact the school immediately if I change my address, telephone or email as these details are essential for contact with the Parents/Guardians via Aladdin.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I/We give permission for my child to participate in all school tours (details of which will be notified to you) and all short local trips, (park/nature walks etc.) usually within walking distance of school.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>

### **Educational / Diagnostic Tests**

During your child's time in St. Helen's Junior School, it may be necessary from time to time for teachers to carry out diagnostic testing with your child on an individual basis in order to help them in their educational development.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I give permission for any screening/ diagnostic tests to be carried out with my child.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I give permission for my child to receive additional support from the Special Educational Needs (SEN) Teachers within the school.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Parents will be informed prior to children being withdrawn for additional support.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>

### **Absences**

I understand that the school must report to Túsla if a child is absent from school for 20 days or more and that if a child is absent for a prolonged period but without explanation and the Parents/Guardians cannot be contacted the school will inform the relevant authorities.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
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### **Child Protection & Welfare**

I understand that should the school have reasonable cause for concern regarding my child's wellbeing / safety or if my child discloses any form of abuse the school is bound to inform the HSE	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
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## **GDPR**

St. Helen's Junior National School is registered as a Data Controller under the Data Protection Acts 1988 and 2003 and we follow GDPR regulations as set down in 2018. The personal data supplied on this application form is required for the purpose of student enrolment, registration, administration, child welfare and to fulfil our legal obligations. Contact details will be used to notify you of school events/ activities. While the information provided will be generally be treated as confidential to St. Helen's N.S. from time to time it may be necessary for us to exchange personal data on a confidential basis, where we are legally required to do so, with other bodies including the Department of Education & Skills, the Department of Social and Family Affairs, An Garda Síochána, The Health Service Executive, TúsIa and other schools 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 a parent/ guardian wish to update or access their own or their child's personal data they should put the amendment/s in writing to the school principal. A copy of our GDPR Policy is available on our website or on request from the principal.

Signed: [Parent/ Guardian] \_\_\_\_\_

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

Signed: [Parent/ Guardian] \_\_\_\_\_

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

## **Consent for Photographs and Digital Images**

Our school maintains a database of photographs and digital images including videos of school events. It had become customary to take photos and videos of students engaged in activities to create a pictorial and historical record of school life and as a means of presenting projects and work done. Photographs and videos may be published on our school website, newsletters, calendars and local and national newspapers. In the case of website images student's names will not be recorded with the picture.

We seek your permission to allow our school to use these at the discretion of the school authorities in school publications/ website and school blog. If you do not wish to consent to the above, please inform the school in writing during the first

Signed: [Parent/ Guardian] \_\_\_\_\_

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

Signed: [Parent/ Guardian] \_\_\_\_\_

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

It is very important that we have up to date contact details for parents and minders, in the event that any of the details on this enrolment form should change whilst your child is attending this school, please inform us immediately.

## **Internet Permission**

I have read the Internet Acceptable Use Policy on the website and grant permission for my child to access the internet. I understand that school internet usage is for education purposes only and that every reasonable precaution will be taken by the school to provide for online safety. I accept my own responsibility for the education of my child on issues of Internet Responsibility and Safety. I understand that having adhered to all the enclosed precautions, the school cannot be held responsible if my/our child tries to access unsuitable material.

Signed: [Parent/ Guardian] \_\_\_\_\_

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

Signed: [Parent/ Guardian] \_\_\_\_\_

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

## **Information for Department of Education and Skills Primary Online Database**

The Department of Education and Skills have developed an electronic database of primary school pupils called the Primary Online Database (POD). This 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. Both religion and ethnic and cultural background are considered sensitive personal data categories under Data Protection legislation. Therefore, it is necessary for each pupil's parent/guardian to identify their child's religion and ethnic background, and to consent for this information to be transferred to the Department of Education and Skills. All other information held on POD was deemed by the Data Protection Commissioner as non-sensitive personal data.

Signed: [Parent/ Guardian] \_\_\_\_\_

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

Signed: [Parent/ Guardian] \_\_\_\_\_

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

### **Medical and / or Other Adverse Circumstances**

Please give details and specify if your child has any medical condition the school needs to be aware of (e.g. asthma, epilepsy etc..) allergies (nuts, antiseptics, penicillin etc.).

If there are any medical reports in relation to any of the above, please provide a copy.

**Additional Information:** Please give details and specify any information which might be considered to affect your child's education and progress in school. If you have any concerns or there are any other issues regarding your child's education, we ask that you communicate these with the principal to enable us support his/her education.

#### **Note:**

- The information provided on this form is confidential and will be retained used and disclosed by St. Helen's J.N.S. in line with our GDPR Regulations.
- If your child has been baptised and intends to make his/her First Holy Communion, then you must provide a baptismal certificate.
- Your child's PPS number must be supplied for medical (vision & hearing) and dental tests as they progress through school.
- As per the Department of Education and Skills ruling you must supply a copy of your child's Birth Certificate.
- If there are any orders or other arrangements in place governing access to, or custody of the child, please provide details and include supporting evidence.
- The acceptance of this application is not a guarantee of placement.
- Please note this application is not valid unless all sections have been completed and all information regarding your child has been provided. This allows us to ensure that places are allocated fairly in line with our Admissions Policy and to plan the allocation of resources to meet the needs of any incoming pupils with special educational needs.

If this application is being signed by only one parent, please read and sign the following:

I \_\_\_\_\_ confirm that both Parents / Guardians of \_\_\_\_\_ (child's name)  
Is aware of and consents to this enrolment application to St. Helen's Junior School.

I /We declare that the information I / We have provided on this application form is correct and understand that it will be treated as confidential.

Signed: [Parent/ Guardian] \_\_\_\_\_

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

Signed: [Parent/ Guardian] \_\_\_\_\_

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

### **Checklist for Enrolment**

**\*\*Please ensure that you have included a copy of the following documents to avoid delay in processing your application.**

1. PPS No. Yes ☐ No ☐
  2. Birth Certificate provided Yes ☐ No ☐
  3. Copy of Utility Bill Yes ☐ No ☐
- Passport photos may be sent in at a later date

**We thank you for taking the time to complete this enrolment form. Please do not hesitate to contact us should you have any queries regarding the above.**

**Please return all enrolment applications by post to St. Helen's Junior National School, Limetree Avenue, Co. Dublin D13KP93 or online to [admissions@sthelensjunior.com](mailto:admissions@sthelensjunior.com) by Friday 29<sup>th</sup> January 2021.**