



St. Oliver Plunkett NS,
Newcastle, Athenry
Tel No: 091 849178
E-mail: info@stoliverplunkettns.com
Web: www.stoliverplunkettns.com

Application for Admission of New Pupils : Year 2025-2026

St. Oliver Plunkett NS is the data controller for all the personal and sensitive data which is collected on this form. This data is necessary in order for the school to fulfil its legitimate legal purpose as a national school. The school is required by law to share data with other legal entities including the Dept of Education & Skills, Tusla, HSE, An Garda Síochána, Dept of Employment Affairs & Social Protection and their agents. This data will be stored confidentially until your child reaches the age of 25 and then will be shredded.

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. This information is used to evaluate progress and outcomes of pupils, 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. The database holds data on all primary school pupils. The database also contains, **on an optional basis**, information on the pupil's religion and on their ethnic or cultural background. The data required for POD is marked with an **asterisk *** and will only be uploaded to POD **if your child is enrolled**. All other data we need for the efficient running of the school. **In order to assist with the gathering of data please complete the form and return to the school. This form will be retained by the school.**

* Pupil First Name: _____ *Pupil Surname: _____

* Pupil Address: _____ Eircode: _____

* Date of Birth: _____ *PPSN _____ * Gender Male [] Female []

* *Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English Yes [] No []

*Child's Religion _____

Do you consent to uploading data relating to religion to POD? Yes [] No []

* To which ethnic or cultural background group does your child belong (please tick one)? White Irish [] Irish Traveller []
Roma [] Black African [] Chinese [] Any other White Background []
Any other Black Background [] Any other Asian Background [] Other (including mixed background) []

Do you consent to uploading data relating to ethnicity to POD Yes [] No []

The following information is required for the efficient running of the school and will not be uploaded to POD

Parents Contact Details:

E-mail: _____ Previous School/Pre-school attended & for how long: _____

Mother's Name: _____ Tel (H) _____ (M) _____ Work No: _____

Address: (if different to child's above) _____

Father's Name: _____ Tel (H) _____ (M) _____ Work No: _____

Marital status _____

Address: (if different to child's above) _____

Are there any legal orders or family law issues that need to be communicated to the school? Yes _____ No _____

If yes, please arrange to contact the school Principal.

Parents will be contacted with regards to the welfare of their child and on-going school events. Please tick which mobile to receive TEXT

– A- Parent messages: Mother ☐ or Father ☐

Medical History

Medical History regarding your child's general health, speech, vision, hearing, allergies, behaviour, etc: Please include any relevant reports / assessments

Have you used the following services for your child? (if you have reports from any of the following services please attach them)

Occupational Therapy ☐ , Psychological Services ☐ Speech Therapy ☐ Early intervention ☐ Other service ☐

If so please give further details: _____

Has your child any allergies? Yes ☐ No ☐ If yes please give details _____

Does your child have any difficulty with the following?

- Hearing Yes ☐ No ☐ If yes please give details _____
- Speech Yes ☐ No ☐ If yes please give details _____
- Vision Yes ☐ No ☐ If yes please give details _____

Doctor Name & Phone Number: _____

If Parent/Guardian not contactable please call: 1. _____ @ _____

2. _____ @ _____

Do you give consent to the school contacting your doctor/emergency services as appropriate in case of a serious illness or accident?

Yes ☐ No ☐

Who will collect your child at 1.45pm while she/he is in Infants? Please notify your child's teacher if this changes.

Name: _____ Tel. No. _____

Permissions

We consent to the following: (Please ✓ or X)

- Our child using the internet, i-pads, computers, laptops for research or using educational programs
- our child being photographed for school projects, competitions, local newspapers and school related activities
- The school uses school website and newsletters to communicate and celebrate school achievements and activities to parents. At times, Photographs of such activities, achievements and events will be posted on the schools website and/or included in our school newsletter. I consent to having my child's photograph included on school website or in school newsletters.
- Our child being taken to hospital in case of emergency if we cannot be contacted
- Our child participating in educational trips/activities e.g. nature walks, tours, matches, concerts, shows, athletics, etc.

- the school to pass on names of our child and our address to the HSE for Immunisation purposes, Hearing Testing etc?
- During your child's time in St. Oliver Plunkett N.S, s/he may undergo various diagnostic/educational tests. Should my child require such educational / diagnostic testing during his/her time in St. Oliver Plunkett N.S, I give permission for these tests to be carried out.
- the school to pass on details to the Secondary Schools when transitioning to secondary school.

Have you applied for or accepted admission to any other school other than St. Oliver Plunkett NS? Yes _____ No _____

If yes please give details _____

Have you any other children in our school? please give names _____

Child's place in family (eg oldest of 3, youngest of 3 etc) _____

Please complete only if a pupil is transferring to St. Oliver Plunkett NS from another school:

Previous school: _____ Last class completed: _____

Reason for transferring _____

Administrative software

The school uses a computer software database known as Aladdin to store information about pupils and families for educational purposes. Such information will never be divulged unless prior consent has already been sought. Exceptional circumstances may apply e.g. matters with TUSLA Child and Family Agency and An Garda Síochána. I have read and understand the above.

Signature Parent 1: _____ **Parent 2:** _____ **Date:** ____/____/____

I will co-operate with and support the school's Code of Behaviour /Anti-Bullying Policy as well as all other policies on curriculum, organisation and management. These policies will be revised from time to time.

Signature Parent 1: _____ **Parent 2:** _____ **Date:** ____/____/____

Signature Legal Guardians (if different from above): _____

Please sign and return the following items by post -

- (1) This **Application Form** fully completed, for the attention of the Principal. (Mark envelope 'Private and Confidential')
- (2) Your child's **Original BIRTH CERTIFICATE** (photocopy taken at school and original returned to you)

St. Oliver Plunkett N.S. will be in contact with you with reference to your Enrolment Application. If unhappy with the Board of Management's decision, parents / guardians are entitled to appeal the decision. Please see Section 29 Procedures as outlined in Admissions Policy (point 18)..

In the case of successful admission application and where you have indicated that your child has supporting medical, psychological or emotional/behavioural Reports or Assessments a meeting will be arranged with the Special Education Co-ordinator.

The information you have provided may be retained on computer by St. Oliver Plunkett NS for administrative purposes. Thank you for taking the time to complete this Enrolment Form.

If any of the details in this form change e.g. if you move house, change your telephone number, etc. please inform the school at the earliest opportunity.