

	<b>St Gerald's DLS College</b> Newport Road, Castlebar, Co. Mayo	Tel: 094-9021383 Email: info@stgeraldscollege.com Website: www.stgeraldscollege.com
---	---	---

## ENROLMENT FORM

### School Year 2021/2022

**Student Details****(PLEASE USE BLOCK CAPITALS)**

<b>Surname</b>		<b>First Name</b>					
<b>Home Address</b>						<b>Eircode</b>	
<b>Date of Birth</b>				<b>Country of Birth</b>			
<b>PPS Number</b>				<b>Religion</b>			

The faith disposition of a student is not criteria for admission. This information only informs curricular planning.

<b>Primary school Attended</b>							
<b>Proposed Year of Entry:</b> (Please tick appropriate box)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	TY	5 <sup>th</sup>	6 <sup>th</sup>	LCA

**Parent/Guardian Details**

	Father/Guardian	Mother/Guardian
<b>Full Name</b>		
<b>Address:</b> (if different from student address)		
<b>Contact Tel. Numbers</b>	<b>Landline No:</b> <b>Mobile No:</b>	<b>Landline No:</b> <b>Mobile No:</b>
<b>Please state the mobile number to be used for text service</b>	<b>Mobile No:</b>	<b>Mobile No:</b>
<b>Email Address</b>		

<b>Does the student have any brothers in the school?</b> (Please state name/s if so)		
<b>Please tick if your father is a past pupil of St. Gerald's College</b>	<b>YES</b>	<b>NO</b>

<b>If there are any orders or arrangements in place governing access to or custody of the student, please provide details?</b>	
--	--

## Educational Details

Has your son been granted an exemption from the study of Irish? (Please tick the appropriate box)	YES	NO
If YES, please give the reason:		
A copy of the exemption must accompany this form.		
Has your son received Learning Support? (Please tick the appropriate box)	YES	NO
If YES, please give details:		
Has your son had a Psychological Assessment? If yes, on what date did the test take place? Date:	YES	NO
If YES, is the Psychological Report available? (Please tick the appropriate box)	YES	NO
Has your son been granted Resource Teaching Hours by the National Council for Special Education (NCSE)? (Please tick the appropriate box)	YES	NO
Has your son had the services of a Special Needs Assistant (SNA)? (Please tick the appropriate box)	YES	NO

## Medical Details

Family Doctor's Name	
Doctor's Contact No	

Does your son have any medical condition** that might affect schooling and require attention while at school?	YES	NO
<i>**For example: anaphylaxis, asthma, diabetes, epilepsy, or any chronic illness or ailment</i>		
If YES, please give details:		
Does your son require glasses?	YES	NO
Does your son have hearing difficulties?	YES	NO
Has your son his own Medical Card?	YES	NO

**Signature of Parent/Guardian**

In signing this form, I acknowledge that I have read and I accept the school's policies in relation to Enrolment/Admission, Behaviour/Anti-Bullying and Acceptable Use of the Internet and that I/we shall make all reasonable efforts to ensure compliance with such policies by our son. The above-named policies are available from our school website/school app or a hard copy is available from the office on request.

Signed: \_\_\_\_\_ (Parent / Guardian)

Signed: \_\_\_\_\_ (Parent /Guardian)

Signed: \_\_\_\_\_ (Applicant / Prospective Student)

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

**Please send the completed Enrolment Form (including a copy of your son's Birth Certificate, Exemptions & Reports) to: St Gerald's College, Newport Road, Castlebar, Co Mayo, F23 WV66**

**Closing Date for 1<sup>st</sup> Year Enrolment: 3.20pm on Friday, February 19<sup>th</sup> 2021**

**Please note:**

1. This application will be processed under the terms of the school's Admissions Policy which is available on our website [www.stgeraldscollege.com](http://www.stgeraldscollege.com) or from the Secretary's Office, Tel: 094 9021383 or by email from [info@stgeraldscollege.com](mailto:info@stgeraldscollege.com)
2. Submission of this Enrolment Form does not guarantee a place in St. Gerald's DLS College.
3. Places in the school will be offered in writing within 21 days of the closing date for applications. When a place is offered, parents/guardians will be asked to confirm in writing their acceptance of the place. If the place is not accepted by the date specified in the letter of offer, the offer may be withdrawn.
4. Further information and documentation may be required by the school when places have been offered and accepted. The school reserves the right to make contact with the student's Primary school(s) or previous Post-Primary school(s) to solicit any and all relevant information to this application.
5. By signing this enrolment form you accept the terms and conditions of all school policies, the following policies which are available on our school website [www.stgeraldscollege.com](http://www.stgeraldscollege.com) are of particular importance:  
Code of Behaviour,; Anti-bullying Policy; Promoting Positive Behaviour Policy; Suspensions & Expulsions Policy; Data Protection Policy; Summary Sanctions Policy; Student Affirmation Policy.
6. Please complete the enclosed Data Protection Statement and return it with the Enrolment Form.
7. The National Council for Curriculum and Assessment (NCCA) approved Religious Education syllabus is a core subject on the school curriculum and an integral part of the ethos of the school. It is an expectation of the school that all pupils will participate in the NCCA Religious Education programme. However, this expectation does not affect the legal rights of parents as set out in the Constitution. If a parent has a conscientious objection to the Junior Certificate Religious Education Syllabus, you are invited to arrange an appointment with the Principal before you complete the enrolment process. This appointment will provide an opportunity for both the Principal and the parents, to be clear as to the expectations of the school from the outset.

**For Office Use Only**

Application Received	
Birth Certificate Checked	
Reports/Exemptions Included	
Complete	Incomplete

School Stamp:

# St. Gerald's DLS College

## Data Protection Statement

### Personal Data on this Form

St. Gerald's DLS College is a data controller under the Data Protection Acts, 1988, 2003 and 2018. The personal data supplied on this Enrolment 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.

### 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?
- I agree to share my academic results with my parent(s)/guardian(s) while I am a student of St. Gerald's DLS College (FAO student applying to enrol)

*Please note: St. Gerald's DLS College reserves the right to contact you in 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 St. Gerald's DLS College**, and will be collected and used in compliance with the Data Protection Acts 1988, 2003 and 2018 from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Túsla (Child & Family Agency), social workers or medical practitioners, 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 Principal requesting a Data Access Request Form.

**Data Protection Policy:** A copy of the full Data Protection Policy is available to download from [www.stgeraldscollege.com](http://www.stgeraldscollege.com), 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 of Students

The school maintains a database of images of school events held over the years. It has become customary to take images of students engaged in activities and events in the interest of creating a pictorial as well as a historical record of life at the school. 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 images, student names will not appear on the website as a caption to the image. If you or your child wish to have his image removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the Principal.

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

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

Please note that by not completing the above, the school is unable to share student achievements with local and national media.

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

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

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