

**MULLINGAR COMMUNITY COLLEGE
1ST YEAR STUDENT ENROLMENT FORM 2017/18**

PASSPORT PHOTO



FIRST YEAR ENROLMENT FORM – PLEASE PRINT IN BLOCK CAPITAL

Student Name:

Male Female

***PPS No:**

Date of Birth:

***Birth Cert:**

Current National School:

Nationality:

SIBLINGS WHO HAVE ATTENDED SECONDARY SCHOOL:

SCHOOLS ATTENDED:

- 1 _____
- 2 _____
- 3 _____
- 4 _____

- 1 _____
- 2 _____
- 3 _____
- 4 _____

CONTACT INFORMATION

Parent Name 1:

Mobile Phone No:

Parent Name 2:

Mobile Phone No:

Address:

Home Phone:

***Mother's Maiden Name:**

Name of Doctor:

Medical Card: Yes No

Your Email Address:

Tick and elaborate if the student has any of the following requirements:

Medical Needs: _____

Special Educational Needs: _____

Psychological Assessment: _____

Subject Exemption: _____

English as a Foreign Language Support: _____

(Evidence of the above will be required in order to apply for additional support)

MULLINGAR COMMUNITY COLLEGE
1ST YEAR STUDENT ENROLMENT FORM 2017/18

In accordance with the Education (Welfare) Act 2000, Section 20, before registering a child as a student at the school, the parents/guardians of the child will be provided with a copy of the Code of Behaviour and will be requested, as a condition of admission to the school, to confirm in writing that the Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the child. Such acceptance of the Code of Behaviour will be requested at the beginning of each subsequent school year. **Please ensure that you read and sign the DATA PROTECTION section at end of this form.**

Signature of applicant: _____

Signature of Parent/Guardian: _____

Check List for Applicant:
(Please tick the relevant boxes before submitting to office)

Birth Cert Passport Photo Mothers Maiden Name
Registration/Book Rental Fee P.P.S No Mobile No Data Protection

Note: The Final date for enrolment **Thursday 21st December 2107**
Applications received after this date will be treated as a late application and by appointment only.

Note: Parents will be required to sign a Code of Behaviour and a Data Protection document at the Information Evening for the First Year Students on **THURSDAY THE 25th JANUARY, 2018**

For Office use only:

1. Birth Cert (photocopy)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Registration Fee/Book Rental of 50 euro	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(Non-refundable other than if the school is not in a position to offer a student a place)		
1. 1 Passport Photo	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. PPS number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Mobile number for text messaging service	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Mother's Maiden name	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Option form in January 2018	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Data Protection Statement for School Enrolment in Mullingar CC

LWETB is a data controller under the Data Protection Acts 1988 and 2003. 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.

LWETB 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?

Please note: we reserve the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent.

While the information provided will generally be treated as private to LWETB and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, 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, TUSLA, 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 school principal requesting an Access Request Form.

Data Protection Policy: A copy of the full LWETB Data Protection Policy is available at www.lwetb.ie

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/centre. Photographs may be published on our website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, student names will not appear on the website as a caption to the picture. If you or your child

wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the principal or centre director.

Consent (*tick one only*)

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

I consent to the use of my data and my child's data as detailed above:

Signed: _____
Parent/Guardian/Student (where over 18)

Date: _____