



Celbridge Community School

Application for 1st Year Enrolment 2019-2020

Checklist

- Completed Application Form
- Original Birth Certificate
- P.P.S. Number
- Evidence of residential address
(Original Utility Bill - not a copy)
- Completed Personal Data Form
- Completed Consent Form
(Department of Education and Skills)

• *Incomplete forms will not be accepted and will be returned to you.*

Closing Date: 12 noon
Friday 30th November 2018

Please return to:
Celbridge Community School,
Moortown,
Maynooth Road,
Celbridge,
Co Kildare

Phone No: 01 485 3998

Email: admin@celbridgecs.ie

School Web Site:
www.celbridgecs.ie

(Block Capitals please)

Applicants Name: _____

Address: _____

Current Primary School: _____

For School use only:

PPOD Number: _____

Birth Certificate Checked: _____

Category: _____

Application Form for 1st Year Enrolment 2019/2020

1). STUDENT DETAILS

(BLOCK CAPITALS PLEASE)

STUDENT'S SURNAME: _____ PPS NUMBER: _____

FIRST NAME: _____ NATIONALITY: _____

ADDRESS: _____

DATE OF BIRTH: ____/____/____ MALE FEMALE

Number of children in family _____ Position in Family: _____

Siblings in CCS: Yes No Name of sibling/s: _____

PLEASE INDICATE IF YOU WISH CORRESPONDENCE TO BE FORWARDED BY EMAIL YES _____ NO _____

EMAIL ADDRESS FOR CORRESPONDENCE _____

2). Family Details

Mother's/Guardian's Name: _____

Father's/Guardian's Name: _____

Mother's Maiden Name: _____
*(mandatory - for Department of Education and Skills)

Contact Number: _____

Contact Number: _____

Mobile Number: _____

Mobile Number: _____

Father's e-mail: _____

Mother's e-mail: _____

PRIMARY MOBILE NUMBER FOR TEXTING: _____

Postal Address: -
for school reports etc.

2nd Address – if applicable:

2nd Mobile number for texting – if applicable: _____

3) Emergency Contacts

In the event of an emergency and the parents/guardians are unavailable, please enter the details of an appropriate contact person.

Contact name: _____ Phone Number: _____

Mobile No. _____ Relationship to Student: _____

4) Medical Information

Name of Family Doctor: _____ Phone Number: _____

Medical Card Holder: Yes No Card Number: _____

Does your child have any medical condition and/or is prescribed any medication that the school should be aware of?

Yes No

If yes please give details:

5) EDUCATIONAL BACKGROUND

• Present Primary School: _____ Years attended from _____ to _____

• 2nd Primary School attended (if any): _____ Years attended from _____ to _____

Address: _____

6) ADDITIONAL EDUCATIONAL NEEDS INFORMATION

Does your child have Special Education Needs: Yes No

If Yes, please give details: _____

Has your child been assessed by an Educational Psychologist? Yes No

Psychological Report attached: Yes No Date of Psychological Report/s: _____

Does your child have an Irish Exemption? Yes No

Irish exemption Certificate attached? Yes No

Additional Notes:

Celbridge Community School
Moortown
Maynooth Road
Celbridge
County Kildare

Data Protection

Personal Data on this Form

- Celbridge Community School act as Data Controller under the General Data Acts.
- The personal data supplied on this application form is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations.
- Contact details will also be used to notify you of school events/activities. While the information provided will generally be treated as confidential to Celbridge Community School, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Skills, the Department of Social Protection, Department of Children & Youth Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring). In this latter case your implied consent will be assumed to facilitate the student 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 you wish to update or access your child's personal data you should write to the School Principal.

Photographs of Students

The school will maintain a database of photographs of school events held over years. It is 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. Photographs may be published on our school website or in brochures, newsletter, local and national newspapers and similar school-related productions. In the case of website photographs student names will not be recorded with the picture.

- I agree that my child's photograph be included in such records Yes No
- I agree that my child's photograph is available on the school's digital platforms Yes No
- I agree that my child's photograph may be taken for school records/administration. Yes No



Consent Form for Sensitive Personal Data for the School's October Return to the Department of Education and Skills

Certain sensitive personal data which the Department asks post-primary schools to furnish via the "Annual Post-Primary School October Return/Examination Entries" process requires your written consent for your child's school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 0047/2010 a copy which is available at www.education.ie or on request from your child's school.

Please note that the reference to "you" in this consent form means a parent or a guardian of a student, or a student aged 18 years and over who is attending a recognised post-primary school.

Please enter the following details in BLOCK CAPITALS

Name of School: Celbridge Community School

Name of Parent/Guardian: _____

Name of Student: _____

Class year of student 1st Year

1. Where your child is currently in 1st Year do you or your child possess a medical card?
(please **CIRCLE** the appropriate answer)

YES NO

2. Is your child a member of the Traveller Community *?
(please **CIRCLE** the appropriate answer)

YES NO

* "Traveller Community" means the community of people who are commonly called Travellers and who are identified (both by themselves and others) as people with a shared history, culture and traditions including, historically, a nomadic way of life on the island of Ireland. Section 2(1) of the Equal Status Act, 2000

Signed: _____

Parent/Guardian/Student

Date: _____

Please complete this form and return to your post-primary school. This form will be retained by the post-primary school and will be made available for inspection by authorised officers of the Department or from the Office of the Data Protection Commissioner.

IMPORTANT INFORMATION:

All applications must be accompanied by the following:

- Evidence of parent(s)' residential address i.e. landline/gas/electricity bill in the name of the Parents/Guardians.
- Original Birth Certificate

Important: *The name you provide on the application form will be used in all school records and documentation. Please ensure all correspondence to the school is consistent with the name entered on the Application Form.*

Please take note of the following dates: -

- ◆ Closing date for return of completed Application forms: **12 noon Friday 30th November 2018**
Late applications will only be considered if places are available after the enrolment process has been completed.
- ◆ Open Day/Meeting for incoming students: **Saturday 17th November 2018**
- ◆ Assessment: **Saturday 2nd February 2019**

Please note:

- Completion of 1st Year enrolment form does **not** guarantee a place in this school for your child.
- Admission / Enrolment is subject to the approval of the Board of Management and subject to resources and the availability of places in the school.
- If you receive an offer of a place in Celbridge Community School for 2019/20 you must confirm acceptance in writing and pay the class administration fee of €100 by 4pm on Wednesday 19th December.
- If your application is unsuccessful your child will be placed on a waiting list.
- If your child does not become a student of Celbridge Community School for 2019/20 all documents relating to the application will be shredded by 30th September 2019.

I hereby declare that the information provided in this form is correct.

I understand that the information supplied will be used for bona fide school business.

I hereby declare to adhere to CCS code of behaviour and all school policies. Copy available on request or on school website

SIGNATURES

Student's Name: _____

Signature of Parent / Guardian: _____

Signature of student: _____