



# PRESENTATION SECONDARY SCHOOL

Ballyphehane, Cork

Tel:0214961765 Fax: 0214961767

Email:admin@presballyphehane.com www.presballyphehane.com

Facebook/Twitter @presballyphehane.com

## ENROLMENT FORM

Please insert recent  
passport picture  
here.

### PERSONAL DETAILS

Student's Surname: (as per birth cert.) \_\_\_\_\_

Student's Christian Name(s): (as per birth cert) \_\_\_\_\_

Name Known as: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Passport: Irish  Other  Please specify

Date of Birth: \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

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

Home Telephone Number: \_\_\_\_\_

Mobile Number: Mother \_\_\_\_\_

Father: \_\_\_\_\_

*Please tick the mobile number above to be used for communication from school (text-a-parent)*

Daytime Contact name & Number: \_\_\_\_\_

Emergency Contact Name & Number \_\_\_\_\_

Applicant's P.P.S. Number: \_\_\_\_\_

(This number is available from your Local Health Board/Social Welfare Office and is essential to register your daughter with the Department of Education & Skills)

Primary school presently being attended: \_\_\_\_\_

\*MEDICAL CARD HOLDER: Yes  Name on card: \_\_\_\_\_ Card number: \_\_\_\_\_  
No

NO. OF CHILDREN IN FAMILY: Boys: \_\_\_\_\_ Girls: \_\_\_\_\_ PLACE IN FAMILY \_\_\_\_\_

MOTHER'S OCCUPATION: \_\_\_\_\_ FATHER'S OCCUPATION: \_\_\_\_\_

\*MOTHER'S MAIDEN NAME: \_\_\_\_\_ PAST PUPIL OF PRESENTATION: YES  NO

EMAIL ADDRESS (Please write clearly)

\*This information is required by the Department of Education & Skills and will be data protected.

**SISTER(S) PRESENTLY IN THE SCHOOL:**

Name and year: \_\_\_\_\_ Name and year: \_\_\_\_\_

**SISTER(S) WHO ARE PAST PUPILS OF THIS SCHOOL:**

Name(s) \_\_\_\_\_

**MEDICAL INFORMATION:**

In the event of an accident or medical emergency, we ask your permission to bring your daughter(s) to the doctor/hospital.

I GRANT PERMISSION

I DO NOT GRANT PERMISSION

FAMILY DOCTOR'S NAME: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

FAMILY DOCTOR'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Does your child suffer from allergies? (Give details) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HAS YOUR CHILD ANY HEALTH ISSUES THAT WOULD AFFECT FULL PARTICIPATION IN SCHOOL LIFE?**

(Give details) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EYESIGHT PROBLEMS? YES  NO

If yes, please explain. \_\_\_\_\_

HEARING PROBLEMS? YES  NO

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

(Note-all the above information is treated as strictly confidential)

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"I/We wish to make an application for my/our daughter to attend the above Post-Primary School from September next".

**SIGNATURE OF BOTH PARENTS/GUARDIANS:**

\_\_\_\_\_

Mother's Signature

\_\_\_\_\_

Father's Signature

\_\_\_\_\_

Mother's Name (Block Capitals)

\_\_\_\_\_

Father's Name (Block Capitals)

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date



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## RELEASE OF INFORMATION FORM

(Consent of release of information from OTHER School(s) in relation to  
Applications to Transfer to  
Presentation secondary School, Ballyphehane, Cork)

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

I/We the parent(s)/guardian(s) of the above named student give

\_\_\_\_\_  
(Name of Primary School Principal)

Principal of \_\_\_\_\_  
(Name of Primary school)

Consent to release all appropriate and relevant information pertaining to  
our/my daughter to Nicola Barrett, Principal of Presentation Secondary  
School, Ballyphehane in the event of such information being requested.

Signed: \_\_\_\_\_  
Parent/Guardian

Date \_\_\_\_\_



PRESENTATION SECONDARY SCHOOL, BALLYPHEHANE

QUESTIONNAIRE FOR PARENTS

1. Is your daughter receiving learning support/resource teaching at present?

Yes  No

2. Has she previously received learning support/resource teaching?

Yes  No

3. Has a psychological assessment (educational or clinical) being carried out on your daughter

Yes  No

If yes, please state date of report \_\_\_\_\_

4. Have you any concerns regarding the learning needs of your daughter?

Yes  No

5. If born outside Ireland or resident outside of Ireland for a number of years, how long has she been learning Irish? \_\_\_\_\_

6. Do you have a formal exemption from Irish? If so, please forward a copy of the original exemption certificate.

Yes  No

**NOTE: Any psychological reports need to be forwarded to the school to Gillian Murphy, Special Needs Co-ordinator immediately so that the school can begin the process of accessing necessary supports for your daughter. If you have any concerns regarding the learning needs of your daughter, please feel free to contact the school for an appointment with Gillian Murphy**

# DATA PROTECTION

**Presentation Secondary School, Ballyphehane** is a data controller under the Data Protections Act, 1988 and 2003. The personal data supplied on the Personal Details 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 support / transport / 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 and to call you on the telephone numbers provided for all purposes of:

- Parent/Teacher meetings
- School concerts/events
- To notify you of school closures (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.

**Please tick the box if "yes" you agree with these uses:**

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:** Presentation Secondary School, Ballyphehane reserves the right to contact you in case of an emergency relating to your child, regardless if you have given your consent.

While the information provided will generally be treated as private to Presentation Secondary School, Ballyphehane and will be collected and used in compliance with the Data Protection Acts 1988 & 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 (CFA), social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school. We rely on parents/guardians and student to provide us with accurate and complete information and to update us in relation to any changes 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 Data Protection Policy is available on request.

**PHOTOGRAPHS OF STUDENTS**

The school maintains a database of photographs of school events held over 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. Photographs 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 photographs, student names will not appear on the website as a caption to the picture. If you or your daughter(s) wish to have her photograph removed from the school website, brochure, yearbooks, newsletter etc. at any time, you should write to the principal.

**CONSENT (Tick ONE ONLY)**

1. If you are happy to have your child’s photograph taken as part of the school activities and included in all such records, please tick here.

2. If you would prefer NOT to have your child’s photograph taken and included in all such records, please tick here.

3. If you are happy to have your child’s photograph taken and included in all such records, but would prefer NOT to have images of your child appear on the school website, in school brochures, yearbooks, newsletter etc. tick here.

Signed: \_\_\_\_\_

(Parent/Guardian)

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

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**Circular 0023/2016 - FORM for the collection and return of student data by the school to the Department of Education and Skills.**

**Q1: What is the student’s NATIONALITY**4 \_\_\_\_\_

(Please use BLOCK CAPITALS)

NATIONALITY is the preferred nationality which the parent/guardian (or student, where of an age deemed competent to do), so provides. It is chosen regardless of whether the student is adopted or has dual nationality.

**Q2: Is English or Irish the MOTHER TONGUEs of the student?** -----

(Answer YES or NO)

MOTHER TONGUE is the language a child speaks as their first language.

**IN RESPECT OF THE NEXT QUESTION YOU MAY OPT NOT TO PROVIDE AN ANSWER.**

**Q3: To which ethnic or cultural background does the above named student belong?**

*Please circle only one category (these categories used are based on the Census)*

1. White Irish
2. Irish Traveller
3. Roma
4. Any other white background
5. Black or Black Irish – African
6. Black or Black Irish – any other Black background
7. Asian or Asian Irish – Chinese
8. Asian or Asian Irish – Any other Asian background
9. Other including mixed background
10. No consent

Please complete the Application Form and return to the school office before,

**Friday 13<sup>th</sup> October 2017**

Accompanied with an administration fee of €100 (Non-refundable)

This will cover your daughter's expenses for first year

*Any special requests please include with this application as it may not be possible to entertain requests made at a later date. Many Thanks.*

Special Requests:

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Have you enclosed the following with this enrolment form?

- Your daughter's birth certificate – copy **only** (NO ORIGINALS)
- 2 Recent passport photos
- Most recent school report
- €100 administration fee



**Principal:** Nicola Barrett

**Deputy Principal:** Gillian Murphy