

Presentation College, Currylea, Tuam, Co. Galway.



REGISTRATION FORM FOR FIRST YEAR – School Year 2019/2020

Student Name: _____

Student P.P.S. Number: _____

Registration will not be processed without a PPS Number.

Full Postal Address: _____

Telephone Numbers: Home: _____
Mother Mobile: _____
Father Mobile: _____

Parent Email address: _____

Student's Date of Birth: _____

Student's Country of Birth: _____

Student mother tongue English or Irish? Yes No

Student Ethnicity and Cultural Background: *Please tick one.*

- White Irish Irish Traveller Roma Any other White Background
- Black or Black Irish - African Black or Black Irish – any other Black Background
- Asian or Asian Irish – Chinese Asian or Asian Irish – any other Asian Background
- Other (including mixed Background) No consent

Current School: _____ Year/Class _____

Exemption from the study of Irish: (please tick one) Yes No

Date exemption was sanctioned by the Dept. of Education: _____

Family

Father's Name: _____

Father's Workplace: _____

Mother's Name & **Birth Surname:** _____ (*Maiden Name*)

Mother's Workplace: _____

No. of Children in Family: _____

Student's position in Family: _____ (Eldest/Youngest etc.)

Closing date for receipt of Registration Forms – **Friday, 30th November 2018**

If student has a sister(s) in this school, please indicate her (their) name(s) and year(s)

Medical

Name & Telephone Number of Parent or Guardian who can be contacted during school hours in case of emergency or should student become ill:

Please outline details of medical condition(s) if any. _____

Please list any medication student is taking: _____

Name & Phone Number of Student's Doctor: _____

Are you, or is your daughter, the holder of a Medical Card or a GP Card? Yes No

Medical Card Number: _____ Expiry Date: _____

GP Card Number: _____ Expiry Date: _____

Additional Information

Please outline student's extra-curricular interests (sport, music, arts etc.) and any achievements of note:

Important information which you feel we should be aware of or details which might ease the transition from Primary to Secondary School:

Do you agree to allow photographs of your daughter, taken by the school or local newspaper, to be used in the school prospectus and/or school website? Yes No

Signed: _____ (Parent/Guardian)

_____ (Student) Date: _____

€160 Student Services Charge and 1 Passport Photograph must accompany completed Registration Forms

Data Protection Statement

Presentation College 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.

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?

Please note: *Presentation 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. (e.g. National School wear centre). 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 *Presentation College, Tuam*, 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 (CFA), social workers or medical practitioners, the National Educational Welfare Board, 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 Data Protection Policy is enclosed in our Enrolment Pack, 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 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 child wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

Consent (tick one only)

1. If you are happy to have your child's photograph 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 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 school website, in school brochures, yearbooks, newsletters etc., please tick here.

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

Date: _____