

# STUDENT ENROLMENT FORM 2016/2017

***PLEASE COMPLETE IN BLOCK CAPITALS***

## Section A: Family Details

### ***1. Student Details***

<b>Last Name</b>		<b>First name(s)</b>	
Male/ Female		Date of Birth	
Country of Birth		Student PPS Number	
Home Address			
*Most Recent School Attended		*Other Schools Attended (if applicable)	
Current Class in Primary School (if applicable)		<b><i>If you applying for a place in a year other than FIRST YEAR, please state year</i></b>	

***\*We may contact the School in connection with your son's/daughter's enrolment***

## ***2. Parent/Guardian Details***

	<b>Parent/Guardian</b>	<b>Parent/Guardian</b>
First name		
Surname		
Birth Surname (if different to above)		
Address		
Contact Number(s)	Home Tel: Mobile:	Home Tel: Mobile:
Email Address		
Relationship to Student		
Indicate which parent/guardian should be contacted in relation to student progress		
Insert number for Text Alert ( <i>one number only</i> )		

## ***3. Emergency Contact Details***

	<b>Contact 1</b>	<b>Contact 2</b>
Name		
Contact Number(s)		
Relationship to Student		

#### ***4. Access to/Custody of Student***

a) Are there any orders or other arrangements in place governing access to or custody of the student? (*Tick (✓) the relevant box*)

Yes  No

b) If the answer to (a) above is 'Yes' please provide details below

#### ***5. Ethnicity & Cultural Background***

The Department of Education and Skills is seeking the following information on the nationality, language spoken at home and ethnic/cultural background of students offered a place in a post-primary school in the coming year:

a) What is the student's nationality: \_\_\_\_\_

b) Which language is the main language spoken in the home?

Irish  English  Other

c) To which ethnic or cultural background does the student belong?

**You may opt not to answer to this part (categories are taken from 2016 Census Form).**

<b>Please tick only category:</b>	<b>Please tick (✓)</b>
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	

## Section B: Educational Details

(Required for the assessment of individual educational needs)

---

### 1. Study of Irish

- a) Irish is a compulsory subject for all students. Exemptions from the study of Irish are only granted in exceptional cases.

**Is the student currently studying Irish?** (Tick (✓) the relevant box)

Yes  No

- b) If the answer to question is 'No' please indicate the reason by ticking a, b or c below:

Reason	Please tick (✓)
a) The student lived outside of Ireland until 11 years of age	
b) The student is re-enrolling in a state school having spent at least three years abroad and is at least 11 years of age	
c) The student has a psychological report recommending exemption from the study of Irish. The assessment has been carried out within the last three years. (In this case the school will require a copy of this report)	

### 2. Access to Resource/Learning Support Hours

- c) **Has the student had a psychological assessment?** (Tick (✓) the relevant box)

Yes  No

- d) **Has the student been granted resource teaching hours by the National Council for Special Education (NCSE)?** (Tick (✓) the relevant box)

Yes  No

- e) **Has the student had the services of a Special Needs Assistant (SNA) granted by the NCSE?** (Tick (✓) the relevant box)

Yes  No

- f) **Has the student had learning support at Primary School?** (Tick (✓) the relevant box)

Yes  No

**If the answer to (d) is 'Yes' please provide details:**

--

- g) **If the answer to (a) above is 'Yes' is the psychological report available?** (Tick (✓) the relevant box)

Yes  No

### Section C: Medical Details

*(Required to ensure the school has an accurate record of medical conditions including your Doctor's contact details in the event of a medical issue arising during school activities. Please note it may be necessary to disclose this information to staff)*

Doctors Name	
Practice Name	
Address	
Telephone Number	

**a) Has the student a Medical Card? (Tick (✓) the relevant box)**

Yes  No

**b) Does the student require glasses? (Tick (✓) the relevant box)**

Yes  No

**c) Does the student have hearing difficulties? (Tick (✓) the relevant box)**

Yes  No

**d) Does the student have any of the following Chronic Conditions listed?**

<b>Tick (✓) appropriate box:</b>	<b>Are there procedures to follow for this particular illness?</b>
<input type="checkbox"/> Asthma	
<input type="checkbox"/> Diabetes	
<input type="checkbox"/> Epilepsy	
<input type="checkbox"/> Anaphylaxis	
<input type="checkbox"/> Narcolepsy	
<input type="checkbox"/> Other (Please specify)	

**e) Any other medical concerns/information of relevance? (Tick (✓) the relevant box)**

Yes  No

## Section D: General

---

### ***1. Consent to Participate in External Events***

The school organises a number of events which take place off-site each year. Indicate below if you are happy for your son/daughter to take part in these events.

I give permission for my son/daughter to participate and/or attend off-site events once notice & details have been given in advance e.g. outdoor activities, sporting activities, educational tours, cultural events (tick (✓) the relevant box).

Yes  No

### ***2. Gathering Additional Data***

Information held by other schools, services and/or agencies who are working or have worked with your son/daughter, may be helpful to the school in identifying appropriate supports to meet their needs including Psycho-Educational Reports, Individual Education Plans (IEP/IPLP).

I give permission to Hansfield ETSS to access relevant data from other schools, services and/or agencies.

Yes  No

### ***3. Use of Photographs, Digital Images and Videos***

It is customary to take photographs/digital images and videos of students engaging in activities to create a pictorial and historical record of school life and as a means of presenting projects and work done. The school maintains a database of these. Photographs and videos may be published on our school website and blog, newsletters and calendars.

I give permission for photographs/digital images and videos of my child to be taken, used, published and stored as part of school life.

Yes  No

#### ***4. Data Protection Statement***

The information collected on this form or from other sources will be held by Hansfield ETSS in manual and/or electronic format. The information will be processed in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 and School Policy and Procedures.

The purpose of holding this information is for administrative purposes and to facilitate the school in meeting the student's educational or development needs.

Disclosure of any of this information to statutory bodies such as the Department of Education and Skills or its agencies will take place only in accordance with legislation or regulatory requirements. Explicit consent will be sought from Parents/Guardians or students aged 18 or over if the school wishes to disclose this information to a third party for any other reason.

Parents/Guardians of students and students aged 18 or over have a right to access the personal data held on them by the school and to correct it if necessary.

I give permission for the use of the information supplied as described.

Yes  No

## Section E: Submission of Form

---

### Parent/Guardian Declaration:

I confirm that the details that I have provided are true and accurate to the best of my knowledge. If my child is offered a place in Hansfield ETSS I agree to support school policies and procedures and will work with the school to ensure that my child complies with the Dress Code and Positive Code of Behaviour.

**Parent/Guardian Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

Completed application forms should be sent to:  
**Hansfield ETSS, Barnwell Road, Hansfield, Dublin 15**

### Please note:

- a)* Please submit the completed Student Enrolment Form **only**. Other documentation and information that may be required by the school will be asked for at a later stage.
- b)* For admission to the school in September 2016, students must have reached the age of 12 years by January 1<sup>st</sup> 2017.
- c)* Submission of an application form for enrolment is not a guarantee of a place in Hansfield ETSS.
- d)* If your child is offered a place Parents/Guardians must respond in writing to confirm acceptance within 14 days of the date on the letter. Failure to respond within 14 days may result in the place being forfeited.
- e)* It is the responsibility of parents/guardians to inform Hansfield ETSS of any **changes of address**, contact details or other relevant information that may occur after submission of this form.
- f)* The School's Enrolment Policy is available at [www.hansfieldsecondary.ie](http://www.hansfieldsecondary.ie).