



COLÁISTE PHOBAL ROS CRÉ – ADMISSION POLICY

This Policy has been ratified by our Board of Management on 5th June 2002. It was amended by the Board on 7th February 2013 and further amended by the board on May 16th 2018.

The Board of Management reserves the right to review and amend this policy as the need arises and in accordance with prevailing policies of Tipperary Education and Training Board.

The Education Act 1998 requires all schools in the state to promote respect for diversity of values, beliefs, traditions, languages and ways of life. The Board of Management of Coláiste Phobal Ros Cré is setting out its Admission Policy in accordance with current legislation and the policies of Tipperary Education & Training Board. The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters. The Principal of Coláiste Phobal Ros Cré will be happy to clarify any further matters arising from the policy.

The key principles outlined in the Education Act underpin our Admissions Policy. These are:

- Inclusiveness, particularly reasonable provision and accommodation for students with disability or other special needs.
- Equality with respect to maximum access and participation in the school.
- Parental choice in relation to choice of school, having regard for the characteristic spirit of the school.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

For the school's operating context and summary of legislation governing it see Appendix 2.

Admission to Coláiste Phobal Ros Cré or to a particular course/activity is subject, in the first instance to a place being available. The Board of Management shall not refuse to

admit as a student in respect of whom an application to be admitted has been made, except where such refusal is in accordance with the Admission Policy.

Admission is subject to the following conditions:

- That in the professional judgement of the School Authority (i.e. the C.E. or officer delegated to act on his/her behalf) and following an interview (if deemed appropriate) the student is deemed suitable for admission to the school or course/activity.
- That in the professional judgement of the school authority, the student, because of previous education, training or experience, is considered likely to benefit from attendance.
- That the participation of the student/applicant will contribute positively to the school or the course activity and not infringe in any way upon the opportunities or rights of other students or staff.
- All disputes in relation to admission will be referred to Tipperary Education and Training Board
- That the student will respect and adhere to the Code of Behaviour of the school (see appendix 3)

Admissions Procedure – Incoming First Years

The Principal visits primary schools in the catchment area in late September, early October to address prospective students. Advertisements are placed in the local press inviting applications for admission prior to the holding of the Open Night in late October.

Completed application forms and relevant reports/certificates/ forms must be returned within two weeks of the Open Night. (Date of enrolment night advised to prospective parents on open night). Assessment tests are held in January / February to give an indication of students' needs. Students are placed in classes based on analysis of tests coupled with information received from Primary Schools. Student's progress is monitored to ensure appropriate class placement prevails. Academic ability is not a determinant of admission (Circular M.51/93).

Parents/guardians who accept the offer of a place are advised that their child's needs can only be met to the extent of the resources available. Coláiste Phobal Ros Cré reserves the right to withdraw at any stage the offer of a place in the event of it being unable to meet the educational, psychological or physical needs of the child. The concerns of parents/guardians in this regard should be brought to the attention of the Deputy Principal or Principal.

Allocation of Place

If Coláiste Phobal Ros Cré receives more applications than can be accommodated, priority of place is given to students:

- (a) who are pupils from National Schools in the catchment area or pupils who have re-located into the catchment area.
 - (b) who are siblings of a student at time of entry.
 - (c) who are siblings of past pupils of Coláiste Phobal Ros Cré.
- The remaining places each year are open to applicants from outside the catchment. This is subject to the applicants providing true and accurate information as set out below.
 - Enrolment will be on a 'first come, first served' basis ▪ Enrolment closes on the 1st December each year.

- Students should enrol before 30th October in any school year save in exceptional circumstances. This facilitates students to benefit from the optimum subject choices available. It is a condition of admission that Parents/Guardians and child give a written commitment to abide by the Code of Behaviour.

Policy Guidelines for Repeat Leaving Certificate

Each year, Coláiste Phobal Ros Cré will accept applications to repeat a one-year Leaving Certificate course from current Leaving Certificate students but not from students who have not previously enrolled in Coláiste Phobal Roscrea. All students applying to repeat the Leaving Certificate must adhere to the following procedures and rules.

1. All students must apply by a particular date. This date falls Three Days after the first round offers from the CAO. This occurs in late August.
2. The student's record in the school, will form part of the decision-making process. Particular attention will be paid to the student's record regarding behaviour, attendance and punctuality.
3. Students will only be accepted if there is space in the year group and if the school is able to offer a comprehensive range of subjects. Many subjects may already be fully subscribed.
4. Students offered a place must accept their offer by the date specified by the school.
5. Repeat students must follow the school's Code of Behaviour and Uniform Policy.
6. All students will be interviewed prior to a decision being reached on an offer to repeat. Any student refused a place in the school will be informed and any refusal can be appealed to the Board of Management.
7. The school reserves the right to refuse admission to repeat the Leaving Certificate.

Grounds for Refusal to admit a Student

'Applications will not be accepted from students who have not exhausted current Section 29 appeals and are the subject of ongoing disciplinary proceedings in another school which includes any ongoing statutory appeals procedures in accordance with the Education Act 1998 or The Education for Persons with Special Needs Act 2004'.

TRANSFERS AND PLACING REQUESTS

Parents/guardians who wish their child to transfer from another second level school or who wish to exercise their lawful preference to educate their child in a school of their choice must make their request in writing. A request may also be made by a student over eighteen years of age on his or her own behalf.

Transfers will not be accepted into Certificate Examination Years (i.e. 3rd or 6th Year).

Consideration for a transfer into Transition Year will not be entered into until all Students of Colaiste Phobal Ros Cré, deemed suitable, have been accommodated first.

Consideration for a place in any other year in the school is firstly dependant on the availability of a place in the year group for which the application is made.

If there is a place in the year group offered, the availability of subject options must be considered next before a place is offered.

Applications will not be considered until ALL requested documents are submitted.

In general applications for September entry will not be considered after the May 1st prior to anticipated entry unless extenuating circumstances can be shown to the Board of Management.

Transfer of Students from other schools

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of general policy, transfers into the school are discouraged in the overall interests of the continuity of the student's education.

An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area or from a student who makes application after the commencement of the autumn school term. In general, it is the policy of the Board of Management not to accept transfer applications from students previously enrolled in other post-primary schools.

The following is an outline of the procedures to be followed before a transfer from other schools is considered for approval:

1. Parent/guardian and student wishing to transfer must make an appointment to meet with school Principal.
2. Following this meeting a Written Letter setting out clearly the reasons for the transfer request must be submitted to the school Principal along with:
 - a. The two most recent reports from the pupil's previous school
 - b. A written reference/report from the previous school to include detailed information with regard to behaviour, attendance (Minimum 140 days in current school year) and academic progress together with two additional written references, dated within one month of the date of meeting with school Principal, from a local Youth Club/Sports Club or similar organisation and/or a member of the Garda Síochána and/or a person of standing in the community
 - c. A statement on special needs, if relevant.
 - d. Transfer students' School Journal/Diary for present academic year
 - e. English/Maths homework copybooks for present academic year

The school also reserves the right to request a confidential reference from the authorities in previous school(s) and such other background checks as may be deemed appropriate in order to properly consider the application.

Having due regard and respect for the statutory and constitutional rights of parents and their children, the Board of Management reserves the right to refuse any application in particular circumstances, which might include but are not confined to the following:

1. An established prior record of poor behaviour and, in particular, any propensity towards violence against other pupils and/or members of staff.
2. Lack of adequate resources to cater for particular needs.
3. Insufficient educational attainment to participate in a particular course, e.g. a postleaving certificate programme.

Applications to transfer into the school will be considered having regard to the overall wellbeing of existing pupils and the availability of physical space and resources.

Following consideration by the Board of Management of individual applications to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which includes any ongoing statutory appeals procedures in accordance with the Educational Act 1998 or The Education (Welfare) Act 2000.

In general, it is the policy of the Board of Management not to accept transfers during the school year. However, in the case of students whose family have moved into the catchment area, applications will be considered.

Colaiste Phobal's Board of Management shall normally issue a decision to the parent/guardian of a child within 21 working days of receipt of the relevant information outlined, or within 21 working days of the specified closing date for enrolment, pursuant to the Education Welfare Act Section 19 (3).

INFORMATION TO BE PROVIDED TO COLÁISTE PHOBAL ROS CRÉ

Parents/Guardians seeking to enrol a pupil must complete the Application for Enrolment Form (Appendix 4). The parent/guardian of a child who applies for the child's admission to the school is obliged to provide such information as may be prescribed by the Minister.

Information relevant to admission to Coláiste Phobal Ros Cré includes

- the student's full name and address, date of birth (the student's Birth Certificate will be photocopied for our records and returned), gender and position in family
- student id number
- the names, address(es) and phone number(s) of parents/guardians, their occupations and where appropriate, places of work
- the name and address of any person, other than the parent/guardian, who may be notified in the case of an emergency affecting the student and the relationship of that person to the student, for example, a grandparent or a childminder
- any schools attended by the student, with dates of admission and leaving and the designation of the class from which he or she left
- a note of any factors adversely affecting the student's educational potential, attainment or needs (e.g. behavioural considerations, educational/medical/psychological reports)
- details on the student's health record as would affect his or her participation in school
- where appropriate, results (with dates) of any assessments undertaken by the student or information about the student's emotional and social development
- a general paragraph where the parent/guardian can fill in any other information he/she considers relevant to the child's attendance in a new school.

- The school will also require the relevant information from the child's previous school as outlined in the Education (Welfare) Act.

INFORMATION TO BE MADE AVAILABLE TO PARENTS/GUARDIANS

To enable parents/guardians to make an informed choice, the school handbook will include the following details:

- background of the school, including the Mission and Vision Statement (Appendix 1)
- operating context – including summary and relevant legislation (Appendix 2)
- Code of Behaviour (Appendix 3)
- number of teaching staff
- details of the curriculum
- arrangements for the assessments of pupils, including external examinations ▪ policies on discipline, pastoral care, etc.
- arrangements for pupils with special educational needs
- numbers of pupils in attendance
- levels of authorised and unauthorised absence
- school costs
- extra-curricular activities
- term dates and holidays
- Application Form

GROUND FOR REFUSAL TO ADMIT A STUDENT

The Board of Management reserves the right to refuse admission to a student whose needs cannot be met or to refuse admission with just cause. The grounds for refusal include: situations where the placing of the child in the school (the admission of the child) would have one of the following consequences:

- a) make it necessary to employ additional resources such as a teacher/classroom assistant/special needs assistant or equipment, and adequate resources are not made available by the Department of Education and Skills (DES)
 - b) give rise to significant expenditure on extending or altering the accommodation or facilities at the school, and adequate resources are not made available by the DES
 - c) be seriously detrimental to the continuity of the child's education
 - d) be likely to be seriously detrimental to order and discipline in the school
 - e) be likely to be seriously detrimental to the educational wellbeing of pupils attending the school.
 - f) be likely to be a risk to the health and safety of pupils in the school.
 - g) be likely to be a risk to the health and safety of staff in the school.
- if the necessary resources to cater for the ability or aptitude of the child are not or will not be made available by the Department of Education and Skills.

- if the Board of Management has already required the child to discontinue his or her attendance at the school

APPEALS PROCEDURES

The decision to refuse admission should be appealed in the first instance to the Board of Management, Coláiste Phobal Ros Cré, Roscrea, Co. Tipperary. The appeal must be made within fourteen calendar days of the decision being notified in writing to the parents/guardian or student. The letter of appeal should include the grounds for the appeal, documentation to support the case and confirmation of the intention to appeal in oral or written form. The prior consent of the Board of Management must be obtained if either party to the appeal wishes to be accompanied. Those who made application for Appeal will be notified of the Board's decision within 5 full days of the hearing.

In the event that the appeal is denied, the appellant will be advised of the right to appeal within fourteen calendar days to Tipperary ETB. A copy of the relevant procedures (Circular M.48/01) and appeal application form are available from the ETB.

If the appellant remains unhappy with the outcome at ETB level, he/she may appeal directly to the Secretary General of the Department of Education & Skills.

In general it should be noted that an appeal may be made directly to the Secretary General of the Department of Education and Skills, The Appeals Administration Unit, Department of Education and Skills, Marlborough Street, Dublin 1, in respect of a decision by a board of management, or by a person acting on behalf of a board of management, to:

- permanently exclude a student from the school,
- suspend a student from the school for a period which would bring the cumulative period of suspension to 20 school days in any school year, or
- refuse to enrol a student in the school.

The parents/guardians of a student or a student who has reached the age of 18 or the TUSLA (Child & Family Agency) may make the appeal. The appeal to the Secretary General must be made within 42 calendar days from the date the decision of the school was notified to the parent/guardian or student.

Appendix 1

MISSION STATEMENT

The Mission Statement of Coláiste Phobal Ros Cré states that in active partnership with the whole community Coláiste Phobal Ros Cré is committed to:-

- Recognising the worth of each individual
- Educating our students in a caring environment
- Promoting our cultural heritage
- Preparing the student for a meaningful and spiritual life ▪ Contributing to the life of the community.

VISION STATEMENT

Coláiste Phobal Ros Cré serves the post-primary pupils and adults of Roscrea and its environs.

It is committed to providing an environment conducive to spiritual development and an allround education for all its post-primary pupils in active partnership with their parents/guardians.

As the provider of post-primary education for the whole community, it is concerned for the integration of school and community and it shows respect for all the traditions, religious and cultural, represented in the community both now and in the future.

More specifically, the College:-

- upholds, operates out of and imparts Christian values, while respecting the beliefs and practices of other religious faiths;

- affirms the inherent worth of every individual, recognising each person's right to personal development through education, while expecting each person to work at their own development;
- is committed to building community within the confines of the College and beyond it, and, as part of this commitment, provides continuing educational opportunity for all the adults of the community;
- provides a programme of pastoral care and strives to maintain an atmosphere of support and concern in which the students can grow to maturity;
- guarantees equality of access and of opportunity to all its students;
- provides for its post-primary pupils a balanced curriculum in which there is both progression and continuity;
- aims to prepare its students for responsibility, for life and for work;
- subscribes to the ongoing professional development of staff and the promotion of a spirit of cooperation and mutual support among staff;
- is committed to justice for all and shows this commitment in its organisational structures, in its education for justice and in its special attention to the disadvantages;
- seeks to impart our Irish Cultural heritage in a vital and meaningful way.

Appendix 2

Operating Context – including summary of relevant legislation

Coláiste Phobal Ros Cré which opened in 1999 is an amalgamation of three schools – Sacred Heart Convent, Roscrea Vocational School and Christian Brothers' School. The College depends on the financial and human resources allocated to it by Tipperary Education Committee and the Department of Education and Skills. The school operates within the regulations laid down by the Department of Education and Skills and the model agreement of Management agreed by the Education and Training Board and trustees from the Society of the Sacred Heart and Christian Brothers.

Bunreacht na hÉireann

42(1) The State acknowledges that the primary and natural educator of the child is the Family and guarantees to respect the inalienable right and duty of parents to provide, according to their means, for the religious and moral, intellectual, physical and social education of their children.

Bunreacht na hÉireann

42(3)(a) The State shall not oblige parents, in violation of their conscience and lawful preference to send their children to schools established by the State, or to any particular type of school designated by the State.

Education Act, 1998

- 6 Every person concerned in the implementation of this Act shall have regard to the following objects in pursuance of which the Oireachtas has enabled this Act:
- (e) to promote the right of parents to send their children to a school of the parents' choice having regard to the rights of patrons and the effective and efficient use of resources;

Education Act, 1998

- 15(2) A board shall perform the functions conferred on it and on a school by this Act and in carrying out its functions the board shall
- (d) publish, in such manner as the board in agreement with the patron considers appropriate, the policy of the school concerning admission to and participation in the school, including the policy of the school relating to the expulsion and suspension of students and admission to and participation by students with disabilities or who have other special educational needs, and ensure as regards that policy principles of equality and the right of parents to send their children to the school of the parents' choice are respected and such directions as may be made from time to time by the Minister, having regard to the characteristic spirit of the school and the constitutional rights of all persons concerned, are complied with,

Education Act, 1998

- 28(1) The Minister, following consultation with patrons of recognised schools, national associations of parents, recognised school management organisations and recognised trade unions and staff associations representing teachers, may from time to time prescribe procedures in accordance with which –
- (a) the parent of a student, or in the case of a student who has reached the age of 18 years, the student, may appeal to the board against a decision of a teacher or other member of staff of a school,
 - (b) grievances of students, or their parents, relating to the students' school (other than those which may be dealt with under *paragraph (a)* or *section 29*), shall be heard, and
 - (c) appropriate remedial action shall, where necessary, be taken as a consequence of an appeal or in response to a grievance.
- (2) In prescribing procedures for the purposes of this section the Minister shall have regard to the desirability of determining appeals and resolving grievances in the school concerned.

Education Act, 1998

- 29(1) Where a board or a person acting on behalf of the board –
- (a) permanently excludes a student from school, or
 - (b) suspends a student from attendance at a school for a period to be described for the purpose of this paragraph, or
 - (c) refuses to enrol a student in a school, or
 - (d) makes a decision of a class which the Minister, following consultation with patrons, national associations of parents, recognised school management organisations, recognised trade unions and staff associations representing teachers, may from time to time determine may be appealed in accordance with this section,
- the parent of a student, or in the case of a student who has reached the age of 18 years, the student, may, within a reasonable time from the date that the parent or student was informed of the decision and following the conclusion of any appeal

procedures provided by the school or the patron, in accordance with *section 28*, appeal that decision to the Secretary General of the Department of Education and Skills and that appeal shall be heard by a committee appointed under *subsection (2)*.

Education (Welfare) Act 2000

- 19(1)** The board of management of a recognised school shall not refuse to admit as a student in such school a child, in respect of whom an application to be so admitted has been made, except where such refusal is in accordance with the policy of the recognised school concerned published under section 15(2)(d) of the Act of 1998.
- (2) The parent of a child who has made an application referred to in subsection (1) shall provide the recognised school concerned with such information as may be prescribed by the Minister.
- (3) As soon as practicable, but not later than 21 days, after a parent has provided, in accordance with subsection (2), such information as may be prescribed by the Minister thereunder, the board of management of the school concerned shall make a decision in respect of the application concerned and inform the parent in writing thereof.

Education (Welfare) Act 2000

- 20(3)** The principal of a recognised school shall, as soon as may be after entering in the register maintained under this section in respect of that school the name of a child who is registered in another recognised school, so inform by notification in writing the principal of the first-mentioned school.
- 20(5)** The principal of a recognised school shall, on receiving notification under subsection (3) in relation to a child, notify the Principal of the school first-mentioned of-
- (a) any problems relating to school attendance that the child concerned had while attending the second mentioned school referred to therein, and such other matters relating to the student's educational progress as he/she considers appropriate.

Appendix 3



Coláiste Phobal Ros Cré 0505-23939

STUDENT ENROLMENT FORM

Note: The information provided on this form is confidential and will be retained, used and disclosed by Coláiste Phobal Ros Cré and centrally by Tipperary ETB in line with the Data Protection Notice in Part 5.

Part 1 Family Details *(Required for school enrolment and parental contact purposes)*

1. Child's First Name/s	2. Child's Last Name

3. Male/Female		4. Date of Birth (<i>attach copy of birth cert</i>)																	
		D	D	--	M	M	--	Y	Y	Y	Y								
5. No. of children in family			6. Position of child in family																
7. Religion		8. Country of Birth																	
9. Home Address		10. Childs PPS No.																	
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1. <u>Mother/Guardian Details</u>		2. <u>Father/Guardian Details</u>	
First Name		First Name	
Last Name		Last Name	
Maiden Name			
Relationship to Child		Relationship to Child	
Address		Address	
Phone No. (Home)		Phone No. (Home)	
Phone No. (Work)		Phone No. (Work)	
Phone No. (Mobile)		Phone No. (Mobile)	
Email Address		Email Address	

Other Emergency Name and Contact Number	
Name _____ Phone No. _____	
Relationship to Child _____	
If there are any orders or other arrangements in place governing access to, or custody of the child, please provide details.	

Please indicate name and address of person (s) to whom correspondence is to be sent regarding educational progress of the student if, different from above.

Does the student have any brothers or sisters in this school?

Yes ☐

No ☐

If yes please indicate names and the year they are currently in

Name _____ Year _____

Name _____ Year _____

Name _____ Year _____

Part 2 Primary School Details (Note: We may contact the school in connection with your child's enrolment)

Name of Primary School _____

Other Primary School attended and dates (if relevant) _____

Consent

I/we give permission to contact my child's primary school and to obtain copies of academic records, psychological reports and other records necessary for my child's educational welfare and for aiding his/her transition to post-primary.

Signed

(Parent/Guardian)

(Parent/Guardian)

Date

Part 3 Educational Details

(Required for the assessment of individual educational needs)

Please note

Irish is a compulsory subject for all students. Exemptions are only granted in *exceptional* cases.

In general, any student who is granted an exemption will either: a) *Be a non-national*

Or

b) *Have a psychological assessment recommending exemption. This assessment will have been carried out within the last 3 years. The School will require a copy of this report before any exemption is granted.*

Or

c) **Student lived outside of Ireland until 11 years of age**

Is the student currently studying Irish? Yes ☐ No ☐

If you answered no please indicate the reason (a, b or c above)

Has the student any Specialist Reports?

(e.g. Psychological/Speech & Language) Yes ☐ No ☐

Is the specialist report available? Yes ☐ No ☐

(If yes please attach copy to Application Form)

Has the student been granted Resource Teaching Hours and/or Special Needs

Assistance hours by the NCSE? Yes ☐ No ☐

If you answered yes please give details

Category of Special Need _____

Has the student been in receipt of learning support? Yes ☐ No ☐

If the answer is yes please give details _____

Has the student received EAL (**English as an Additional Language**) support?

Yes ☐ No ☐

If Yes how many years? _____

If student is a non-national please state how many years he/she has been resident in Ireland _____

Part 4 Medical Details

(Required to ensure the school has an accurate record of medical conditions as well as your doctor's contact details in the event of a medical issue arising during school/ETB activities. Please note it may be necessary to disclose this information to staff in certain circumstances)

1) Doctor's Name _____

2) Name of practice (if relevant) _____

3) Phone Number (Clinic) _____

4) Health concerns for child.

5) Procedures to follow (for a particular illness).

6) Does the child require glasses? Yes ☐ No ☐

7) Does the child have any hearing difficulties? Yes ☐ No ☐

8) Any other medical concerns/information of relevance?

Part 5 (Data Protection)

Personal Data on this Form Tipperary Education & Training Board is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application 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

ETB Contacting You

Please confirm if you are happy for us to contact you by SMS/text message/Smart Phone App, 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 users

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: Tipperary Education & Training Board reserves 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 Tipperary Education & Training Board, 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) with 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.

Data Protection Policy of Tipperary ETB

A copy of the full Data Protection Policy of Tipperary ETB is available on request. 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.

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/Twitter @cproscro or in brochures, newsletters, local and national newspapers and similar school related productions.

Part 5 TETB Schools Photographic & Videographic Images Consent Form



PHOTOGRAPHIC & VIDEOGRAPHIC IMAGE - CONSENT FORM

Photographs and videos are stimulating forms of media which can motivate and inspire students. Research has shown that using such forms of media in education can help encourage creativity, motivation, as well as improve communication and team-working skills.

Coláiste Phobal Ros Cré and Tipperary Education & Training Board (TETB) asks that parent(s)/guardian(s) consent to their son/daughter being featured in photographic and videographic promotional material if their son/daughter is under 18 years of age. Where a student is 18 or older, he/she is capable giving such consent. This form is requesting that consent be given for each use of photo or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of students in **Coláiste Phobal Ros Cré**:

- 1) Staff will be aware of possible Child Protection issues when taking photographs of students and in relation to where these photographs are used.
- 2) Students may be identified in these publications in recognition of their participation in events/activities, except where the publication is online.
- 3) Students in photographs or videos published on the **Coláiste Phobal Ros Cré** and/or TETB website will not be named or identified in any way other than by group *e.g.* finalist basketball team.
- 4) Consent to the processing of a photograph and/or video can be withdrawn at any time by filling out a [Withdrawal of Consent Form](#) and sending it to our Data Protection Officer at dataprotection@tipperaryetb.ie

If you choose to withdraw your consent, the school/ETB will no longer use your photographic or videographic image for the purposes set out below. However, processing already carried out may not be able to be redacted *e.g.* if a photograph is published in a newspaper already printed or a past yearbook etc.

- 5) All online media promotion on behalf of **Coláiste Phobal Ros Cré** and TETB is underpinned by our [Information & Communication \(ICT\) Acceptable Usage Policy](#) and <https://www.cpr.ie/downloads/school-policies/>

I _____ [*insert signature of Parent/Guardian/Student over 18 years*] **consent** that photographs and video footage of _____ [*student's name here*] may be taken and used by or on behalf of **Coláiste Phobal Ros Cré** and/or TETB to promote its activities (currently and in the future) in the following circumstances; as selected by me:

Photographic Image and/or Videographic footage of the student for the purpose of:		
<i>Please tick as appropriate</i>	Yes	No
On Coláiste Phobal Ros Cré website, and/or the TETB website, social media and any other online publication associated with TETB schools/colleges/centres/programmes/services.		
Given to third parties, with the student's name, for the purpose of being used in print media <i>e.g.</i> newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, <i>e.g.</i> a student attaining top results in the Leaving Certificate or a soccer team winning a competition.		
Displayed within Coláiste Phobal Ros Cré and including the student's name <i>e.g.</i> an image of a student awarded 'Student of the Year' with his/her name below.		
In Coláiste Phobal Ros Cré yearbooks with the student's name also used.		
For promotional purposes related to the Coláiste Phobal Ros Cré and/or TETB <i>e.g.</i> a school prospectus or video of school production.		

In circumstances not listed above where the student's photos or videos are sought, your consent as a parent/guardian/student over 18 years will be requested separately at a later date.

Name of Student: _____

Name of Parent(s)/Guardian(s): _____
[where student is under 18 years]

Date: _____

Part 6 (Contract)

Student

Name: _____

As a student in Coláiste Phobal Ros Cré, I promise to abide by the Rules and Regulations of the school, in the interests of maintaining a positive learning environment.

I have read and I accept the School Code of Behaviour

I am aware that School Policies are available to me on School Website and I accept their validity and use when dealing with issues that arise.

Student's Signature: _____ **Date:** _____

Parent (Contract and Consent)

In registering my above named child as a student in Coláiste Phobal Ros Cré:

I understand that this implies a full acceptance of the rules of the school as laid down from time to time by the Board of Management.

I will provide copies of recent psychological or other professional educational assessments to the school.

I understand that, while every effort will be made to ensure that my son/daughter will be facilitated in his/her subject choices, this may not always be possible.

I give Coláiste Phobal Ros Cré permission to administer screening tests in line with their Special Education Needs Policy. If my child is allocated additional teaching hours or special needs assistant hours, I understand they will be allocated to my child in line with the Special Education Needs Policy. I give permission for reports – psychological, medical, etc. to be made available to relevant school staff as necessary.

I am aware that School Policies are available to me on School Website and I accept their validity and use when dealing with issues that arise.

As a partner in the education of my child, I recognise the need for me to do my utmost to support the work of the school.

By signing below, I am giving explicit consent for Coláiste Phobal Ros Cré to confirm, retain, use and disclose the information I have provided in accordance with Tipperary ETB Data Protection Policy (as summarised above).

Signed _____
(Parent/Guardian) (Parent/Guardian)

Date _____

NOTE: PARENTS OF STUDENTS WHO REQUIRE SCHOOL TRANSPORT ARE REMINDED TO COMPLETE AND RETURN A SCHOOL TRANSPORT FORM

THIS WILL BE AVAILABLE ON ASSESSMENT DAY.

RELEVANT INFORMATION CAN BE FOUND ON www.buseireann.ie

This document will be held in a file accessible by the teaching staff of Coláiste Phobal Ros Cré

NAME OF STUDENT: _____ D.O.B.: _____

Please indicate below information you wish to be made available through this file

MEDICAL

CONDITION

HOW THIS IMPACTS ON LEARNING

LEARNING NEED

NATURE OF DISABILITY

HOW THIS IMPACTS ON LEARNING

OTHER

Signed: _____ Date: _____

Update/Amendments:

Date:

Amended By:

Authority for Administration of Medication (Where Applicable)

For the administration of medication to students under 18 years to be signed by a parent/guardian.

Student's name:	
Date of birth:	
Weight:	
Name of medication:	
Dosage:	

Condition for which medication is required:

Under what circumstances should medication be given to the student at school/college?

Other medication being taken:	
-------------------------------	--

I consent to the student's self-administration of this medication:	Yes	No
--	-----	----

GP'S Name:	Phone Number:
1 st emergency contact:	Mobile:
2 nd emergency contact:	Mobile:

I authorise administration/supervision of medication by school staff in dosage of
.....,
to.....
...the student identified above under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school/college representatives and medical personnel as necessary. I also consent to the disclosure of this information to appropriate medical practitioner/s, e.g. in an emergency, and to relevant insurers as required.

Signed:
Date:
(Parent's Signature)

Print name:
.....
.....

Signed:
Date:

Approved by Board of Management 16/05/2018

(Student's Signature)

Administration of Medicines in Schools/Colleges – Indemnity Form

THIS INDEMNITY made the _____ day of 20____ BETWEEN

_____ (lawful father and mother/guardians of)

_____ (hereinafter called ‘the parent/guardians’ of) the One

Part) AND for and on behalf of Colaiste Phobal Ros Cré as administrators of Colaiste Phobal Ros Cré situated at Corville Road, Roscrea in the County of Tipperary hereinafter called ‘the Board’) of the Other Part.

WHEREAS:

1. The parents/guardians are respectively the lawful father and mother or guardians of

_____ a student of Colaiste Phobal Ros Cré.

2. The student presents on an ongoing basis with the condition known as

3. The student may, while attending the said educational institution, require in emergency

circumstances the administration of medication, viz

_____ <name

of condition>.

4. The parents/guardians have authorised administration of the said medication, in emergency

circumstances, by the said school representatives as may from time to time be available.

NOW IT IS HEREBY AGREED by and between the parents/guardians hereto as follows:

In consideration of the Board entering into the within Agreement, the lawful parents/guardians of the said student HEREBY ACKNOWLEDGE that the Board, its servants and agents including without prejudice to the generality the said Principal/course coordinator, staff, and students of the said school can only endeavour to act in accordance with the extent to which they are informed and AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said Principal, staff, and students of the said school from and against all claims, both present and future, arising from any accidental act or omission arising in the course of the administration or failure to administer the said medicines.

Signed: _____

PARENTS SIGNATURE

Student Name: _____

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 postprimary school.

Please enter the following details in BLOCK CAPITALS

Name of School: _____ Coláiste Phobal Ros Cré _____

Name of Parent/Guardian: _____

Name of Student: _____

Class year of student: _____

1. **Where your child is enrolling for 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 in full and return to Coláiste Phobal Ros Cré. 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.