



# SCOIL CHUIMSITHEACH AN TÓCHAIR CAUSEWAY COMPREHENSIVE SCHOOL

An Tóchar, Trá Lí, Co. Chiarraí | Causeway, Tralee, Co. Kerry

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BORD OIDEACHAIS  
AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION  
AND TRAINING BOARD

## Student Application Form 2018/2019

Note: The information provided on this form is confidential and will be retained, used and disclosed by **Causeway Comprehensive School** in line with the Kerry ETB Data Protection Policy in place, a copy of which is available on the school website [www.causewaycs.ie](http://www.causewaycs.ie) or from the school office.

**Part 1 Family Details** (Required for school enrolment and parental contact purposes and to ensure that the applicant meets Causeway Comprehensive School admissions criteria)

1. Child's First Name/s				2. Child's Last Name											
3. Male <input type="checkbox"/> Female <input type="checkbox"/>				4. Date of Birth (attach copy of birth cert)											
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		-			-										
5. No. of children in family				6. Position of child in family											
7. Country of Birth															
8. Home Address				9. Childs PPS No.											
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<b>Part 1. Parent/Guardian Details</b>				<b>2. Parent/Guardian Details</b>											
First Name				First Name											
Last Name				Last Name											
Maiden Name (Mother)															
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 teachers' records, class notes, academic records, psychological reports and other records necessary for my child's educational welfare and for aiding his/her transition to post-primary. I hereby give the school my consent and do instruct and direct that my child's primary school to release these documents to Causeway Comprehensive School

**Signed** \_\_\_\_\_ **(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 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 a psychological assessment?      Yes      No**

Is the psychological 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, for how many years? \_\_\_\_\_

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

**To assist the school in completing its October Returns, please complete the “Consent Form for Sensitive Personal Data for the School’s October Return to the Department of Education and Skills” set out at Appendix A.**

**Completed?      Yes**

**Part 4 Medical Details**

*(Required to ensure the school has your doctor's contact details in order to contact that doctor in the event of a medical issue arising during school activities. Please note it may be necessary to disclose this information to staff in certain circumstances)*

**1) Health concerns for child.**

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**2) Procedures to follow (for a particular illness).**

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**3) Doctor's name (if contact is required in relation to the above health concern/illness or other medical issue)**

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**4) Name of practice (if relevant)**

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**5) Phone number (Doctor/Practice)**

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**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?**

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## **Part 5 (Data Protection)**

**A copy of the Data Protection Policy in place in Kerry ETB and formally adopted by the BOM on 5<sup>th</sup> Nov. 2015 is available to view on the school website [www.causewaycs.ie](http://www.causewaycs.ie). This Data Protection Policy (together with such updates and amendments as may be made to same from time to time and circulated by Causeway Comprehensive School /Kerry ETB) will apply during the student's time at Causeway Comprehensive School /Kerry ETB.**

### **Personal Data on this Form:**

Causeway Comprehensive School /Kerry ETB is 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 including the election of parent/guardian representatives to the ETB under the Education and Training Boards Act, 2013.

### **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 the relevant box if 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: Causeway Comprehensive School 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 Causeway Comprehensive School /Kerry ETB, 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 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 available on the school website [www.causewaycs.ie](http://www.causewaycs.ie) or from the school office 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 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 and Digital Images of Students**

The school maintains a database of photographs and digital images (including video) of school events held over years. It has become customary to take photographs 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/digital images 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/digital images, **student names will not appear on the website as a caption to the picture.** If you or your child wishes to have his/her photograph/digital image 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/digital image 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/digital image taken and included in such records, please tick here
3. If you are happy for your child's photograph/digital image 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: \_\_\_\_\_

## **Part 6 (Contract)**

### **SCHOOL ETHOS**

In **Causeway Comprehensive School**, we provide quality teaching and learning for our students in a happy and stimulating environment, within a community where everyone and everything is respected and the self-esteem of all is fostered. We want each student to realise his/her full potential in academic, personal, spiritual, social and civic development. Our behaviour code is based on the four core principles of Courtesy, Loyalty, Learning and Responsibility. The underlying philosophy of our code is to encourage and affirm positive behaviour and to help individuals take responsibility for their own actions.

The whole school community places a strong emphasis on partnership with parents, students, Board of Management and the local community. We view education as a collaborative effort. We realise that each one of us has responsibilities for the well-being of the school community.

It is anticipated that our school rules will be seen as guidelines. We believe that non-compliance distracts from the quality of the teaching and learning environment of each student. Parents are asked to assist us in helping our students to understand the values behind these rules.

The following Code of Behaviour has been developed in a collaborative manner involving teachers, students, parents and the Board of Management. It is intended to create a suitable environment for all.

### **THE CODE OF BEHAVIOUR**

#### **Courtesy:**

- (1) We greet each other appropriately both inside and outside of School.
- (2) We are Polite, Helpful and Mannerly at all times.
- (3) Students and Teachers actively listen to each other.
- (4) We encourage safety and respect on the corridors.
- (5) All people deserve our Consideration and a word of Encouragement as we look out for each other.

#### **Loyalty:**

- (1) We attend School every day on time.
- (2) We will wear the full school uniform each day.
- (3) We will look out for others and accept them as they are.
- (4) We will maintain a safe and clean school environment for the benefit of everyone.
- (5) We will use our gifts and talents to enhance school activities and events.

#### **Learning:**

- (1) We will be on time for class with all relevant class materials.
- (2) Our Homework is completed to the best of our ability.
- (3) We actively listen and participate in class
- (4) We will keep our Homework Journal neat to record all homework and revision.
- (5) If we are absent for whatever reason we will source the work we have missed.

#### **Responsibility:**

- (1) I realise that my actions impact on others.
- (2) I will reach my full potential by doing my best.
- (3) I realise that my rights have corresponding responsibilities.
- (4) I will show respect for my property, school property and the property of others.
- (5) I will be an ambassador for Causeway Comprehensive School both inside and outside of School.

This is a synopsis. The full version of the **Code of Behaviour** is available on the school's website [www.causewaycs.ie](http://www.causewaycs.ie) and is also displayed in the Student Journal which should be signed by Student and Parent/Guardian at the beginning of the school year.

**Student**

Name: \_\_\_\_\_

As a student in Causeway Comprehensive School, 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.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian (Contract and Consent)**

In registering my above named child as a student in Causeway Comprehensive School, 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.

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 full, explicit, and informed consent for Causeway Comprehensive School to confirm, retain, use and disclose the information I have provided in accordance with the Kerry ETB Data Protection Policy which is available from Kerry ETB and from the school website.

Signed \_\_\_\_\_  
(Parent/Guardian)

Date \_\_\_\_\_

**Relationship & Sexuality Education (RSE) is an important part of our Junior Cycle Social, Personal and Health Education (SPHE) and of great importance also for our Senior Cycle students.**

I am happy for my son/daughter/ward to participate in Relations & Sexuality Education (RSE) in Causeway Comprehensive School .    Yes        No



## Appendix A

**NOTE: PARENTS OF STUDENTS WHO REQUIRE SCHOOL TRANSPORT ARE REMINDED TO COMPLETE AND RETURN A SCHOOL TRANSPORT FORM. Forms are available from [www.buseireann.ie](http://www.buseireann.ie) and must be returned to Bus Éireann.**

### **Consent Form for Sensitive Personal Data for the School's October Returns 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 Returns/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](http://www.education.ie) or on request from your child's school. **This information is useful to aid in the development of policy to promote social inclusion and for the provision of additional teaching hours for children who are members of the Traveller Community. You are not obliged to provide this information.**

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: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

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

Class year of student: \_\_\_\_\_

1. Where your child is enrolling for 1<sup>st</sup> 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

Date: \_\_\_\_\_  
Parent/Guardian

Please complete this form, if you so choose, 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.

## Appendix B

Fair Processing Notice re processing of student data under Dept. of Education & Skills Circular Letter 0047/2010.

<http://www.education.ie/en/Advanced-Search/?q=47/2010&t=all&f=cir>

A copy of this Circular Letter is available in the school should any parent wish to view it.

## Appendix C

*Kerry ETB Data Protection Policy*

*Causeway Comprehensive School*

*If you wish to view the Kerry ETB Data Protection Policy, Please contact the school for a copy.*

***Thanking You***