

STUDENT NAME: \_\_\_\_\_

Attach passport-sized  
photograph of student

# SCARIFF COMMUNITY COLLEGE

## ENROLMENT FORM 2019/2020

PLEASE ENSURE YOU HAVE COMPLETED/ENCLOSED THE FOLLOWING:

- Application form
- Passport photo (with name written clearly on back)
- Original** birth certificate (will be copied and returned)
- Academic report from previous school (not applicable to incoming first year)
- Irish exemption certificate (if applicable)
- Copy of latest school reports (not applicable to incoming first year)
- Copy of psychological assessments/reports (if applicable)

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO  
APPLICANT FOR COMPLETION**

Scariff Community College fully respect your right to privacy. Any personal information which you give will be treated with the highest standards of security and confidentiality and will be used for the purposes it is intended, strictly in accordance with the Data Protection Acts.

Please contact the school on 061 921083 or at [scc@lcebtb.ie](mailto:scc@lcebtb.ie) if you have any queries regarding the completion of this form.

**PLEASE COMPLETE ALL FIELDS IN BLUE OR BLACK INK  
TO BE COMPLETED BY PARENT/GUARDIAN ONLY**

Year for which application is made *(please tick ONE appropriate box):*

Junior Cert Course

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
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Leaving Cert Course

5 <sup>th</sup>	6 <sup>th</sup>
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Transition Year

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LCA

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**STUDENT DETAILS**

Name of student (as on birth certificate):

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Known as (if different to above): \_\_\_\_\_

Male

Female

PPS No (essential): \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ Eircode: \_\_\_\_\_

Country of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**PARENT/GUARDIAN DETAILS**

Father  OR Guardian

Mother  OR Guardian

Surname: \_\_\_\_\_

Surname: \_\_\_\_\_

Forename: \_\_\_\_\_

Forename: \_\_\_\_\_

Address: *(if different from above)*

Address: *(if different from above)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel (home): \_\_\_\_\_

Tel (home): \_\_\_\_\_

Tel (mobile): \_\_\_\_\_

Tel (mobile): \_\_\_\_\_

Tel (work) : \_\_\_\_\_

Tel (work): \_\_\_\_\_

Work number will only be used in case of emergency and if we have failed to reach you on other numbers.

Work number will only be used in case of emergency and if we have failed to reach you on other numbers.

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Parent/guardian mobile number to be used for text messaging (essential): \_\_\_\_\_

Parent/guardian email address to be used in the case of a critical incident (e.g. for distribution of guidance information in the case of a tragedy) (essential): \_\_\_\_\_

**If parents reside at different addresses, please indicate to whom and to which address we forward school correspondence:**

**SIBLINGS**

Number of children in family  Applicant's position in family (1 = eldest)   
 Please state ages of other siblings and the school (if any) they are attending:

NAME	SCHOOL	YEAR/CLASS

**MEDICAL NEEDS**

Name of Doctor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Medical card holder Yes  No

Any medical conditions and/or physical disabilities that Scariff Community College should be aware of?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL EDUCATIONAL NEEDS**

Has the student had a psychological assessment? Yes  No   
 (if yes, please include a copy of the latest report)  
 Date of assessment: \_\_\_\_\_

Has the student an Irish exemption? Yes  No   
 (if yes, please include the certificate of Exemption from the Department of Education and Skills from the previous school)

Did the student have a Special Needs Assistant in the previous school? Yes  No

Was the student receiving resource hours? Yes  No   
 If yes, how many hours/minutes a week? \_\_\_\_\_

Was the student receiving learning support? Yes  No   
 If yes, in what subjects was the student receiving the support?

Any other relevant information:

\_\_\_\_\_

\_\_\_\_\_

**SCHOOLING**

Name of Primary school attended: \_\_\_\_\_ School roll number: \_\_\_\_\_

**If transferring from a POST PRIMARY school, please complete the remainder of this section**

Previous schools attended:

School: \_\_\_\_\_ Years from \_\_\_\_\_ to \_\_\_\_\_  
 School: \_\_\_\_\_ Years from \_\_\_\_\_ to \_\_\_\_\_

Please tick most recent academic programme undertaken and years attended:

	Junior Cert	Transition Year	Leaving Cert	Leaving Cert Applied	Other (please specify)
Year 1					
Year 2		n/a			
Year 3		n/a	n/a	n/a	

Details of most recently attended school:

Principal name: \_\_\_\_\_ Tel no: \_\_\_\_\_

Subjects studied (include level if known):

\_\_\_\_\_  
 \_\_\_\_\_

Number of days missed in previous school year: \_\_\_\_\_

Please outline circumstances of transfer:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DECLARATION (MUST BE COMPLETED FOR ALL APPLICATIONS)**

I declare that all the above information is true and accurate and give my consent for contact to be made to any previous schools detailed on this form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**OFFICE USE ONLY**

Birth cert .....  → Date returned .....   
 Photo .....  Exemption .....   
 Data protection  Psy. Report .....   
 1<sup>st</sup> yr Subj options  Academic report (transfers).....

## **Data Protection Statement - Scariff Community College**

### **Personal Data on the Enrolment Form:**

Scariff Community College/ Limerick & Clare Education and Training Board 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:** Scariff Community College reserves the right to contact you in 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 Scariff Community College/Limerick & Clare Education and 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 (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 at [www.lcetb.ie](http://www.lcetb.ie). A copy of the Privacy Notice is attached and you and your child should read it carefully. When you apply for enrolment, you are 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, on school facebook page or in prospectus, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs or facebook photographs, student names will not appear as a caption to the picture. If you or your child wish to have his/her photograph removed from the school website, facebook page, prospectus, 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 facebook page, in school prospectus, yearbooks, newsletters etc., please tick here**

**Signed:** \_\_\_\_\_  
**Parent/Guardian/Student (where over 18)**

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

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

## FIRST YEAR SUBJECT OPTIONS

**Core subjects** All first year students study the following subjects:

- Irish (unless exempt)
- English
- Mathematics
- Science
- History
- Geography
- CSPE
- Religious Education
- Physical Education
- SPHE
- Wellbeing

Students also study French or German. Please indicate the modern language your preference:

French       German       No preference

While every effort will be made to accommodate your choice of language, this cannot be guaranteed.  
 If there is a particular reason for choosing one modern language over the other, please mention it here:

**Option subjects:** Students will take three of the following option subjects. Please number the subjects in order of preference (1-4)... with 1 indicating your first preference, 2 your second preference and so on. We will aim to grant you your 1,2,3 – however, this cannot be guaranteed.

<b>Art</b>	
<b>Business Studies</b>	
<b>Home Economics</b>	
<b>Materials Technology (Wood)</b>	
<b>Metalwork</b>	
<b>Music</b>	
<b>Technical Graphics</b>	

The provision of any of these subjects depends on staff availability and student demand (ie minimum class size). Careful consideration by parents/guardians should be given to choice of subjects. It may not be possible to change at a later date.

Signature of parent/guardian: \_\_\_\_\_

Signature of student: \_\_\_\_\_

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