

# BORD OIDEACHAIS AGUS OILIÚNA LÚ AGUS MÍ



**ÓFIAICH COLLEGE**  
 Dublin Road, Dundalk, Co. Louth  
 Phone: 042-9331398 Fax: 042-9338054  
[www.ofiaichcollege.ie](http://www.ofiaichcollege.ie)  
[info@ofiaichcollege.ie](mailto:info@ofiaichcollege.ie)



## JUNIOR CERTIFICATE ENROLMENT FORM YEAR OF ENROLMENT \_\_\_\_\_

### 1. STUDENT DETAILS

PLEASE USE BLOCK LETTERS

Surname _____	First Name(s) _____
Home Address _____ _____	
Female <input type="checkbox"/>	PPS No _____ DOB _____ Birth Certificate Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
Male <input type="checkbox"/>	Religion _____ Nationality _____ Country of Birth _____
Primary School Attended* (most recent) _____	
Other Primary/Post Primary Attended* (if applicable) _____	
*Please note, we may contact Primary School which your son/daughter has attended in connection with your son's/daughter's enrolment	

### 2. FAMILY DETAILS

	Father	Mother
Surname		
Name(s)		
Phone Number		
Messaging from School		
<i>Please indicate the number to which text messages will be sent.                  Please make sure the School is aware of any change in your mobile number. This is essential for texting purposes.</i>		
Contact E-mail Address		
Address (if different from above)		
Brothers/Sisters in ÓFiaich College	Name, Age, Class	
	Name, Age, Class	
	Name, Age, Class	
Number of Children in Family _____	Pupil's Position in Family _____	

**3. EMERGENCY CONTACT DETAILS**

Name _____	
Contact Number _____	Relationship to Student _____

**4. REPORTS ON EDUCATIONAL PROGRESS**

Please indicate the person to whom correspondence to be send regarding educational progress/attainment of the student, if different from details outlined in Section 2 above.

Name _____	Relationship to Student _____
Address _____	

**5. ACCESS TO/CUSTODY OF STUDENT**

If there are any orders or other arrangements in place governing access to or custody of the student, please provide details.

**6. EDUCATIONAL DETAILS**

<b>A. Is the student currently studying Irish? .....</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If No please indicate a reason below by ticking the relevant box:</i>	
Student received primary education up to 11 years of age outside of Ireland	
Student was previously enrolled in a State School after being re-enrolled after a period spent abroad, provided that at least three years have elapsed since the previous enrolment in the State and the student is at least 11 years of age on re-enrolment	
Student has evidence of a disability furnished by a qualified psychologist which recommends 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).	
Student is from abroad, who has no understanding of English.	
<b>B. Has the student had a psychological assessment? .....</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If Yes, is the psychological report available? .....</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>C. Has the student been granted resource teachings hours by the .....</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>National Council for Special Education (NSCE)?</b>	
<b>D. Has the student availed of the services of a Special Needs .....</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Assistant (SNA) granted by the NCSE?</b>	

**E. Has the student been in receipt of learning support at Primary School? .....** Yes  No

*If Yes, please provide details.*

**7. MEDICAL CARD**

**Is Student a Medical Card Holder.....** Yes  No

**8. MEDICAL DETAILS**

**Does Student require Glasses? .....** Yes  No

**Does Student have any Hearing Difficulties? .....** Yes  No

**Does Student suffer any Serious Illness? .....** Yes  No

**Is Student on any ongoing Medical Treatment? .....** Yes  No

**Does Student have any of the Chronic Conditions? .....** Yes  No

*If Yes, please provide details*

**Other Medical concerns/information of relevance**

**GP Name, Address & Contact Number**

**9. HOBIES & INTERESTS**

**First Signature** \_\_\_\_\_ **Second Signature** \_\_\_\_\_  
Parent/Guardian Parent/Guardian

*Both Parents' Signatures are required for enrolment*

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Enrolling Teacher Signature** \_\_\_\_\_ **Birth Certificate Checked**

**DECLARATION BY PARENTS/GUARDIANS**

ÓFiaich College wishes to foster a close partnership with parents/guardians.

Towards this end, ÓFiaich College is committed to keeping parents/guardians fully informed when persistent or serious breaches of the Code of Behaviour occur. The school recognises that parents/guardians have a key role to play in ensuring that students abide by the Code of Behaviour and thus avoid any disciplinary action or other consequences that may follow from unacceptable behaviour. Accordingly, as laid out in *Section 23 (4)* of the *Education (Welfare) Act, 2000*, it is the policy of the school that parents/guardians complete the declaration below as a necessary part of the process of enrolling a student in the school.

To ensure that the rights of all members of the School Community are upheld we agree to keep the rules. We understand and accept that Sanctions may be imposed if Rules are broken.

Involvement in any of the following activities is regarded as a serious breach of the school Code of Behavior and may result in exclusion from School activities.

1. Bullying, threatening or abusive behaviour, verbal or physical, towards another student or any member of the School Staff.
3. Supplying, using or handling drugs or other dangerous or prohibited substances.
4. Interfering with property of others.
5. Possession of any article which might be considered a danger to safety of others.
6. Persistently refusing to accept the responsibilities of the School Charter.

**We have read and understand the Rules and the Acceptable Use Policy, Uniform Policy and the Anti-Bullying for ÓFiaich College and agree to keep them.  
We have read and fully understand the School Charter of ÓFiaich College.  
We undertake that my son/daughter will abide by the Code of Behaviour of ÓFiaich College, Dundalk and by the Regulations contained therein.**

**WE PERMIT OUR SON/DAUGHTER TO BE PHOTOGRAPHED AND THESE PHOTOGRAPHS TO BE DISPLAYED OR PUBLISHED AS REQUIRED BY ÓFIAICH COLLEGE.**      Yes  No

**First Signature** \_\_\_\_\_  
Parent/Guardian

**Second Signature** \_\_\_\_\_  
Parent/Guardian

**Student's Signature** \_\_\_\_\_

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

**Witnessed by** \_\_\_\_\_

On behalf of ÓFiaich College

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

**Please return completed enrolment form to**

ÓFiaich College, Dublin Road,  
Dundalk, Co Louth

**on/before 27 November 2015 if your child wishes to commence first year in September 2016.**

- Please note that submission of an enrolment form for admission is not guarantee of a place in ÓFiaich College by the Admissions Policy. A copy of ÓFiaich College Admissions Policy is available at [www.ofiaichcollege.ie](http://www.ofiaichcollege.ie)
- Enrolment forms posted to the School will be receipted by post within five working days. If no receipt is returned please contact the School Office at 042-9331398.

The School is a Data Controller under the Data Protection Acts 1998 and 2003. Personal data supplied on the enrolment form will be used for the purposes of student enrolment, registration, administration, child welfare and to fulfil any other legal obligations. While the information provided will generally be treated as confidential to the school, from time to time it may be necessary for the school to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, The Department of Social and Family Affairs, An Garda Síochána, The Health Service Executive, National Educational Welfare Board. Contact details will also be used to notify you of school event and activities. The school relies on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. You should write to the Principal should you wish to update or access your child's personal data.