

# DOUGLAS COMMUNITY SCHOOL



## Autism Class Enrolment Form 2024



### PERSONAL DETAILS

Surname :( as on Birth Certificate) \_\_\_\_\_ \*\*\*\*PPS Number: \_\_\_\_\_

First Name(s) (as on Birth Certificate) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Emergency Contact Phone No. (other than parent/guardian number): \_\_\_\_\_

### PARENTS/GUARDIANS

Parent/Guardian 1. Name: \_\_\_\_\_

Mother's Maiden Name : \_\_\_\_\_ Phone No.: \_\_\_\_\_

Parent/Guardian 2. Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

### FAMILY

Number of children in Family: \_\_\_\_\_ Position in Family: (e.g. 1st,3rd etc.): \_\_\_\_\_

Brother(s) attending Douglas Community School:

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

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

Brother(s) who are past pupils:

Name: \_\_\_\_\_ Date Left: \_\_\_\_\_

**PRESENT AND PREVIOUS SCHOOLS:**

Name of School	Date Entered	Date Left	Reason for Leaving

I consent to Douglas Community School contacting the above named Primary School to access information which will aid the transfer to second level.  (Please tick)

I consent to the sharing of the enrolment form and relevant reports with the relevant personnel which will aid the transfer to second level  (Please tick)

Does your son have any medical condition? YES/NO

If Yes please specify: \_\_\_\_\_

Does your son take any medication? YES/NO

If Yes, please specify: \_\_\_\_\_

Does your son have any allergies? YES/NO

If Yes, please specify: \_\_\_\_\_

**Additional Educational Needs**

- 1. Does your son have an ASD Diagnosis Y/N
- 2. Does your child have a report by any of the following:

Educational Phycologist

Occupational Therapist

Speech and Language

\* Please include all relevant reports with the application form \*

Has an ASD class been recommended for your son Y/N

Has your son been in an ASD class in primary school Y/N

Has your son engaged with the visiting teacher for the hearing/visual impaired? Y/N

Does your child have an Irish Exemption? Y/N (Please attach a copy of the exemption with the form)

Has your child been recommended to use assistive technology? Y/N

**Subject Choices**

Please mark your preferences 1, 2, 3, 4 and 5 (in order of choice) in the box opposite the subjects chosen.

Visual Art

Business Studies

Wood Technology

Engineering

Graphics

**Language**

Please mark your preferences 1 and 2 (in order of choice) in the box opposite the language.

French

German

**Please include all relevant reports with the application form**



## Douglas Community School Enrolment Form Privacy Notice (effective 25th May 2018)

### **Who is collecting the data**

Douglas Community School  
Clermont Avenue, Douglas, Cork.  
T: 021 4294201  
E: admin@dcs cork.ie

This Privacy Notice governs the manner in which Douglas Community School collects, uses, maintains and discloses information collected using School Forms.

### **Personal Identifiable Information (School)**

We collect personal identification information from students & prospective students in a variety of ways in connection with the delivery of education at our school. We will collect personal identification information from data subjects only if they voluntarily submit such information to us:

#### Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Birth Certificate; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Religion; Psychological Assessment Results (where applicable); Book Rental Scheme; Transportation Scheme;
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card;
- Name, Address & Tel. No. of GP, Previous Educational History.
- Photos with classmates, tours, matches, awards etc.
- CCTV Images.
- Classroom based assessments and exam results;
- State Examination Results;

### **How we use collected information**

We use your personal data for purposes including:

- your application for enrolment;
- to provide you with appropriate education and support;
- to monitor your academic progress;
- to care for your health and well-being;
- to care for our staff and students;
- to process grant applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an education body;
- to comply with our monitoring and reporting obligations to Government bodies;
- to process appeals, resolve disputes, and defend litigation etc.

### **How we protect your information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

### **How long do we keep your personal information?**

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding our deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Douglas Community School Data Protection Policy which is available to you on request.

### **Sharing your personal information**

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide

certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations.

### **Your rights**

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.



**Completion of this form does not guarantee a place in the school**

**The completed form must be returned to the school**

**not later than MONDAY 16th OCTOBER 2023**

### **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 or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs, individual students or student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should contact the school principal.**

**I give consent for my son's image to be taken and used from time to time for recognition and celebration of individual and or group activities and for school promotion, for the school newsletter, website, and archive.**

**I give consent for my son's image to be taken and used where from time to time the school may transfer images to a local newspaper eg winning sports teams, fundraising team, competition winners etc.**

**If you wish to withdraw consent, this must be notified to the school in writing. This consent covers the duration of your son's attendance at school.**

**Signed Parent/Guardian: \_\_\_\_\_**

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