



PORTLAOISE COLLEGE
1ST YEAR STUDENT ENROLMENT FORM 2020/2021

Name of Pupil: _____

Male: Female:

Address: _____

Date of Birth: _____

PPS No: _____

Nationality: _____

Email address to receive information from the school: _____

Mother's Name: _____ Father's Name: _____

Mother's Maiden Name: _____

Mother's Mobile No: _____ Father's Mobile No: _____

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: _____

Number to be used for school's text message service: _____

Other Name and Contact number in case of emergency: _____

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

Current Primary School: _____

Siblings in Portlaoise College: _____

Tick and/or elaborate if the student has any of the following:

Medical needs: _____

Special Education Needs: _____

Psychological Assessment: _____
(Please attach copy)

Subject Exemption: _____
(Please attach copy)

CHECK LIST FOR 1ST YEAR ENROLMENT 2020/2021

1. Birth Certificate (Photocopy)	YES/NO
2. Registration Fee of €50 (Lockers; Insurance; Journal) <i>(Non-refundable other than if the school is not in a position to offer the student a place)</i>	YES/NO
3. Relevant Psychological Assessment (if applicable)	YES/NO
4. 1 Passport Photograph	YES/NO
5. PPS Number	YES/NO
6. Email Address	YES/NO
7. Mobile Phone number	YES/NO

PLEASE NOTE:

The final date for enrolment is **Friday 25th October 2019**. Applications received after this date will be treated as late applications and are by appointment only.

All applications are subject to our Admissions policy which is available on our website at www.portlaoisecollege.ie, or from the school office.

Parent/Guardian (Contract and Consent)

In registering my son/daughter as a student in Portlaoise College, 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 son/daughter, I recognise the need for me to do my utmost to support the work of the school.

Data Protection:

Laois & Offaly ETB is registered as a Data Controller. The personal data supplied on this application form is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil activities. While the information provided will generally be treated as confidential to Laois & Offaly ETB, from time to time it may be necessary for us to exchange personal data on a confidential basis, where we are legally required to do so, with other bodies.

By signing this application, I am giving full, explicit and informed consent for Portlaoise College:

- to confirm, retain, use and disclose the information I have provided in accordance with our Data Protection Policy
- to contact my child's previous school to access records, assessments, etc., as required.
- to use my child's photograph in school publications, both written and online.

Signature of Mother/Guardian

Signature of Father/Guardian