



Dilseacht don Fhíor agus don Díchas
Scoil Ailbhe Naofa

St. Ailbe's School

Policy Document

On

Enrolment and Participation

Dilseacht don Fhíor agus don Díchas

Scoil Ailbhe Naofa

Introduction

St. Ailbe's School is hereby setting out its Enrolment and Participation Policy in accordance with the provisions of the *Education Act, 1998, Section 15, 2 (d)* and it trusts that by doing so that parents will be assisted in relation to enrolment matters. The following personnel will be happy to clarify any further matters arising from the policy.

Mr. Christy Kinahan, Chairperson, Board of Management, St. Ailbe's School, Tipperary Town, Co. Tipperary.

Mr. Paul O'Callaghan, Principal, St. Ailbe's School, Tipperary Town, Co. Tipperary.

A copy of this policy is available at the schools office and is also available to view on www.ailbes.com

Mission Statement:

St. Ailbe's School is a Co-Educational Post Primary under the trusteeship of the South Tipperary Vocational Educational Committee, Administration Offices, Western Road, Clonmel, Co. Tipperary.

Tel: 052 21067

Our mission statement is as follows:

- To provide quality education that meets the actual needs of young people in the best quality learning environment, creating an atmosphere of trust and confidence between students, parents, and staff which enhances self-esteem and self worth.
- To help all pupils reach their full potential in all areas of life, moral, Academic, social and vocational, recognising that there is no single standard that applies to all.
- To help pupils grow in confidence with a positive outlook on life and with the due consideration for others and for property.

Characteristic Spirit of St. Ailbe's School

This policy reflects the ethos of St. Ailbe's School which has inherited a commitment:

"To learn to think independently, to tolerate and value diversity, by fostering an atmosphere of respect, understanding, and encouragement between all who teach, work and learn in St. Ailbe's School."

General Information:

St. Ailbe's School, Rosanna Road, Tipperary Town, Co. Tipperary

T: (062) 51905. F (062) 51378. Web www.ailbes.com

In the academic year 2007-08, there are 31 full time and 2 part time teachers in the school in addition to a Guidance Counsellor, Learning Support Teachers, a Remedial teacher, Special Needs Assistants and a school chaplain. The number of teaching staff is linked to student numbers and may consequently vary each year. Students follow a three-year junior cycle and a two or three-year senior cycle which may or may not include an optional Fourth (Transition) Year. The school depends on grants and teacher resources provided by the Department of Education & Science and is operating within the regulations laid down by the Department of Education & Science. School policy has regard for and is cognisant of resources and funding available from the Department of Education & Science.

St. Ailbe's School follows the curricular programmes prescribed by the Department of Education & Science, which may be amended, from time to time, in accordance with Section 9 and 30 of the Education Act (1998). Within the context and parameters of Department of Education & Science regulations and programmes, the rights of Patrons, as set out in the Education Act, and the funding and resources available the school supports the principles of:

- Parental choice in relation to enrolment.
- Respect for the diversity of beliefs, traditions and languages.
- Equality of access and participation in the school.
- Inclusiveness with cognisance of students with disabilities or special educational needs.

Board of Management:

Mr. Christy Kinahan: Chairman of the Board of Management.

Mr. Paul O'Callaghan: Secretary to the Board of Management, Principal of St. Ailbe's School.

Mr. Dave Hickey Educational Expert

Ms. Margaret Doyle: Parents Representative

Mrs. Mary Ryan: Staff Representative

Ms. Brid Collins: Staff Representative

Mr. Michael McGuire: VEC Representative
Mr. Caoimhín O'Raghallaigh: VEC Representative
Mr. Ken Kingston: Business Community Representative
Ms. Anna Tuohy-Halligan: VEC Representative
Mr. Denis Connolly: Parents Council Representative
Mr. Noel Boland: SIPTU Branch Representative.
Mr. John Crosse: VEC Representative.

Parents Association:

The Parents' Association represents the parent body and meets regularly with the school Principal.

Margaret Clarke, Margaret Doyle, Kevin & Ceallai O' Reilly, Denis & Mairead Connolly, Breda Noonan, Breda Grogan, Josefa Fox, Catherine Fitzgerald, Vera Dunne, Eilis Lawson, June Kelly, Cindy Walsh Breen, Ray Kennedy.

Students' Representative Council

Represents the student body and meets regularly with teachers and Management. They are also involved with the development of some school policies.

Curriculum and Extra Curricular Provision

Subjects on offer in the academic year 2008-09, at Junior Certificate level are Irish, English, Mathematics, History, Geography, Science, Religion, Physical Education, S.P.H.E. and Civic, Social and Political Education. Art, Business Studies, French, German, Home Economics, Materials Technology Wood, Materials Technology Metal, Music.

Subjects on offer in the academic year 2008-09 at senior level are:

Irish, English, Maths, Religion; Physical Education (4th Year). Accounting, Art, Biology, Business, Chemistry, French, Geography, German, History, Home Economics; Physics, Technical Graphics, Engineering, Construction Studies.

Fourth Year subjects on offer in the academic years, 2008/12, are similar to senior options. Students also take a varying range of modules in areas such as Maths, Physics, Electronics, AIB Build a Bank, Young Social Innovators, Substance Abuse, Film Studies, First Aid, Fire Safety, Road Safety, Drama, Self Defence.

Work experience is an integral part of Fourth Year. For full details, please contact the school office for a copy of the booklet *Senior Cycle Options*.

Extra Curricular activities include rugby, basketball, athletics, Gaelic football, soccer and hurling. The school also offers debating, public speaking and social awareness initiatives.

Some extra curricular activities vary from year to year.

School hours are from 9.00 to 3.45 p.m. on Monday to Friday.

Holidays are in line with the standard school year.

Details of Parent Teacher Meetings and Staff Meetings are forwarded to all parents/ guardians/ staff/ students in the September of the academic year in question.

Each student is required to have a school journal and an identity card. The school requests a voluntary contribution of €110 (which includes a school polo shirt, which can be worn during the months of May and September in class depending on weather conditions) for First Year.

All other students contribute €110. This contribution is reduced on a sliding scale for families having two or more children attending St. Ailbe's School. The monies are used towards the provision of materials, transport costs and general school resources such as lockers, transport, insurance etc..

Parental Responsibility

The parent/guardian of a child (or a student who is over 18 years of age) who has made an application for admission to a school may be required to furnish such information as may be prescribed by the school/centre authority.

Prior to admission to a school, the parent/guardian and child (or a student who is over 18 years of age) shall be required to sign a written undertaking to comply with the school's code of behaviour

Admission and Participation Policy:

Admissions: St. Ailbe's School welcomes all eligible students who apply, including those with special needs. The school is aware, in regards to admissions, of the principles and requirements of a democratic society and will both respect and promote respect for social diversity as regards values, beliefs, traditions, languages and ways of life. In particular the board is aware of its obligations under relevant equality legislation.

St. Ailbe's School has due regard for the efficient use of resources and is also aware of its obligations to provide for maximum accessibility of students to the school and to promote the

right of parents/guardians to send their child to the school of their choice, as well as its legal duty to the patron to uphold the characteristic spirit of the school.

Participation: One of St. Ailbe's School aims is to enable students to participate as fully as possible in all school programmes, both curricular and extra-curricular, and, to enable this to happen the school has put in place procedures to keep students informed of all school activities and opportunities, and these procedures are also aimed at facilitating the involvement of the students in the operation of the school, having regard to their age and experience.

Admission and Participation by Students with Special Needs.

Students with disabilities and special needs are encouraged to enter St. Ailbe's School and to participate in all programmes on offer to the extent that their doing so is consistent with their own safety and that of other students, and that the school will, in so far as resources permit, provide special treatment and facilities to enable them to participate in the life of the school, unless to do so would expose them or others to unacceptable degree of risk, would be excessively disruptive of any programme or activity or give rise to excessive cost that the school could not reasonably to expect to bear.

St. Ailbe's School and South Tipperary VEC acknowledges the rights of all children including children who have a disability or who have other special educational needs, as they relate to education pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.

St. Ailbe's School and South Tipperary VEC acknowledges its duty to promote equality of access to and participation in education, pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.

St. Ailbe's School and South Tipperary VEC acknowledges the right of parents to send their children to a school of the parent's choice, having regard to the rights and statutory /legal duties of the Committee and the effective use of resources pursuant to the Education Act 1998 section 6 (e).

With regard to the admission of students to any of its schools, South Tipperary VEC affirms its statutory obligation under the Equal Status Act 2000 as it applies to educational establishments.

Application Process/Procedure

In addition to various procedures and processes associated with admission the following should be noted.

Admissions are curtailed by resources, plant and funding available to the school.

Under Department of Education & Science rules secondary school students must be aged 12 years on the 1st January in the calendar year following the students' entry into first year. The school will require an original birth certificate at registration. This will be returned immediately.

Procedures for Enrolment

Procedures for enrolment may include:

- 1) Enrolment form to be completed.
- 2) The closing date for applications where applicable.
- 3) Interview with parent/guardian
- 4) Procedures for informing the school community about enrolment.
- 5) Information required from the parents/guardians of the student

St. Ailbe's School may seek the following information from parents/guardians of students who have not reached the age of 18 years or from students who have reached the age of 18 years, prior to making a decision regarding their admission to the school.

- 1) Name, date of birth of student, birth certificate of the student
- 2) Address of student/parents
- 3) PPS number of student.
- 4) Phone numbers including emergency phone numbers.
- 5) Details of previous school
- 6) Religion of student (St. Ailbe's is a faith inclusive school)
- 7) Relevant medical information.
- 8) Information from previous school

- 9) Any relevant information regarding custody of the student/legal orders pertaining to the student.
- 10) Any relevant information regarding the educational needs of the student.
- 11) Educational Psychological reports.

Formal Application

All feeder schools, brothers and sisters of students receive Application Forms in the spring of their Sixth Class.

Others apply in writing. Their names are put on a mailing list in order of initial contact. These students also receive forms in the spring of their Sixth Class year.

All those who return completed Applications forms by the date indicated on the form, are considered for entry subject to resources and special needs.

Necessary Information from Applicants as stated above and in addition

- Details of any disabilities or special educational needs¹
- Further information which may be relevant to the school and/or its ethos.
- It is also school policy to ask for copies of all psychological and medical reports prior to registration while at the same time affirming that St. Ailbe's School welcomes those students with disabilities. These reports will enable the school to assess their needs so as to plan the provision of appropriate facilities and to deliver an appropriate education.

If these needs are particularly odd or are difficult to meet, the Principal and Support staff will meet with parents/ guardians to discuss this, and it may be necessary on grounds of safety to defer or restrict the actual attendance until the equipment and supports have been put in place.

Places are awarded in the following order:

1. Brothers/Sisters of students currently attending St. Ailbe's school.
2. Sons/Daughters of past pupils of St. Ailbe's school.
3. Children of staff members

¹ *St Ailbe's School is entitled to inform itself about any special needs that incoming students may have:*

4. Students attending our Primary/National feeder schools.
5. Students not in the above categories will be considered in order of receipt of initial letter of application as per mailing list.

Transfer of Students from Other Post Primary Schools

Students are free to transfer at any time subject to this policy, available space and the efficient use of resources, which in rare cases may involve the Department of Education and Science in the transfer, e.g. a child with disabilities who transfers. The EPSEN Act has procedures in place to facilitate these transfers.

The Welfare Act (sections 19. 20) has detailed steps laid out for Principals to follow.

The following information, along with an original birth certificate will be required in the case of a student transferring from another school:

The parent(s)/guardians of the student (or the student who is over 18 years of age) must complete the Application to Transfer Form. (Appendix StA 3)

The parent(s)/guardians of the student (or the student who is over 18 years of age) must sign the Student Enquiry Form. (Appendix StA 2)

The Principal of the school which the student is currently attending or last attended must return the completed Student Enquiry Form. (Appendix StA2)

When the above requirements are complied with, the parent(s)/guardians of the student (or the student who is over 18 years of age) must attend for interviews with the Principal and other relevant personnel at the school.

If the Board of Management of St. Ailbe's is satisfied that the applicant has provided full information and, mindful of its statutory obligation, is in a position to cater for the educational needs of the applicant whilst not infringing the rights of the students already attending the school, then a place may be offered to the applicant.

St. Ailbe's School reserves the right to refuse to admit an applicant where:

1. Full disclosure of information has not been made.
2. False information was provided.

- 3. The STUDENT ENQUIRY FORM re: Transfers (To be completed by the Principal of the last school attended has not been completed and signed)**
- 4. Subject options prevent a full timetable from operating in particular at Junior Cycle.**
- 5. The normal class routine and work ethic of Junior Cycle students currently attending St. Ailbe's at 2nd and 3rd year is not being negatively impacted by the transferring student.**
- 6. The Board of Management of St. Ailbe's is satisfied that space is available in St. Ailbe's School in accordance with Health and Safety Regulations and of the relevant legislation**
- 7. Written confirmation that where admission to another school was refused that the parents/guardians of the applicant were notified in writing of the decision and their right to appeal that decision.**
- 8. The Board of Management of St. Ailbe's are satisfied the all avenues of appeal had been followed to have the applying student reinstated into his/her school following suspension or expulsion from that school**
- 9. The Board of Management of St. Ailbe's are satisfied that the proposed transfer is in the best interests of the student.**
- 10. The Board of Management of St. Ailbe's are satisfied that there is no history of the applicant being involved in violent or abusive behaviour.**
- 11. The normal class routine and work ethic of Senior Cycle students currently attending St. Ailbe's at 6th year is not being negatively impacted by the transferring student.**
- 12. That in the opinion of the Board of Management of St. Ailbe's, the student will contribute positively to the school environment – by adopting a strong work ethic and behaving in a cooperative and respectful manner with staff.**
- 13. Where a student who has left St. Ailbe's school voluntarily to take up employment or to attend another educational establishment, subsequently makes a formal application to re-admission to the school, the Board of Management shall take a decision as to whether or not to re-admit the student to the school. Such a review would incorporate the student's previous record in the school in relation to application to work, participation in school activities, attendance, behaviour, records from previous school. The parent(s)/guardians and student will be interviewed as part of the re-entry procedure.**

Note:

Prior to admission, students will be required to sign a form indicating their acceptance of the St. Ailbe's School's Code of Behaviour.

The Application for transfer Form and the Student Enquiry Form requests information such as:

- Student's Name, Age, DOB, Address and birth certificate
- Parents or Guardian's name/address/telephone no. and mobile telephone no.
- Emergency contact numbers including work telephone numbers etc.
- Details of relevant medical conditions of student
- Details of any disabilities or special education needs of students
- Previous schools attended by student
- Pupils PPSN
- Reasons for transfer of student if applicable together with information and records from previous/present school
- Relevant information, if applicable, regarding custody, access arrangements and Court Orders pertaining to the student
- Further information which may be relevant to the school and/or its ethos
- Basic school attendance requirements as set down in the Education Welfare Act 2002.

St Ailbe's School Board of Management shall normally issue a decision to the parent/guardian of a child within 21 days of receipt of the relevant information outlined, or within 21 days of the specified closing date for enrolment, pursuant to the Education Welfare Act Section 19 (3).

Right of Appeal

Parents/ guardians have a right of appeal, initially to the South Tipperary Vocational Educational Committee and thence to the Secretary General of the Department of Education and Science, under Section 29 of the 1998 Welfare Act in the event of an unsuccessful Application.

Code of Behaviour (See School Circular 2009/10)

St. Ailbe's School has a detailed Code of Behaviour Policy. It outlines the system of rewards and sanctions the school operates to promote a climate which facilitates the teaching and learning that is at the heart of the school's educational mission. Prospective students and their

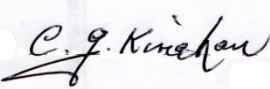
parents/guardians must read and familiarise themselves with the school's Code of Behaviour, which they are required to accept and sign. Prior to registration and admission to the school the parent (or a student who has reached their 18th birthday) shall be required as a condition of such registration and admission to confirm in writing (a) that the Code is acceptable to them (b) that they will make all reasonable efforts to ensure compliance with the Code of Behaviour.

Suspension and Expulsion.

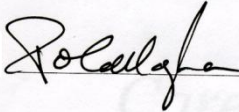
In cases of suspension parents will be informed in writing (a) of the reason for suspension (b) of the period of suspension (c) that the pupil will be regarded as being in the care of the parents from the end of the school day in which she was suspended. School management reserves the right to expel pupils in extreme circumstances in accordance with the Education (Welfare) Act, 2000, (24-(1)). Should there be cause for complaint by parents/guardians or students aged 18 or over in relation to the application of the above code of behaviour, procedures in accordance with the Education Act and as stipulated by the Board of Management may be followed.

This Policy was ratified by St. Ailbe's School Board of Management on Thursday 29th May 2008.

Signed:



Mr.C. Kihinan (Chairman B.O.M.)



Mr. P.O'Callaghan (Principal)

Data Protection Issues.

Information submitted will be used only for the identified purposes as laid out in Appendix StA-1. This information is stored electronically and is password-protected. This is in compliance with the 2003 Amendment Act to the Data Protection Act 1998.

On signing the application form for enrolment and participation in St. Ailbe's School a student and his/her parent /guardian thereby agree to abide and support the ethos and spirit of the school, its rules, policies and structures.

Appendix StA-1

South Tipperary VEC (including St. Ailbe's School) is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied by parent and student is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations. Contact details may also be used to notify parent and student of school/VEC events or activities. While the information provided will generally be treated as confidential to St. Ailbe's School, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Science, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should the parent or student wish to update or access your/your child's personal data they should write to the school Principal, Mr. P.O'Callaghan.

Details may also be used within the school in the following circumstances.

- Mailing information to Parent/Guardians e.g. Exam Results,
- Informing parents/guardians to changes to school calendar
- Informing parents/guardians about school tours and educational outings
- Issuing details re elections to BOM /Parents Association and other such committees within the school.
- Dissemination of school policies.
- Truancy Call Programme, or other such programmes to counteract truancy
- Answers enquiries from Department of Social, Community and Family Affairs.

Appendix StA2

STUDENT ENQUIRY FORM

Re: Transfers (To be completed by the Principal of the last school attended)



Note: The information provided on this form is confidential and will be retained, used and disclosed by St. Ailbe's school and centrally by South Tipperary VEC in line with the Data protection notice below.

I/We the parents/guardians of _____ Date of Birth _____

give permission to the school authority at _____

to release the relevant information requested below to the school authority,

Signed: _____ (Parent/guardian)

Date; _____

To be completed by the Principal of school last attended

1. Academic progress to date

Excellent Good Fair Poor

2. Does the student have special educational learning needs?

If yes please give details

Has the student been assessed by an educational psychologist?

Has the student been granted Resource teaching hours and/or Special Needs Assistance hours by the NCSE?

If yes please give details

3. Disciplinary Record

Excellent **Good** **Fair** **Poor**

In relation to the previous full academic years please provide the following information, the number of detentions and the number of suspensions.

Year 1 _____ **Year 4** _____

Year 2 _____ **Year 5** _____

Year 3 _____

4. Has this student been excluded / expelled? _____

If yes, please state reason(s):

5. Attendance Record

Excellent **Good** **Fair** **Poor**

In relation to the previous full academic years how many days was the student absent?

Year 1 _____ Year 4 _____

Year 2 _____ Year 5 _____

Year 3 _____

6. General participation/contribution to school life

Excellent Good Fair Poor

Please give details

7. General comment

Signed _____ (Principal) Date _____

Official School Stamp

Personal Data on this Form

South Tipperary VEC is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this form is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations. Contact details will also be used to notify you of school/VEC events or activities. While the information provided will generally be treated as confidential to South Tipperary VEC, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Science, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational

Welfare Board or with another school (where the student is transferring). We rely on parents/guardians 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.

Data Protection Policy of South Tipperary VEC

A copy of the full Data Protection Policy of South Tipperary VEC is available on request from The CEO, South Tipperary VEC, Administrative Offices, Western Road, Clonmel, Co. Tipperary.

Appendix StA3

APPLICATION TO TRANSFER TO ST. AILBE'S



Note: The information provided on this form is confidential and will be retained, used and disclosed by St. Ailbe's school and centrally by South Tipperary VEC in line with the Data Protection Notice in Part 5.

Part 1 Family Details *(Required for school enrolment and parental contact purposes)*

1. Surname	2. Child's Forename/s
3. Male/Female	4. Nationality
5. Date of Birth	6. Birth Cert attached?
7. No. of children in family	8. Position of child in family
9. Religion	
10. Home Address	Childs PPS No.
Forename	Forename
Surname	Surname
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? _____

If yes please indicate names and the year they are currently in

Name _____ **Year** _____

Name _____ **Year** _____

Name _____ **Year** _____

Part 2 Educational Details(*Note: We may contact the school listed below in connection with your child's enrolment*)

Present School _____

Principal's Name _____

Other schools attended

Dates

Has the student a psychological assessment? **Yes** **No**
Is the Psychological Report available? **Yes** **No**

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 _____

Part 3 Transfer Information

Has the applicant applied to transfer to any other school?

Please outline the reason(s) for application to transfer to this school

Is the applicant under investigation or part of an investigation by his/her current school?_____

If the answer is yes please give details

**Subjects presently being
studied**

**Subjects applicant
wishes to study if accepted**

Part 4 Medical Details (Required to ensure the school has an accurate record of medical conditions as well as your doctor's contact details in the event of a medical issue arising during school/VEC activities. Please note it may be necessary to disclose this information to staff)

1) Doctor's Name _____

2) Name of practice (if relevant) _____

3) Phone Number (Clinic) _____

4) Do you have a family medical card? _____

5) Medical Card Number _____

6) Health concerns for child.

7) Procedures to follow (for a particular illness).

8) Does the child require glasses? Yes No

9) Does the student have any hearing difficulties? Yes No

10) Any other medical concerns/information of relevance?

All applications must be accompanied by:

- (a) copies of 2 most recent school reports
- (b) copies of any assessments(educational/psychological)
- (c) a completed Student Inquiry form

Please note that any incomplete applications will not be processed.

Part 5 (Privacy & Personal Data)

Personal Data on this Form

South Tipperary VEC is registered as 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, registration, administration, child welfare and to fulfil our other legal obligations. Contact details will also be used to notify you of school/VEC events or activities. While the information provided will generally be treated as confidential to South Tipperary VEC, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Science, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring). We rely on parents/guardians 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.

Data Protection Policy of South Tipperary VEC

A copy of the full Data Protection Policy of South Tipperary VEC is available on request from The CEO, South Tipperary VEC, Administrative Offices, Western Road, Clonmel, Co. Tipperary.

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, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs student names will not be recorded with the picture. If you would prefer not to have your child's photograph included in such records, please notify the school principal.

Part 6 (Contract)

Student

Date: _____

Name: _____

As a student in St. Ailbe's 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 (Contract and Consent)

In registering my above named child as a student in St. Ailbe's 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.

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 explicit consent for St. Ailbe's school, to confirm, retain, use and disclose the information I have provided in accordance with the South Tipperary VEC Data Protection Policy (as summarised above).

Parent/Guardian Signature(s): _____

Date: _____

Office use only:

Date of Interview

Members of Interview Board

Decision of Committee

Date
