

# Admission to St Manchan's N.S School Year 2025 – 2026

Class \_\_\_\_\_

Please complete all sections of this form

## General Information on Child

First Name:

Name used at home if different

Surname;

DOB:

PPSN:

Gender:

Home Address:

Eircode:

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Nationality: \_\_\_\_\_

Religion: \_\_\_\_\_

Language spoken at home \_\_\_\_\_

Siblings in the school: Yes  No  (Please tick)

Name(s) of sibling(s):

Sibling's class:

Previous School attended (if applicable) \_\_\_\_\_

**General Information on Parent(s)/Guardian(s)**

Parent/Guardian

Parent/Guardian

Name:

Name:

Address (if different from child's):

Address (if different from child's):

Mobile No:

Mobile No:

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

Mobile number for TextaParent (only one please): \_\_\_\_\_

**Emergency Contacts:**

Please supply contact telephone numbers in case of an emergency and when parents are unavailable (e.g. friend, relative, childminder)

Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Does your child attend a:

Creche	Yes	No	If yes, please name: _____
Playschool/Montessori	Yes	No	

**Health Information**

Does your child have:	Yes	No
Hearing difficulties		
Vision difficulties		
Speech difficulties		
Language difficulties		
Physical difficulties		
Allergies		
Other		

If you have answered Yes to any of the health information questions, please explain

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Has your child been assessed by a :	Yes	No
Speech Therapist		
Occupational Therapist		
Psychologist		
Other specialist (If yes, please specify here:		

If Yes to any of the above, please attach a copy of report.

If there is any further information regarding your child/family that you think is important we should be aware of, please outline below.

**Please read the following points and sign if you accept/give your consent.**

**School Tours/Outings**

Please tick the box that you give your permission for your child to travel to and from events, which are organised as school related activities such as school tours, local educational visits, field trips, matches, quizzes, choir etc.

**Photographs**

From time to time a class teacher or photographer may take photographs of children or classes in the school, for educational purposes. These photographs may be displayed in the classroom, school building, or the school website. Please note that a child's name will never appear with his/her photo..

**Stay Safe Programme**

The school teaches Stay Safe lessons on personal safety and Relationship and Sexuality lessons on developing and changing. Both programmes are recommended and vetted by the Department of Education.   
Further information is available from the school.

**Accidents and Administration of Medicines**

In accordance with the school policy on Accidents and the Administration of Medicines it is vital that teachers have permission to apply First Aid to your child. It is the school policy, in the interest of Health and Safety, to cover small cuts with a hypo allergic plaster.

**Medical Intervention**

If emergency medical intervention is required, then a parent/contact person will be telephoned and a doctor/ambulance phoned. If necessary, your child will be brought to a doctor or hospital.

**School Ethos**

St. Manchan's N.S. is a Catholic school. Please sign below that you accept this ethos, as presented by the Grow in Love programme taught by the school, as directed by the Diocese of Ardagh and Clonmacnois.

**Healthy Lunch**

Please tick the box that you accept and will adhere to our Healthy Lunch Policy.

**Tests**

At times the class teacher may enlist the help of the Learning Support teacher(s) to administer Standardised or Diagnostic tests in order to assist the educational progress of pupils.

Should any concerns arise following these tests we will contact you.

**Birthday Invitations**

To avoid upsetting children birthday invitations are not to be distributed on the school grounds.

Please answer each of the following questions:

1. In respect of the above named child, have you have accepted an offer of admission for another school or schools?

Yes  No

If yes, please provide details of the offer(s):

2. In respect of the above named child, have you applied for and are you awaiting confirmation of an offer of admission from another school or schools? Yes  No

If yes, please provide details of the school(s) concerned.

3. Confirmation that the Code of Behaviour of St. Manchan's National School is acceptable to you is a requirement of admission. (Please see attached)

Please tick the box below to confirm that the Code of Behaviour is acceptable to you and that you will make all reasonable efforts to ensure that your child is compliant with this code.

Yes, I confirm that the code of behaviour is acceptable to me/us and that I/we will make all reasonable efforts to ensure that our child is compliant with this code.

**Declaration:**

I/We being the Parent(s) Guardian(s) of the applicant do hereby confirm that the information provided on this acceptance form is accurate and I/we consent to its use as described.

Parent/Guardian's Signature:

Parent/Guardian's Signature:

Date:

Date:

**Office Use only:**

Date  
Acceptance  
Received

D	D	M	M	Y	Y

## **St Manchan's N.S. Data Privacy Policy Statement**

The information provided on this form will be used by St. Manchan's N.S. to apply the selection criteria for enrolment in Junior Infants and to allocate school places in accordance with the School's Admission Policy and the School's Annual Admission Notice.

Where a pupil is admitted to the school, the information will be retained on the pupil's file.

On acceptance of an offer of admission, this information will be entered in the School Administration System Aladdin and will be uploaded to the Primary Online Database. The Primary Online Database (POD) is a nationwide individualised database of primary school pupils, hosted by the Department of Education.

In the event of oversubscription, a waiting list of students whose applications for admission to St. Manchan's N.S. were unsuccessful due to the school being oversubscribed will be compiled, and will remain valid for the school year in which admission is being sought. (Section 13 – School Admission Policy)

Should your child be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

Where a child's name is placed on a waiting list, and the child is not admitted to the school, the information provided on the form will be retained for the duration of the school year and will be securely destroyed thereafter.

Section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students. The information which may be provided to a patron or another Board of Management for this purpose may include all or any of the following:

- I. The date on which an application for administration was received by the school
- II. The date on which an offer of admission was made by the school;
- III. The date on which an offer of admission was accepted by an applicant;
- IV. A student's personal details including his or her name, address, date of birth, and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)