



**F.C.J. SECONDARY SCHOOL,
BUNCLODY
Year of 2027-2028**

Student Information:

Name of Student on Birth Cert: _____

Name Student would like to be known as (if different to above): _____

Student's Date of Birth: _____ **Gender:** _____

Student's Religion: _____

PPS No: _____

Full Postal Address (all correspondence will issue to this address): _____ **Primary School Attended:** _____

_____ **Eircode:** _____

Parental Information:

Mother's Maiden Name _____

Parent/ Guardian Details

Surname _____

First Name _____

Address: (If different to above)

Email address: _____

Contact Number: _____ ☐

Work/Additional Number: _____

Parent / Guardian Details

Surname _____

First Name _____

Address: (If different to above)

Email address: _____

Contact Number: _____ ☐

Work/Additional Number: _____

Please tick the box of the main number to receive school correspondence

Family Information:

No. Of Children in Family: _____

Student's Place in Family: _____

Siblings who are attending/ have attended FCJ: _____

Please forward a copy of student's Birth Certificate with this enrolment form

Health & Educational Details - Confidential

Health Concerns for Child: Is your child allergic to any medicine (e.g. penicillin) Please give details below

Does your son/daughter have any medical condition?

If there is any other issue (family, financial, etc.) which, in your opinion would adversely affect your son's/daughter's progress in school or participation in school related activities please attach a note outlining the problem and mark it “For the attention of the Principal”

Educational Details & Academic Progress (Required for the assessment of individual education needs)

Entrance Tests

Traditionally all incoming students were assessed prior to their arrival in FCJ, now this testing will take place in September when students have settled into our school.

The Cognitive Abilities Test is an assessment that is designed to help students and their teachers understand how each individual student learns. The PPAD-E test is an assessment of literacy skills. These test results help teachers decide about the pace of learning that is right for a student and whether additional support is needed.

I give permission for my child to sit the above Entrance Tests in September of First Year:

Signed: _____

In the event concerns are raised about the academic progress of a student, the Special Education teacher may need to test in the areas of literacy, numeracy, behaviour & or social skills.

If these concerns are raised about your child & their progress, do you give permission for your child to be tested by the Special Education teacher? Yes ☐ No ☐

If yes please sign: _____

Does your child have a diagnosed Special Educational Need? Yes ☐ No ☐

If yes please give details

Does your child have an up-to-date psychological report? Yes ☐ No ☐

Has your child had access to an SNA? Yes ☐ No ☐

Does the student currently have an exemption in:

Irish Yes ☐ No ☐

Modern Foreign Language Yes ☐ No ☐

If you answered Yes please indicate the reason:

Please forward a copy of all psychological reports with this enrolment form

Code of Behaviour & Other Policies

When Parents/ Guardians & Students sign the Code of Behaviour, they are accepting it as their duty to support both the code and the sanctions employed when the code is broken.

Once a student enters this school, he/she is subject to the discipline of the school and is entitled to remain as a student only as long as he/she accepts and obeys the discipline and code of behaviour of the school.

The Board of Management reserves the right to add to or alter the Code of Behaviour and School rules.

Please find the Code of Behaviour attached, Please read carefully and both you & the students sign below to indicate your acceptance of the Code.

Agreement to Abide by Code of Behaviour

I have read and understand the Code of Behaviour of FCJ Secondary School, Bunclody and I agree to abide by the Code of Behaviour and the School Rules.

Signed: _____

Date: _____ (Parent/ Guardian)

Signed: _____

Date: _____ (Student)

ICT Acceptable Use Policy

Please review the school Internet Acceptable Use Policy enclosed.

Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph ☐ **I do not accept the above paragraph** ☐

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website & app.

I accept the above paragraph ☐ **I do not accept the above paragraph** ☐

(Please tick as appropriate)

Parent's Signature: _____ Date: _____

GDPR Privacy Note for Students & Parents / Guardians

I have read GDPR Privacy Notice attached

Please sign below to acknowledge your understanding and acceptance of the information and terms laid out in this Privacy Notice. This consent for data processing will last for the name student(s) below for the duration of their time in FCJ Bunclody, and will not need to be signed each year unless policies change, at which point the school will notify you of such. You have the right to withdraw this consent at any time a written request to so.

Student Signature: _____

Date: _____

Parent / Guardian Signature : _____

Date: _____

Guidance & Counselling – Confidential

At FCJ Secondary School we endeavour to provide a safe, caring and supportive environment for all of our students, one in which they can reach their full potential both social and academic. Our Pastoral Care system is student centred and our Care Team is an integral part of that system. The Care Team, which meets regularly, consists of the School Counsellor(s), the Guidance Counsellor, the School Chaplain, a Learning Support Co-ordinator, a Deputy Principal and the Principal.

The Guidance Counselling service is an important part of the school's curricular activities and the learning process. It provides class group and individual career information and an advisory service to students. Information and advice is provided on subject choice, college application and they are there to help students understand about careers and assist with any decisions students have to take that may affect their career prospects. The Guidance Counsellor also provides support to students to assist in the various transitions through the student's educational journey.

Aside from their Spiritual role, the work of the School Chaplain involves meeting students on a one-to-one basis to confidentially discuss problems. Sometimes students just need a listening ear, someone to recognise and talk through their issues. The Chaplain may, if necessary, refer students to a school Counsellor.

In light of the many challenges facing the youth of today the counselling service is provided to give care and support to students learning to cope with the many aspects of growing up. The counselling process helps empower students to explore their thoughts and feelings and the choices open to them, to make decisions, change behaviours and resolve issues in their lives.

Counselling available at FCJ Secondary School is offered and carried out under the guidelines set out in the Code of Ethics of the major counselling associations in Ireland. All sessions are confidential and the information discussed therein will not be disclosed unless a child safeguarding issue is identified in which case the Designated Liaison Person in the school will be notified and due process will follow.

A school Counsellor will contact parent(s)/Guardian(s) should it be deemed necessary. All records are stored in a General Data Protection Regulation (GDPR) compliant manner. The voluntary participation in counselling of the referred student is respected by all concerned. A referral, to any of the services outlined in this letter, can arise as result of a concern raised by a parent, a member of school staff or by the individual student.

We ask for your support in ensuring that your son/daughter can avail of the support services on offer should the need arise. To that end we are asking you to sign the permission slip below.

In signing this form, I have read and understand the services outlined in this letter and am in agreement that my son/daughter may avail of these services if necessary.

Student name: _____

Address: _____

Parent(s)/Guardian(s) signature _____

Note on Student Mobile phones

Students are not allowed to use mobile phones on the school premises unless under specific instruction by their class teacher for educational purposes. At all other times phones must be powered off and stored in a phone pouch.

Sanction – Confiscation: 1st & 2nd Offense: Phone taken from students & must be collected by parent/ guardian at a time of their discretion.

On the 3rd offense the phone is taken from the student for 5 school days & collected by parent/guardian at the end of that period. Phone used during School House Exams will be confiscated for 8 weeks

Signed Student: _____

Signed Parent(s) / Guardian(s) _____

Founded by the Sisters, Faithful Companions of Jesus, in 1861

Companionship

Justice

Excellence

Hope

Dignity

Gentleness