



Admission Policy

Admission Policy of Ballynacally N.S.

School Address: Ballynacally N.S., Ennis, Co. Clare

School Website: www.ballynacallyns.ie

Roll number: 18639E

School Patron: Bishop Fintan Monahan

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 2nd December 2024. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Ballynacally N.S. admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Ballynacally N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop Fintan Monahan of Killaloe diocese.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith;

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Stonehall NS shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined

by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Mission Statement:

Ballynacally National School is a Roman Catholic School. The school is under the Patronage of Bishop Fintan Monahan, Bishop of the Diocese of Killaloe, and is recognised by the Department of Education and Science.

As a Catholic school, our aim is to promote the full and harmonious development of all aspects of the pupils under our care: intellectual, physical, cultural, moral and spiritual.

In our school we strive to be a centre of excellence where

- High professional standards are maintained
- A spirit of mutual respect and reverence is promoted
- Christian values of forgiveness, reconciliation, new beginnings and hope are reflected in our Code of Behaviour

We welcome all cultures and traditions. Concern and compassion for all form the cornerstone of our school. All our work is underpinned by our values of truth, respect, justice and freedom.

3. Admission Statement

Ballynacally N.S. will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Ballynacally N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Ballynacally N.S. is a school which has established two classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

Ballynacally N.S. will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Ballynacally N.S. will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

4. Categories of Special Educational Needs catered for in the school/special class

Ballynacally N.S. with the approval of the Minister for Education and Skills, has established both an ASD Early Intervention class and an ASD class to provide an education exclusively for students with autism.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

Ballynacally is a Roman Catholic School and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special classes attached to Ballynacally N.S. provide an education exclusively for students with autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Criteria for enrolment into the ASD class:

- Diagnosis - Child must be diagnosed as being on the Autistic Spectrum and have a recommendation for placement in a special class attached to a mainstream school.

Criteria for enrolment into the Early Intervention ASD class:

- Each child attending the Early Intervention ASD class must have a definite diagnosis of Autism; the diagnosis must be made using a professionally recognised clinical and psychological procedure. In addition, applicants must have a written professional recommendation for a place in an ASD pre-school in a mainstream setting.
- The child must be between the age of three and five years upon enrolment/admission. A child who turns six during the academic school year should not be in a preschool setting and therefore may not be considered for enrolment/admission in the Early Intervention Pre-school. It is compulsory to be enrolled in National School by the age of 6.
- A child may only be enrolled in the Early Intervention Pre-school for a maximum of two academic school years. Placement in the pre-school is subject to a yearly review.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Selection criteria for Ballynacally N.S. (junior infants to sixth class):

1. Applicants with siblings currently enrolled in the school (including step siblings, resident at the same address), priority eldest;
2. Children residing in the parish, priority eldest;
3. Children of past pupils, priority eldest
4. Children of permanent staff members, priority eldest.

Selection criteria for ASD class

1. Pupils currently enrolled our mainstream school and seeking to transfer to the ASD class. (Priority eldest)
2. Applicants with siblings currently enrolled in the school, including step siblings, resident at the same address. (Priority eldest)
3. Children living within the parish. (Priority eldest)
4. Children of current school staff. (Priority eldest)
5. Children currently enrolled in another local (15km) mainstream class school
6. Children whose home address is closest to the school if the child is normally resident outside the catchment area.
7. If any places remain, they will be allocated on the basis of age, the eldest child/children enrolled first, according to the child/children's birth certificate.

Pupils enrolled in the Early Intervention ASD class do not have automatic enrolment entitlements in the ASD class.

Selection criteria for Early intervention ASD class

Places will be allocated in the Early Intervention ASD class in accordance with the following criteria and in the following order:

1. Children with siblings in the Early Intervention Pre-school or in Ballynacally N.S. including step siblings, resident at the same address. (Priority eldest)
2. Children whose primary residence is in the parish. (Priority eldest)
3. Children of current school staff (Priority eldest)
4. Children whose home address is closest to the school if the child is normally resident outside the catchment area.
5. If any places remain, they will be allocated on the basis of age, the eldest child/children enrolled first, according to the child/children's birth certificate.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Should demand continue to exceed places available offers will be made on the basis of chronological age; should there be only one place available to two children who applied on the same day the place will be offered to the older child.

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service
- (b) the payment of fees or contributions (howsoever described) to the school,
- (c) a student's academic ability, skills or aptitude;
other than in relation to:
 - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
 - other than in the case of the school wishing to include a selection criteria based on siblings of a student attending or having attended the school.
- (g) the date and time on which an application for admission was received by the school,
 - however if closing date for applications has passed and places are still available, date and time will be used to determine the 'first come, first served basis principle'.

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to Ballynacally N.S. will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)

- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place may be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Ballynacally N.S. you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Ballynacally N.S. where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that 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.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission 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).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Ballynacally 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.

Placement on the waiting list of Ballynacally N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Ballynacally 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.

Placement on the waiting list of Ballynacally N.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to September 30th of the current academic year.

16. Declaration in relation to the non-charging of fees

The board of Ballynacally N.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parents/guardians of the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parents/guardians of the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The policy was ratified by the Board of Management of Ballynacally N.S. on _____.

Signed: _____

Chairperson, Board of Management

Signed: _____

Principal

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.

Appendix (1)

Application Form
Ballynacally N.S.

Official
Stamp

Pupil's First Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Address (at which the applicant resides): _____

Name and class of Sibling(s) currently enrolled: _____

Parish in which the applicant resides: _____

Parent(s)/Guardian(s) Details:

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Signature 1: _____ Signature 2: _____

Date: _____ Date: _____

Completed enrolment applications must be returned to **Ballynacally NS** no later than **3pm** on the _____

Ballynacally National School

Ballynacally, Ennis, Co, Clare. Tel: 065 6832533 Roll No.18639E



Pupil Enrolment Form Juniors - 6th Class

Date _____

Child's name _____

Date of Birth _____

Child's PPSN Number: _____

Father's Name: _____

Mother's Name: _____

Email Address: _____

Child's Address **including postcode:**

Name of nominated 3rd party contact and relationship with family/child (if applicable)

Contact Details:

Home: _____

Father's Mobile No. _____

Work No: _____

Mother's Mobile No. _____

Work No: _____

Child Minder/Nominated 3rd party contact no: _____

Preferred mobile phone for school texts: _____

Name of Pre-school attended (If applicable):

Place in Family i.e. 1st/2nd etc: _____

No. of siblings in school at present: _____

Classes: _____

Health Issues/ Treatments:

Please outline any health problems or allergies or any special requirements that we in the school should be aware of:

Medication	Yes	No
	[]	[]

Comment: _____

Laterality	Right handed	Left Handed	Mixed
	[]	[]	[]

Referral to other Agencies:

Has your child been referred to any other outside agency e.g. Speech Therapist, HSE Social Worker, Psychologist, Specialist?

Yes []

No []

Comment: _____

Other Information:

Please give any details and specify any condition not referred to above which might be considered to affect your child's ability to benefit from school. If you have any concerns which are confidential please speak with your child's teacher/school principal.

Comment: _____

Parents'/Guardians' Signature: _____

Date: _____

Data Protection:

The information in this form is necessary for the work of the school and is confidential to the school. For the purpose of administration we will input your child's data into the schools administration system: Aladdin. Aladdin which is owned and run by Cloudware Ltd is a secure software system. This data is transferred to the Pupils Online Database that is aligned to the Department of Education.

The school is also asked to provide information to the HSE and other state agencies to facilitate their work such as immunisations, sight and hearing tests and dental appointments etc.

Please sign below to signal your agreement that your child's personal details can be used in this way.

Parents'/Guardians' Signature: _____ **Date:** _____

Please enclose a copy of child's birth certificate.

Ballynacally National School

Ballynacally, Ennis, Co, Clare. Tel: 065 6832533 Roll No.18639E



Enrolment Application Form

Early Intervention Class for children with Autism

Name of Child	
Date of Birth	
Address:	
School Year for Enrolment	
Contact Telephone Numbers	
Mother's Name	
Father's Name	

3rd party name and contact number:	
Vaccinations record Please supply list of vaccinations your child has received and dates received.	

Has your child been assessed for autism? Yes/No

If so, who conducted the assessment and when?

—

—

Has your child received a diagnosis of autism? Yes/No

Has a written recommendation being provided? _____

Has your child any other diagnosis of a disability? Please specify _____

—

—

Has your child a learning disability?Yes/No

If so, please specify. (If unsure please contact a member of the assessment team.)

Severe/Profound Moderate Mild

With regard to future schooling, what is the recommendation of the assessment team?

Has a written recommendation being provided.....Yes/No

How would you describe your child's general behaviour?

Very challenging

Challenging

Not challenging

Please give
examples

How would you describe your child's ability to communicate?

Age appropriate

Delayed

Non –Verbal

Please give
examples

How would you describe your child's ability to interact with others?

Very Sociable

Sociable

Avoids Interaction

Please give

examples _____

—

—

Outline your child's development in the following areas. Please be specific.

Toilet training

—

—

Toilet training can be assisted in the class. The child needs to show signs of being ready both at home and at school. Following initially starting at home it can be continued in school. The child's intervention team including occupational therapist and or nurse will be asked for assistance when required.

Dressing skills

—

—

Eating

—

—

Mobility/Physical Fitness

—

—

Your child's placement in the Early Intervention Class will be reviewed at the end of each school year. In consultation with the multi-disciplinary team the school will advise you on the future schooling needs of your child.

Please note that placement in the Early Intervention Class does not entitle your child to a placement in the mainstream school or ASD class.

Data Protection:

The information in this form is necessary for the work of the school and is confidential to the school. For the purpose of administration we will input your child's data into the schools administration system: Aladdin. Aladdin which is owned and run by Cloudware Ltd is a secure software system. This data is transferred to the Pupils Online Database that is aligned to the Department of Education.

The school is also asked to provide information to the HSE and other state agencies to facilitate their work such as immunisations, sight and hearing tests and dental appointments etc.

Please sign below to signal your agreement that your child's personal details can be used in this way.

Parents'/Guardians' Signature: _____ **Date:** _____

Please enclose a copy of child's birth certificate.

Ballynacally National School

Ballynacally, Ennis, Co, Clare. Tel: 065 6832533 Roll No.18639E



Enrolment Application Form

ASD Class

Pupil Details

First Name: _____

Surname: _____

Date of Birth: _____

Gender: _____

P.P.S. Number: _____

Address: _____

Eircode: _____

Parent / Guardian Details 1

Name: _____

Address: _____

Tel. No. _____

Email: _____

Parent / Guardian Details 2

Name: _____

Address: _____

Tel. No. _____

Email: _____

3rd party name and contact number: _____

Please submit the following with the Pre-Enrolment Application Form:

Reports confirming:

1. An up to date psychological assessment (within 2 years of date of application) stating the child's disability in line with the designation for ASD special class - diagnosis of ASD.
2. The child's complex or severe learning need that requires the support of a special class setting and the reasons why this setting is the most appropriate.
3. Any reports from a multi-disciplinary team or any part thereof.

Reports should support the key consideration of:

- (a) Diagnosis - child must have professional reports as outlined above.
- (b) Reports must state that an ASD special class in a mainstream school is the most appropriate setting for your child and the reasons why. Reports should differentiate between a special class setting and special school setting to ensure the needs of the child are accurately met. Consideration for special class enrolment will be provided where reports state special class provision is the most suitable placement to meet your child's learning needs.

All relevant reports must be included with this pre-enrolment application form. Failure to submit a report can result in the termination of an enrolment offer at the discretion of the Board of Management.

Signature 1: _____

Date: _____

Signature 2: _____

Date: _____

Return by post or email to:

Ballynacally N.S., Ballynacally, Ennis, Co. Clare or

ballynacallynationalschool@gmail.com

Data Protection:

The information in this form is necessary for the work of the school and is confidential to the school. For the purpose of administration we will input your child's data into the schools administration system: Aladdin. Aladdin which is owned and run by Cloudware Ltd is a secure software system. This data is transferred to the Pupils Online Database that is aligned to the Department of Education.

The school is also asked to provide information to the HSE and other state agencies to facilitate their work such as immunisations, sight and hearing tests and dental appointments etc.

Please sign below to signal your agreement that your child's personal details can be used in this way.

Parents'/Guardians' Signature: _____ **Date:** _____

Please enclose a copy of child's birth certificate.