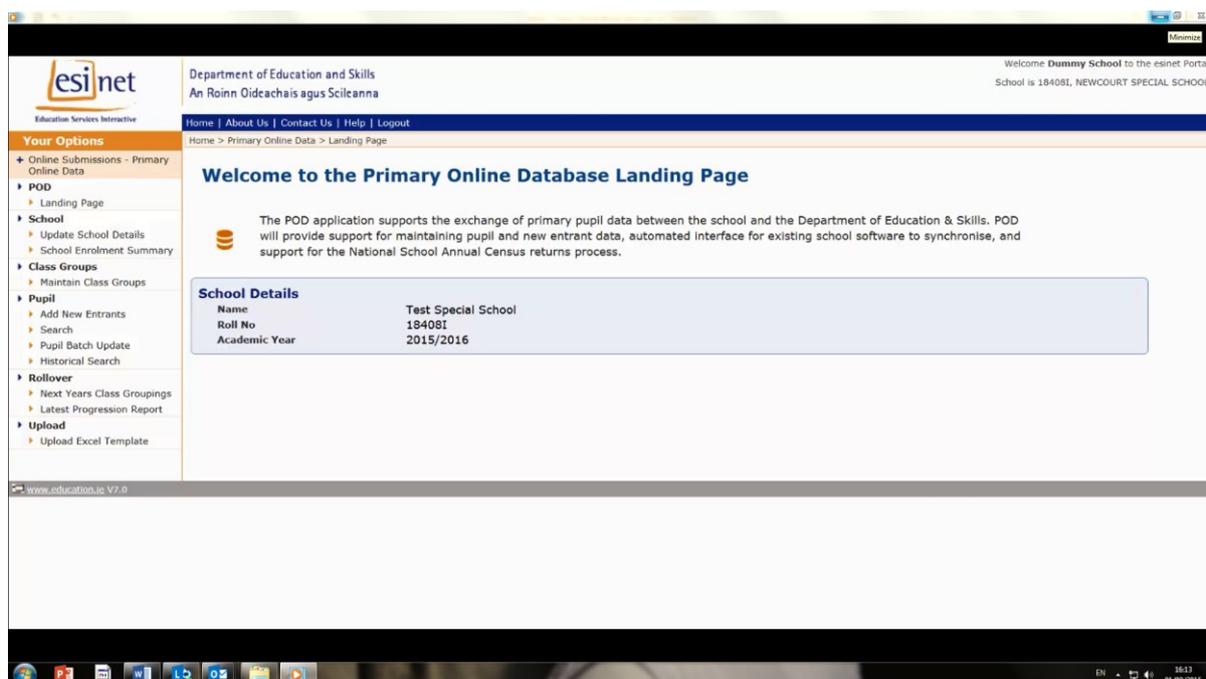
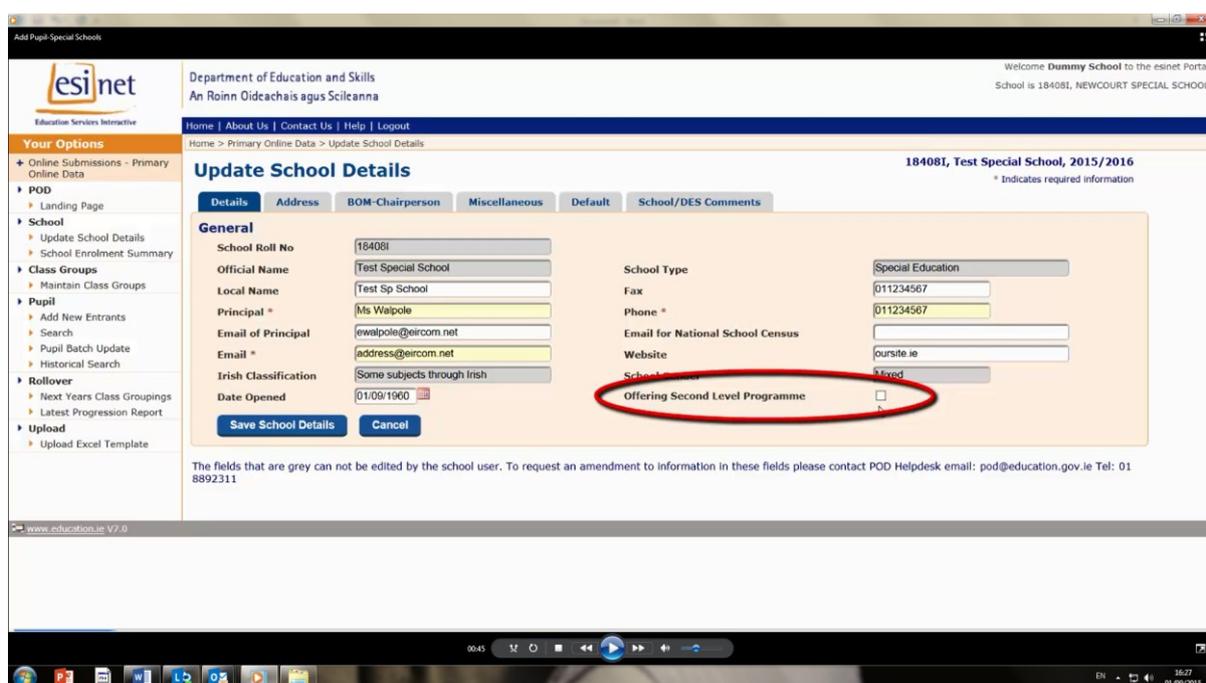


# PUPIL – ADD NEW ENTRANT PAGE



Prior to adding any pupil information, if your school offers any post primary level courses to your pupils please indicate this in POD. To do this, please go to Your Options Menu on the left hand side of the screen and under school, select **Update School Details**. This will bring up your school details and you will notice on the right hand side of the page it will say offering Second level programme. If your school offers any second level programme to any pupil please tick this. Then click Save School details. A message will then appear in green saying Save Successful.



# PUPIL – ADD NEW ENTRANT PAGE

You are now ready to enter pupil information into POD. To do this, go back to Your Options menu on the left hand side of your screen and under Pupil, please click **Add new Entrants**.

The screenshot shows the 'Update School Details' page for '184081, Test Special School, 2015/2016'. The 'Pupil' menu item is circled in red. The form contains the following fields:

Field	Value
School Roll No	184081
Official Name	Test Special School
Local Name	Test Sp School
Principal *	Ms Walpole
Email of Principal	ewalpole@eircom.net
Email *	address@eircom.net
Irish Classification	Some subjects through Irish
Date Opened	01/09/1960
School Type	Special Education
Fax	011234567
Phone *	011234567
Email for National School Census	
Website	oursite.ie
School Gender	Mixed
Offering Second Level Programme	<input checked="" type="checkbox"/>

This will bring up a blank screen to add information on your pupil. Firstly add in forename, then surname. Please note the red asterisks, this indicates information must be added. Next information needed is PPSN or Mothers birth surname, which also means mother's maiden name. One or the other or both of these pieces of information have to be entered. Next is the date of birth, you can this in manually or click on calendar. Gender is next and this is the final piece of information needed in the top section.

Below you need the name and address and the county where the pupil resides. You will be asked for nationality and you can select this from drop down menu. The next question is **Ethnic or cultural background, this requires parental or guardian consent before you return this information to the Department**. If you don't have parental or guardian consent or the parent refuses to give you this information please select option at the end of the drop down menu which says "no consent". Note that these categories are based on the census of population in 2011 and will also be asked in the census of population in 2016. **Religion also requires parental or guardian consent**. If you don't have consent please select "no consent". When you are finished on first page please click Next.

# PUPIL – ADD NEW ENTRANT PAGE

The screenshot shows the 'Add New Entrant -> New Enrolment' page in the esinet system. The page is for '184081, Test Special School, 2015/2016'. The form includes the following fields and values:

Field	Value
Forename *	Samantha
Surname *	Levingstone
PPSN *	7597546Q
Mother's Birth Surname	Smith
DOB *	01/03/2006
Gender *	Female
Birth Certificate Forename	Samantha
Birth Certificate Surname	Levingstone
Address 1 *	15 The Wood
Address 2 *	Clontarf
Address 3	
Address 4	
County *	Dublin
Nationality *	Dual Nationality (Ireland and Other)
Ethnic or cultural background	White Irish
Religion	Buddhist

A 'Next' button is located at the bottom of the form.

This will now bring you into the enrolment details of the pupil in your school. The year will automatically default to the current year. You will be asked for the enrolment date of the pupil, this is the enrolment date of the date the pupil **first enrolled** in your school. It is not the date they start each year.

Next is the source of the pupil, where did the pupil come from before they enrolled in your school. Next question is what standard your pupil is in. This will depend on how your school is set up. In some special schools all the classes are just special classes or in other special schools they have them in standards, ie. Junior, Senior, First Class etc. There is also a category for post primary classes for schools that offer this.

The next question is **capitation category**. This is compulsory. This is to assist the Department in paying the appropriate capitation to your school. If you click on the drop down menu there are three capitation categories and they're based on different rates. See below table for more information.

## PUPIL – ADD NEW ENTRANT PAGE

Capitation Category		Under 12 years	12 years & over
Category 1	Mild General Learning Disability	544	819
	Specific Learning Disability		
Category 2	Visual Impairment	819	819
	Hearing Impairment		
	Moderate General Learning Disability		
	Emotional Disturbance		
	Physical Disability		
	Specific Speech and Language Disorder		
Category 3	Profoundly Deaf	840	840
	Severe/ Profound General Learning Disability		
	Severe Emotional Disturbance		
	Autism/Autistic Spectrum Disorders (ASD)		
	Multiple Disabilities		

Next question is a teacher/class name. If you've set up your class groupings a list of all your class groupings will be here and you select the appropriate teacher. If you haven't set up your class groupings this drop down menu will be blank and you can come back to it after you have set them up.

The next question asks about programme details. As your school offers a post primary course you will be asked if the pupil is following any of these programmes. If they are, then drop on the drop down menu and select appropriate programme. If your school offers an alternative type of post primary qualifications then click on second category and indicate which level the programme is at.

Now you have entered all the pupil details you click save.

# PUPIL – ADD NEW ENTRANT PAGE

The screenshot shows the 'Add New Entrant' page in the esinet portal. The page is titled 'Add New Entrant' and is for '184081, Test Special School, 2015/2016'. The form contains the following fields:

- Forename: Samantha
- Surname: Levingstone
- Pupil ID: 79787
- Current Academic Year: 2015/2016
- Enrolment Date: 26/08/2013
- Pupil Source: Childcare Setting/Pre-Primary Education
- Standard: First Class
- Capitation Category: Capitation Category 1 (under 12 544 euro/over 12...)
- Teacher/Class Name: Mr Breen
- Junior or Leaving Certificate Programme: Please Select...
- Other programme on the National Framework of Qualifications: Please Select...

A red circle highlights the 'Save' button at the bottom of the form.

A message will then appear saying you have created the pupil successfully and an option appears asking if you want to review the pupil and look at their details or add another pupil.

If you have any queries on this, please contact POD helpdesk on (01) 8802311