

ADD NEW ENTRANT PAGE



Education Services Interactive

Department of Education and Skills
An Roinn Oideachais agus Scileanna

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Home > Primary Online Data > Add New Entrant Personal Details

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Add New Entrant

School Roll No 160273, S N MUIRE
* Indicates required information

Forename* Surname*
 PPSN* --OR-- Mother's Maiden Surname*
 DOB* Gender*

Personal

Birth Certificate Forename Birth Certificate Surname
 Address 1*
 Address 2*
 Address 3
 Address 4
 County*
 Nationality*
 Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?
 Ethnic or cultural background
 Religion

Irish Exemption

Irish Exemption Type

Enrolment Details

What is the pupil type?* Mainstream Pupil Special Class Pupil

Next



- Use the 'Add New Entrant' page to enter a new pupil's personal details into POD and click the 'Next' button to move on to the enrolment details tab. Data fields marked with an asterisk (*) are mandatory. Save details on a regular basis to avoid losing data!

Pupil Forename & Surname	Free text fields.
PPSN	Free text field. It is very important that this field is completed if available.
Mother's maiden surname	Free text field. Required to validate PPSN. Enter surname only, not full name.
Date of Birth	Choose from calendar
Gender	Choose male or female from dropdown list
Birth Certificate Forename & Surname	Free text fields. Required to validate PPSN
Address	Free text fields
County	Choose from dropdown list
Nationality	Choose from dropdown list. Ireland is listed first. If pupil has dual nationality including Irish nationality then Ireland should be chosen from the list.
Is one of the pupil's mother tongues Irish or English?	If the pupil speaks Irish or English at home select 'Yes'. If the pupil never speaks Irish or English at home select 'No.'
Ethnic or Cultural Background	This field requires parental permission to be completed and is not compulsory (refer to Fair Processing Notice). Choose from dropdown list.
Religion	Choose from dropdown list.
Irish exemption	Select the category under which the exemption was granted. If pupil does not have an exemption then leave blank.
What is the pupil type?	Select whether the pupil is in a mainstream or special class

NEW ENTRANT – NEW ENROLMENT

New Entrant -> New Enrolment

Academic Year: 2013/2014

School Roll No 15284B, TANEY N S

* Indicates required information

Forename

Surname

Pupil ID

Enrolment Details

Academic Year

Enrolment Date*

Pupil Type

Standard*

Pupil Source

Teacher/Class Name

Learning Support

Is the pupil in receipt of low incidence support through NCSE?

Is pupil receiving support under the General Allocation Model?

▶ [Save](#)

The 'New Entrant – New Enrolment' page is for recording additional information on a pupil's enrolment details and learning support (if applicable). If you have not filled in these details and you need to retrieve a new entrant you can do so by using the Search page.

Information required on Enrolment Details is as follows:

Academic Year

Automatically populated

Enrolment Date

Enter the date the pupil started in the school

Pupil Type

Automatically populated from the 'Add New Entrant' page

Standard

This may be populated from the Default page, 2 or you can select an option from the drop-down

NEW ENTRANT->NEW ENROLMENT (cont.)

Pupil Source	Choose the pupil source from the drop-down list (or default option may be there already)
Teacher/Class name	Select the Teacher/Class name from the dropdown list. You will not be able to input the teacher's name if you have not yet compiled your class groups (on the Maintain Class Groups page). You can continue with the pupil's details at this stage and go back and add the teacher later; or use Pupil Batch Update to assign pupils to a teacher.

- There are two initial questions on learning support. If the pupil does not receive any sort of learning support please leave blank.

Is the pupil in receipt of low incidence support through NCSE?	Click the box and click on 'Yes' if the pupil receives low incidence support
Is pupil receiving support under the General Allocation Model ?	Click 'Yes' if the pupil receives support under the GAM. If you select 'Yes' you will be asked to specify which type of support the pupil receives, (EAL, Learning Support, Specific Learning Disability, Mild/Borderline Mild GLD Resource Teaching). Then you will be asked to say if the pupil has had an assessment to recommend this support

Once complete click on the 'Save' button. You will not get any message that this has saved but if there an error it will bring you back to the page where the error is.

The pupil's enrolment type (Mainstream or Special) can be changed on the Change Enrolment Type tab, if necessary.

Notes about a pupil may be entered into the 'Notes' tab. At present, notes entered here can be seen by Department of Education staff but this is to be changed so that only the school user may see the notes.