



P-POD – Do’s & Don’ts for 2016/2017

- ***Repeat of a Year Exemption*** – if a pupil is repeating a year as designated under the Terms of Department Circular Letter M02/95, details of this exemption should be recorded on the pupil’s record on P-POD with the relevant exemption code and date on the “exemptions” tab on the pupil’s record.
- ***Irish Exemptions*** – If a pupil is being granted an exemption from the study of Irish under the Terms of Department Circular Letter M10/94, details of this exemption should be recorded on the pupil’s record on P-POD with the relevant exemption code and date.
- ***Enrolment & Early Leaving Dates*** – It is important that enrolment dates and early leaving dates are accurately recorded on P-POD, especially if a pupil enrolls or leaves during the school year. If a student had enrolled and attended your school for 2016/17 but subsequently left before the 30th September you must enter a date of leaving for this student on P-POD before generating your October Returns.
- ***Pupil Programmes*** – It is important that pupils’ programmes are recorded accurately e.g. all Leaving Certificate Vocational Programme (LCVP) pupils have been designated as such and the mandatory link modules have been assigned to their subject records. Similarly, all Leaving Certificate Applied (LCA) pupils have been designated as such on P-POD.
- ***Examination Entries for SEC*** – It is imperative that schools take particular care to ensure that the data (subjects and their levels) for their exam entrants for both Junior and Leaving Certificate including those repeating the Leaving Certificate is accurate.
- ***Duplicate Enrolment Records*** - Schools may have inadvertently created multiple records on P-POD for the same pupil when keying new entrants for 2016/2017 or recording pupils returning to the school who had previously left the school as new entrants. If multiple pupil records are identified for the same pupil, the additional record(s) must be deleted prior to submitting your October Returns to the Department.

- ***Inter School Transfer*** – Schools **should always** use the **Inter School Transfer** functionality to enrol a pupil who is transferring into them from another Post Primary school rather than setting them up as a New Entrant. This will avoid duplication of pupil records on P-POD for that specific pupil. The process is outlined in greater detail in the document titled “Inter-School Transfers” included in the October Returns information pack.
- ***New Entrants functionality*** – Schools **should only add** a pupil as a new entrant to P-POD when the pupil is coming into the Post Primary sector for the first time e.g. pupil coming from a primary school, abroad, home tutored or a private primary school.

In cases where the pupil is enrolling in your school after attending another DES-funded Post-Primary school you should use the Inter-School Transfer facility.

Where a pupil is returning to your school after a period of absence out of the education system, you should create a new enrolment record as opposed to creating a new pupil record. To create a new enrolment record you should:

- Search and select the pupil on P-POD
 - Click on the pupils “enrolment” tab
 - Click on “New enrolment record” button at the end of this page. This will create a current school year record for this pupil
 - Update the pupils current details and click on “save enrolment record”
- ***P-POD Progression 2017*** – Schools should try to have a number of processes complete before they run their Progression next year. These are
 - Enter all their new entrants data for 2017/2018
 - Record all early leavers, leaving date, reason and destination
 - Update and maintain programme subject lists
 - Set default enrolment date for 2017/2018 school year
 - Set default progression paths for 2017/2018 school year
 - Update all school contact details on P-POD for the Principal, Chairperson of BOM and October Returns contact.

Multiple Enrolments 2016/2017

Multiple enrolments records arise where a pupil appears to be enrolled in two or more schools simultaneously.

With the advent of PPOD, the Department has at its disposal a suite of enhanced detection procedures which ensures that all such situations are identified.

While the DES recognises that there will always be a certain amount of multiple enrolments due to children applying for enrolment in more than one school, there are certain steps which schools can take to minimise the amount of multiple enrolments -

- PPOD school users are advised to take care that enrolment dates and leaving dates on PPOD are accurate.
- If a new entrant for whom a PPOD record has been created does not turn up, school users should delete that pupil from PPOD as soon as the situation becomes apparent to them but, in any event, before 30 September.
- Where a child has attended your school in the previous year and is expected back, but does not for whatever reason return, (i) the pupil should be marked as an early leaver and (ii) the current enrolment record should be deleted before 30 September. The leaving date is the last day of the previous school year. The early leaving details will transfer to the last academic year.

The DES appreciates the co-operation of schools in keeping the number of multiple enrolment cases to a minimum.

PLEASE BRING THIS TO THE ATTENTION OF ALL STAFF MEMBERS INVOLVED IN THE PREPARATION OF THE OCTOBER RETURNS