



## **PPOD – Do's & Don'ts for 2020/2021**

- **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 PPOD with the relevant exemption code and date on the "exemptions" tab on the pupil's record. **You must also tick the Repeat of Year Indicator on the pupil's enrolment tab.**

- **Irish Exemptions** – If a pupil is being granted an exemption from the study of Irish under the Terms of Department Circular 053/2019, details of this exemption should be recorded on the pupil's record on PPOD as soon as possible with the relevant exemption code and date on the "exemptions" tab on the pupil's record.

- **Enrolment & Early Leaving Dates** – It is important that enrolment dates and early leaving dates are **accurately recorded** on PPOD, especially if a pupil enrolls or leaves during the school year. If a student had enrolled and attended your school for 2020/21 but subsequently left before the 30<sup>th</sup> September you must enter a date of leaving for this student on PPOD before generating your October Returns. **DO NOT DELETE THE PUPIL'S ENROLMENT RECORD.**

- If student has enrolled in the school for 2020/2021 or if a student who had been in the school in the previous academic year and has not returned to the school or informed the school authorities that they have left to enrol in another school then - you must enter a date of leaving for this student on PPOD for the 2019/20 enrolment record - save the changes and then delete that enrolment record using the "delete enrolment record" button on the student's enrolment tab.

- If a new entrant for whom a new PPOD record has been created does not attend, school users should **DELETE** that pupil from PPOD as soon as the situation becomes apparent to them but, in any event, before 30<sup>th</sup> September. **DO NOT MARK THEM AS AN EARLY LEAVER.**

- **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 PPOD for that specific pupil. The process is outlined in greater detail in PPOD Guide 4 “Inter-School Transfers” which is published on the Department’s website [www.education.ie](http://www.education.ie).

- **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 PPOD.
- **Examination Entries for SEC** – *It is imperative that schools take extreme care to ensure that the data (pupil’s personal data, their subjects and levels) for their exam entrant candidates for both Junior Cycle and Leaving Certificate, including those repeating the Leaving Certificate, are recorded accurately on PPOD before submitting your school’s October Returns to the Department.*
- **Duplicate Enrolment Records** - Schools may have inadvertently created multiple records on PPOD for the same pupil when keying new entrants for 2020/2021 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 Return to the department. If you need assistance please contact the helpdesk.
- **New Entrants functionality** – Schools **should only add** a pupil as a new entrant to PPOD when the pupil is coming into the Post-Primary sector for the first time e.g. pupil coming from a primary school, from a 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 always use the Inter-School Transfer facility!!!** You may have to contact the pupil’s previous school to request them to transfer the pupil in question.



In cases where the pupil is enrolling in your school after attending a non DES-funded Post-Primary (Private or other source) school **you should always set them up as a new entrant from scratch, As pupils in non DES-Funded schools are not recorded on PPOD so will not be available on 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 PPOD
  - 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"
  - Input the correct subjects and subject levels for the pupil at that stage
- **PPOD Progression 2021** – Schools should try to have a number of processes complete before they run their Progression next year. These are:
    - **Record all early leavers, leaving date, reason and destination**
    - **Update and maintain programme subject lists**
    - **Set default enrolment date for 2021/2022 school year**
    - **Set default progression paths for 2021/2022 school year**
    - **Enter all their new entrants data for 2021/2022**
    - **Update all school contact details on PPOD for the Principal, Chairperson of BOM and October Returns contact.**

Schools should run progression **BEFORE** they accept pupils who are transferring into their school for the start of a new school year i.e. where pupils leave one school at the end of a school year and are due to commence in another school the following school year.

## **Multiple Enrolments 2020/2021**



Multiple enrolment 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<sup>th</sup> September. **DO NOT MARK THEM AS AN EARLY LEAVER.**
- 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<sup>th</sup> September. The leaving date is the last day of the previous school year. The early leaving details will transfer to the last academic year when the enrolment record has been deleted.

**THIS IS THE ONLY CIRCUMSTANCE WHERE A SCHOOL SHOULD DELETE A PUPIL'S ENROLMENT RECORD.**

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.**