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Abhár:

AISTRIÚ UIMHREACHA UATHÚLA DALTAÍ AGUS BUNEOLAS FAOI DHALTAÍ IDIR EARNÁLACHA SCOILE

Uimhir Chiorcláin:
2010/09

Dáta eisiúna:
28 Bealtaine2010

Spriocluchta:

- Príomhoidí agus Boird Ghobharnóirí i ngach scoil dheontaschúnta;
- Baill foirne scoile a bhfuil baint acu le riarachán taifeaddaltaí;
- Boird Oideachais agus Leabharlainne;
- Comhairle Thuaisceart Éireann um Oideachas Comhtháite;
- Comhairle na Gaelscolaíochta;
- Comhairle na Scoileanna Caitliceacha faoi Chothabháil;

Feasacht Gobharnóirí:
Riachtanach

Achoimre ar Ábhar:

Tugann an ciorclán seo comhairle ar aistriú Uimhreacha Uathúla Daltaí agus Buneolais faoi Dhaltaí idir earnálacha

Fiosrúcháin:

Ba cheart aon fhiosrúchán faoi ábhar an chiorcláin seo a sheoladh chuig

Stádas Ábhair:
Eolas/Comhairle

Cáipéisí gaolmhara:
Ciorclán 2008/24
Ciorclán 2008/18
Nósanna imeachta deireadh bliana C2k
Nósanna imeachta C2k i gcomhair aistriú daltaí

Nósanna imeachta C2k i gcomhair aistriú daltaí Bliain 7/ Bliain8
Nósanna Imeachta I gcomhair Aistrithe
Comhroinnt sonraí agus ceisteanna gaolmhara eisithe ag RO (5 Deireadh Fómhair 2009)

Cáipéisí cealaithe:
Ceann ar bith

Dáta Éaga:
Ní bhaineann

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Subject:

MOVEMENT OF UNIQUE PUPIL NUMBERS AND STUDENT BASIC DETAILS BETWEEN SCHOOL SECTORS

Circular Number:
2010/09

Date of Issue:
28th May 2010

Target Audience:

- Boards of Governors and Principals of all grant-aided schools;
- School staff involved in administration of pupil records;
- Education and Library Boards;
- Northern Ireland Council for Integrated Education;
- Comhairle na Gaelscolaiochta;
- Council for Catholic Maintained Schools.

Governor Awareness:
Essential

Summary of Contents:

This Circular provides advice on the movement of Unique Pupil Numbers and Student Basic Details between school sectors.

Status of Contents:
Information/Advice

Related Documents:
Circular Number 2008/24
Circular Number 2008/18
C2k End of Year Procedures
C2k Pupil Movement Procedures
C2k Pupil Movement Year7/Year 8 Transfer Procedures
Data Sharing and Related Issues issued by DE (5 October 2009)

Superseded Documents:
None

Expiry Date:
Not Applicable

Enquiries:

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Intreoir

D'ullmhaigh an Roinn Oideachais (RO) an ciorclán seo le hiarbhunscoileanna, bunscoileanna agus scoileanna speisialta a chur ar an eolas faoi chóras atá á thabhairt isteach trínar féidir Uimhir Uathúil an Dalta (UUD) agus Buneolas faoi Dhaltaí a aistriú idir an earnáil bhunscolaíochta agus an earnáil iarbhunscolaíochta.

Introduction

This circular has been prepared by the Department of Education (DE) to inform post-primary, primary and special schools of the introduction of a system enabling the movement of the Unique Pupil Number (UPN) and Student Basic Details between primary and post-primary sector.

Cúlra

I Meitheamh 2006, cheadaigh an tAire go dtabharfaí isteach UUD*anna* do dhaltaí i scoileanna deontaschúnta. Tá próiseas an Chomhad Chomónta Aistrithe (CCA) le haghaidh aistriú UUD*anna* i bhfeidhm cheana féin in earnálacha scoile i.e. ó bhunscoil go bunscoil, ó iarbhunscoil go hiarbhunscoil agus ó scoileanna speisialta go scoileanna speisialta. Tá an córas á mhéadú anois le haistriú UUD*anna* ó bhunscoileanna go hiarbhunscoileanna a chlúdach.

Background

In June 2006, the Minister gave approval for the introduction of UPNs for pupils in grant-aided schools. The CTF process for movement of UPNs is already operational within school sectors i.e. primary to primary, post primary to post primary and to and from special schools. The system is now being extended to cover the movement of UPN between primary and post primary schools.

Impleachtaí praiticiúla

1 Ní ceart UUD*anna* a chruthú ach do dhaltaí úra i naíolann agus i mBliain1 atá á gclárú i mbunscoileanna agus do na daltaí sin nár fhreastal riamh ar scoil i dTuaisceart Éireann.

2 Ba cheart seic a dheanamh ar stair scolaíochta scoláirí ó taobh amuigh de Thuaisceart Éireann atá á gclárú i do scoil le feiceáil an bhfuair siad oideachas roimhe seo i dTuaisceart Éireann.

   a. Nuair nach bhfuil oideachas roimhe seo i dTuaisceart Éireann i gceist, ba cheart UUD a chruthú mar a léirítear sa cháipéis Nósanna Imeachta Deireadh Bliana atá le fáil ar mhalartán C2k

Practical Implications

1. UPNs should only be generated for new Nursery and Year 1 pupils enrolling in primary schools and for those pupils who have never attended a school in Northern Ireland.
2. The school history of pupils enrolling in your school from outside Northern Ireland should be checked for prior education in Northern Ireland.

   a. Where there has been no prior education in Northern Ireland, a UPN should be generated as outlined in the End of Year Procedures document available on C2k exchange.

b. Má tá scoláire ag filleadh ar an oideachas i dTuaisceart Éireann, ba cheart CCA a iarraidh ar an scoil dheireanach a raibh an dalta cláraithe inti sular fhág sé Tuaisceart Éireann. Tá na nósanna imeachta d'aistriú CCA*nna* taobh istigh d'earnálacha léirithe sa cháipéis ar nósanna imeachta d'Aistriú Daltaí atá le fáil ar mhalartán C2k

3. Aistriú an CCA ón Earnáil Bhunscolaíochta go dtí an Earnáil Iarbhunscolaíochta

a. Caithfidh bunscoileanna CCD a sheoladh chuig gach iarbhunscoil a bhfuair a ndaltaí as Bliain 7 áit inti don bhliain acadúil úr. Caithfidh CCAnna bheith seolta taobh istigh de sheachtain amháin ón am a bhfaightear an fógra ó Oifig Aistrithe agus Chlárú Oscailte an BOL
b. Caithfidh iarbhunscoileanna an CCA a iompórtáil do gach dalta ar tairgeadh áit dó i mBliain 8 don bhliain acadúil úr ón scoil as ar tháinig sé.

Tá buneolas ar na nósanna imeachta thuas sa leabhrán Aistriú Daltaí Bliain 7 / Bliain 8: Leabhrán an Aistrithe atá le fáil ar mhalartán C2k

4. Thig le tuismitheoirí/caomhnóirí cóip den eolas a bhaineann lena bpáiste agus atá aistrithe idir an bhunscoil agus an iarbhunscoil a iarraidh. Ba cheart do scoileanna a chinntiú fosta go gcomhlíonann siad a ndualgaisí faoin reachtaíocht um chosaint sonraí. Le

b. If a pupil is returning to education in Northern Ireland, a CTF should be requested from the last school at which the pupil was enrolled before leaving Northern Ireland. Procedures for the transfer of CTFs within school sectors is outlined in the Pupil Movement procedures document available on C2k exchange.

3. Transfer of CTF from Primary to Post Primary Sectors:

a. Primary schools must send a CTF to each post primary school in which their Year 7 pupils have been placed for the new academic year. CTFs must be sent within one week of receipt of the notification of Final Placement from the ELB Transfer and Open Enrolment office.
b. Post primary schools must import the CTF, from the originating primary schools for each pupil that has been offered a place in Year 8 for the new academic year.

The above procedures are outlined in the Pupil Movement Year7/Year 8 Transfer booklet available on C2k exchange.

4. Parents/guardians may request a copy of the information relating to their child, which has been transferred between the primary and post-primary school. Schools should also ensure they are fully compliant with their obligations under

haghaidh tuilleadh eolais, féach le do thoil an cháipéis ar comhroinnt sonraí agus ar cheisteanna a bhaineann leis a eisíodh chuig scoileanna ar 5 Deireadh Fómhair 2009

data protection legislation. Please refer to the Data Sharing and Related Issues document that was issued to schools on 5 October 2009 for more information.