Ábhar:

AISTRIÚ SONRAÍ MAIDIR LE DALTAÍ IDIR EARNÁLACHA SCOILE

Uimhir Chiorcláin:
2011/11

Dáta Eisiúna:
27 Bealtaine 2011

Sprioclucht Léite:

- Príomhoidí agus Boird Ghobharnóirí i ngach scoil dheontaschúnta;
- Baill foirne scoile a bhfuil baint acu le riar na dtaifead daltaí;
- Boird Oideachais agus Leabharlann;
- Comhairle na Scoileanna Caitliceacha faoi Chothabháil.

Feasacht Ghobharnóirí:
Riachtanach

Achoimre ar an Ábhar:

Is é atá sa Chiorclán seo comhairle maidir le haistriú Sonraí maidir le Daltaí idir earnálacha scoile.

Fiosrúcháin:

Cuirtear aon fhiosrúcháin mar gheall ar ábhar an Chiorcláin seo chuig:

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Stádas an Ábhair:
Eolas/Comhairle

Doiciméid Bhainteacha:

Ciorclán Uimhir 2008/24
Ciorclán Uimhir 2008/18
Gnáthamh Deireadh Bliana C2K
Gnáthamh C2K maidir le hAistriú Daltaí
Gnáthamh Aistrithe Bliain 7/Bliain 8 C2K maidir le hAistriú Daltaí
Data Sharing and Related Issues a d'eisigh RO
(5 Deireadh Fómhair 2009)

Doiciméid Chealaithe:
Ciorclán Uimhir 2010/09

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INVESTOR IN PEOPLE

Subject:

MOVEMENT OF STUDENT DETAILS BETWEEN SCHOOL SECTORS

Circular Number:
2011/11

Date of Issue:
28th May 2011

Target Audience:

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

Governor Awareness:
Essential

Summary of Contents:

This Circular provides advice on the movement of Student 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Superseded Documents:
Circular Number 2010/09

Expiry Date:
Not Applicable

Enquiries:

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Intreoir

Tá an ciorclán seo i ndiaidh a churtha i dtoll a chéile ag an Roinn Oideachais (RO) d'fhonn eolas a sholáthar d'iar-bhunscoileanna, do bhunscoileanna agus do scoileanna speisialta maidir leis na gnéithe de shonraíocht daltaí atá le haistriú idir earnáil na bunscolaíochta agus earnáil na hiar-bhunscolaíochta.

Introduction

This circular has been prepared by the Department of Education (DE) to provide post-primary, primary and special schools with details of the student data to be transferred between the primary and post-primary sector.

Cúlra

Baintear feidhm as an phróiseas CTF le sonraíocht daltaí a aistriú idir scoileanna speisialta, idir bhunscoileanna, agus idir iar-bhunscoileanna (ciorcláin 2008/18 agus 24). Baintear feidhm chomh maith as an phróiseas CTF le UPNnna agus bunsonraí na ndaltaí a aistriú idir earnálacha scoile m.sh. bunscoil go hiar-bhunscoil. Tá cuntas maidir leis an tsonraíocht atá le haistriú ag bunscoileanna chuig iar-bhunscoileanna agus scoileanna speisialta ar fáil sa leabhrán maidir le Gnáthamh an Aistrithe agus Aistriú Daltaí idir Bliain 7 agus Bliain 8 atá ar fáil ar an mhalartán C2K.

Background

The CTF process is used to move pupil data between special schools, between primary schools, and between post-primary schools(circulars 2008/18 and 24).
The CTF process is also used to move the UPNs and basic student data of pupils moving between school sectors e.g. primary to post-primary. Details of the data to be transferred by primary schools to post-primary and special schools are outlined in the Pupil Movement Year7 - Year 8 Transfer Procedures booklet available on C2k Exchange.

Impleachtaí Praiticiúla

1. Aistriú CTF ó earnáil na Bunscolaíochta go dtí earnáil na hIar-bhunscolaíochta/Scolaíochta Speisialta:

    a. Ní mór do bhunscoileanna CTF a chur chuig gach iar-bhunscoil/scoil speisialta inar tairgeadh áit dá ndaltaí Bhliain 7 don chéad bhliain acadúil eile. Ní mór na CTFnna a chur laistigh d'aon seachtain i ndiaidh scéal a fháil maidir leis Socrúcháin Deiridh ón Oifig Aistrithe agus Rollaithe Oscailte sa Bhord.

Practical Implications

1. Transfer of CTF from Primary to Post-Primary/Special Sectors:

    a. Primary schools must send a CTF to each post-primary/special school in which their Year 7 pupils have been offered a place for the incoming academic year. CTFs must be sent within one week of receiving the notification of Final Placement from the ELB Transfer and Open Enrolment office.

    b. Post-primary/special schools

b. Ní mór d'iar-bhunscoileanna/scoileanna speisialta an CTF a ghlacadh isteach ó bhunscoil gach dalta dár tairgeadh áit i mbliain 8 don chéad bhliain acadúil eile.

c. Ní mór d'iar-bhunscoileanna/scoileanna speisialta a chinntiú go ndéanfar seic maidir le cruinneas/saolré na sonraíochta a chuireann bunscoileanna chucu le tuismitheoir/caomhnóir na ndaltaí atá i gceist.

Tá cur síos ar na gnáthaimh thuas le fáil sa leabhrán maidir le Gnáthamh an Aistrithe agus Aistriú Daltaí idir Bliain 7 agus Bliain 8 atá ar fáil ar an mhalartán C2K.

2. Thig le tuismitheoirí/caomhnóirí cóip den eolas ar a bpáiste atá i ndiaidh a aistrithe idir bunscoil agus iar-bhunscoil/scoil speisialta a iarraidh. Ní mór do scoileanna a chinntiú chomh maith go gcomhlíonann siad go hiomlán a gcuid dualgas maidir le reachtaíocht Cosanta Sonraí. Féach an cháipéis Data Sharing and Related Issues a cuireadh ar fáil do scoileanna ar 5 Deireadh Fómhair 2009 le haghaidh breiseolais.

3. Mar atá amhlaidh i láthair na huaire, ní ceadmhach UPNnna a ghiniúint ach le haghaidh daltaí úra Naíscoile agus Rang 1 a chláraíonn i mbunscoileanna agus le haghaidh na ndaltaí sin nár fhreastail riamh ar scoil i dTuaisceart Éireann.

4. Ba cheart stair scolaíochta na ndaltaí nach as Tuaisceart Éireann dóibh a fhiosrú lena fháil amach ar fhreastail siad ar scoil i dTuaisceart Éireann roimhe.

must import the CTF from the originating primary schools of each pupil that has been offered a place in Year 8 for the incoming academic year.

c. Post–primary/special schools should ensure they check the accuracy/currency of the data passed to them by the primary school with the parent/guardian of the pupils concerned.

The above procedures are outlined in the Pupil Movement Year7 - Year 8 Transfer Procedures booklet available on C2k Exchange.

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

3. As is currently the case, 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.

4. The school history of pupils enrolling in a school from outside Northern Ireland should be checked for prior education in Northern Ireland.

a. Sa chás nár fhreastail siad ar aon scoil i dTuaisceart Éireann roimhe, ba cheart UPN a ghiniúint de réir mar a chuirtear síos sa cháipéis ar Ghnáthaimh Deireadh Bliana atá ar fáil ar an mhalartán C2K.

b. Má tá dalta ag filleadh ar oideachas i dTuaisceart Éireann, ba cheart CTF a iarraidh ar an scoil deiridh ina raibh an dalta rollaithe sular fhág sé/sí Tuaisceart Éireann.

Tá cur síos ar na gnáthaimh maidir le haistriú CTFnna idir earnálacha scoile le fáil sa leabhrán ar Ghnáthamh Aistrithe Daltaí atá ar fáil ar an mhalartán C2K.

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. 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 are outlined in the Pupil Movement procedures document available on C2k Exchange.