



ADMINISTRATIVE CIRCULAR

3/2005

8th September 2005

ENROLMENTS AND THE NEED FOR COMMUNICATION WITH HEALTH STAFF

In relation to our responsibilities regarding Child Protection, we share enrolment data with colleagues from the Health Service. Further to circular 1/2004, and in line with other new procedures:

- i) At the start of this and future academic years, please copy class lists to your school nurse, using the Communication Addresses report by class from Phoenix;
- ii) During the year, please inform your school nurse of new enrolments or departures as and when they occur, by copying to them the Pupil Transfer Form.

BRUCE ROBERTSON

Director of Education, Culture and Sport