

The Population of POD for Special Schools

Dear Principal,

Special schools are now asked to start populating the Primary Online Database (POD) with individualised details of all pupils enrolled in their schools in the 2015/2016 academic year. Please complete the data population phase for your existing pupils by the end of November 2015. POD will be open to special schools from the 7th of September. Note that from the 2016/2017 academic year, it is intended that capitation grants be made on the basis of POD data. The previous basis for payments—the Special School Annual Census—will cease operation from that point. As part of the transition process, schools are still required to return the Special School Annual Census for the 2015/2016 academic year.

A Fair Processing Notice specific to the special school sector, which outlines the legal basis under which schools can ask parents/guardians for information and share it with the Department of Education, is available on the Department's website at:

<http://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD-/>

A suggested consent form is available on our website for schools to use to collect data if they wish to do so. The website also provides training videos and manuals on how to use POD.

Hospital schools, detention centres and a limited number of other schools in the special school sector will not be incorporated into POD and will be required to continue to complete the Special School Annual Census. These schools will be contacted separately to confirm this.

Further information on POD is available on our website at:

<http://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD-/>

If you have any queries or comments please do not hesitate to contact us at pod@education.gov.ie . Please include your school's roll number on all correspondence.

Best regards,

Nicola Tickner – Statistician
Department of Education & Skills
Block 2, Marlborough Street, Dublin 1
T: 01 889 2311 E: pod@education.gov.ie
W: www.education.gov.ie

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