



Our Lady & St Michaels Roman Catholic Primary School

Ysgol Gynradd Gatholig y Forwyn a Sant Mihangel

14 Pen-y-pound, Abergavenny, Monmouthshire, NP7 5UD

We live, we love, we learn, we grow in Jesus.

ENROLMENT FORM

Following the offer of a school place from the Local Authority, please can you complete these forms and return them to the school office as soon as possible.

Please refer to the Privacy Notice, which can be found on our schools website, which details why we are collecting this information, how we will keep this information safe and how you can withdraw your consent to us holding this information

Pupil Details			
Surname*			
Forename*			
Middle Name(s)*			
Preferred Name/Known By			
Date of Birth*		OFFICE USE ONLY: BIRTH CERTIFICATE* Seen By: Date:	
Gender*	Male / Female		
Address*			
		Postcode*	
Home Telephone Number*			

Medical Information			
Name of Doctor*			
Name of Surgery*			
Address of Surgery*			
Postcode*		Telephone Number*	
Details of Dietary Needs*			
Details of Medical Conditions*			
Details of Allergies*			
Other Medical Information*			



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Other Pupil Information			
Name of Last School/Nursery Attended*			
Eligible for Free School Meals	Yes / No	Have you applied to MCC for Free School Meals?	Yes / No
Child's First Language (please specify)*			
Can your child speak Welsh?*	1. Yes fluently		
	2. Yes but not fluently		
	3. No cannot speak Welsh		
Does your child speak Welsh at home?*(please tick those that apply)	Yes		
	No		
	With one parent		
	With both parents		
	With siblings		

National Identity*			
Required by the Welsh Assembly - Please tick the appropriate box			
Welsh		British	
English		Other (please specify)	
Scottish		I do not wish a national identity to be recorded	
Irish			

Religion*	
Please state religion if any-	
Place of Baptism (please provide copy of certificate)	



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Ethnic Background*			
Please tick the appropriate box			
White:			
British	Bosnian-Herzegovinian	Serbian	White Western European
Traveller of Irish Heritage	Croatian	Turkish/Turkish Cypriot	White Eastern European
Roma/Roma Gypsy	Greek/Greek Cypriot	White European	Kosovan
Albanian	Other White		
Mixed Background:			
White and Black Caribbean	White and Chinese	Asian and Chinese	Black and any other ethnic group
White and Black African	White and any other ethnic group	Asian and any other ethnic group	Chinese and any other ethnic group
White and Asian	Asian and Black	Black and Chinese	Other mixed background
Asian or Asian British:			
Indian	Other Pakistani	Nepali	Kashmiri
Mirpuri Pakistani	African Asian	Sinhalese	Bangladeshi
Sri Lankan Tamil	Other Asian		
Black or Black British:			
Caribbean	Sierra Leonian	Other Black African	Sudanese
Ghanaian	Somali	Black European	Black North American
Nigerian	Other Black		
Chinese or Chinese British:			
Hong Kong Chinese	Malaysian Chinese	Singaporean Chinese	Taiwanese
Other Chinese			
Any Other Ethnic Group:			
Afghanistani	Arab	Egyptian	Filipino
Irani	Iraqi	Japanese	Korean
Kurdish	Latin American	Lebanese	Malay
Moroccan	Polynesian	Thai	Vietnamese
Yemeni	Other Ethnic Group	I do not wish to specify	



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Family Information			
Mother*		Father*	
Name		Name	
Address		Address	
Postcode		Postcode	
Email		Email	
Home Telephone		Home Telephone	
Mobile		Mobile	
Work Telephone		Work Telephone	
Other Person(s) with Parental Responsibility*		Any other information relevant to family circumstances	
Name			
Address			
Postcode			
Home Telephone			
Mobile			
Work Telephone			

Emergency Contacts*	
Please put in order of preference from first to last	
Name	
Address	
Home Telephone	
Mobile	
Work Telephone	
Relationship to Pupil	
Name	
Address	



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Home Telephone	
Mobile	
Work Telephone	
Relationship to Pupil	
Name	
Address	
Home Telephone	
Mobile	
Work Telephone	
Relationship to Pupil	
Name	
Address	
Home Telephone	
Mobile	
Work Telephone	
Relationship to Pupil	

*relates to a mandatory field, that must be completed

I certify that the information I have given on the admission form is complete and correct. I will update the school should any details change.

Signature: _____

Name: _____

Relationship to Child: _____

Date: _____



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Data Protection

The data collected here will be stored on the school information management system (SIMS) and also in paper format. Our Lady & St Michaels RC Primary School collects, uses, stores and shares (where and when appropriate) personal information regarding staff, students, parents and/or carers and other individuals who come into contact with the school. This information is gathered in order to provide education as well as other related functions. In addition, there may be a legal basis to collect and use information to ensure that the school is compliant with its statutory obligations.

Our Lady & St Michaels RC Primary School is required by Data Protection law, to be registered as a 'Data Controller' with the Information Commissioner's Office (ICO) in order to process and store information. Our Lady & St Michaels RC Primary School aims to ensure that all personal information collected about staff, students, parents, governors, visitors and other individuals including those that provide contractual services to the school; is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provision of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

Under data protection law, individuals have the right to be informed about how the school uses any personal information that is held about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals whose personal data we are processing and/or storing. This notice is intended to ensure that personal information is dealt with correctly and securely and in accordance with the General Data Protection Regulation (GDPR) and the expected provision of the Data Protection Act 2018 (DPA 2018) as well as all other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. All staff involved with the collection, processing and disclosure of personal information will be aware of their duties and responsibilities by adhering to these guidelines.

Consents

This form is valid for the period of time your child attends this school

Pupil Name

Internet Access (please refer to the schools Internet Policy and/or ICT Policy)

I give permission for my son/daughter to access and use the internet and virtual learning environment (VLE). I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials and that the school cannot be held responsible for the nature or content of materials accessed through the internet.

Signed:

Print:

Dated:

Web Publication of Work

I give permission to publish my son/daughter's work on the virtual learning environment (VLE) and / or the school website.

Signed:

Print:

Dated:



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Publication of Photographs/Video

There are many occasions during a pupil's time in school, when both school and family might wish to record events for posterity, for example:-

- Concerts, musicals, festivals, sporting events
- School, County and National Honours
- Visits from the media profiling high status events, and visiting dignitaries
- Updating the School Prospectus and Website
- Celebrating good work and achievement
- Photography by pupils for Information Communication Technology (ICT) use or extra-curricular activities, such as, film clubs
- School Social Media communication e.g. Twitter, Facebook, YouTube etc.

All photographs and videos taken in school comply with clear guidelines laid down by the Department of Education, Welsh Government and other professional bodies. No personal information will accompany a visual image.

Parental consent will remain valid whilst a child is a pupil at the school and after they have left e.g. until a prospectus is redrafted. However, parents/carers have the right to withdraw that consent.

I give permission for appropriate images and video that include my son/daughter to be published:

1. Within the school for display purposes: Yes / No
2. Within the School Prospectus and other printed promotional purposes: Yes / No
3. Within the school newsletter: Yes / No
4. On our website and on the VLE: Yes / No
5. In the media: Yes / No

Signed:

Print:

Dated:

School Trips

It is the school's policy that parental permission is required for any trip that involves transport. However, there are occasions when classes or groups of children will walk into the local area for part of the day to further studies e.g. to visit local churches, the library, local walks etc. Health and safety guidelines are strictly followed at all times, including risk assessments.

For these circumstances, please sign the following parental consent.

I give the school permission to take my child into the local area for educational purposes:

Signed:

Print:

Dated:



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Training and Development of Staff

As part of the ongoing training and development for our teachers we occasionally record lessons to use as a tool for improving the quality of teaching and learning. Teachers can upload classroom video to our secure platform where they can share it with other staff at our school and other schools within an agreed cluster, so they can collaborate and learn from each other. Whilst the focus is on teachers, these videos often include students as they interact with the teacher and their peers in the classroom. Teachers are completely in control of these videos – only they can decide who else can see them. We currently use IRIS Connect who do not share these videos with third parties (<http://www.irisconnect.com/uk/support/security-and-safeguarding>)

Signed:

Print:

Dated:

Newsletter and Other School Communications / Friends of OLSM

The school uses Teachers 2 Parents to send out newsletters and information relating to the school and activities that your child may be involved in. We use the system as it is an instant and environmentally friendly way of communicating with our parental community. Please provide the email address to which you would require email communication to be sent and the mobile telephone number to which you would require text communication to be sent. Your information is not used for marketing purposes.

I would like to (please complete your details below) / I would not like to (please just sign and date below)* receive the school communications via my email address and by text. * Please delete as appropriate

Mobile Number:

Email Address:

Signed:

Print:

Dated:

In addition to the above, I consent for my child's first name to be used in the school newsletter to celebrate achievements.
[delete/amend as appropriate]

Signed:

Print:

Dated: