

**St John Vianney
Catholic Primary School**

Nursery Application Form



Pupil's name: _____

*“Seeking Growth Together
through Jesus”*



Nursery Admission Data Collection Form

New Pupil details:

Legal Surname:		Preferred Surname (if different):	
Forename:		Preferred Forename (if different):	
Middle Name(s):		DOB: (DD/MM/YY)	
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Address:		Postcode:	
		Home Tel. No:	
Email Address:			
Please give details of any court orders relating to your child:			
Has your child ever been Looked After by the Local Authority?			
Who has Parental Responsibility for the child?			
In which faith does the family worship?			
Which church does the family regularly attend?		Who is the Priest/Minister?	
Baptism Details:		Church:	
		Priest/Minister:	
		Baptism date:	
What is the child's first language?			
Which (if any) other language is spoken at home?			
Country of Birth:		Pupil Nationality:	

Session details:

15 hours (no charge)	15 hours (no charge)	30 hours (15 hours free +£65 additional 15 hours)	30 hours (Eligible for free place)
Monday, Tuesday (full days) & Wednesday morning only (please tick below)	Wednesday afternoon, Thursday & Friday (full days) only (please tick below)	Full week (please tick below)	Full week (please tick below and provide DURN ref)

Lunch time arrangements:

School meal (£2.30 per day charge) (please tick below)	Packed lunch (please tick below)	Have you applied for a Free School Meal through the Local Authority?
		Yes / No
Please give details of any dietary requirements and/or allergies:		

Family/Contact information:

Parent/Guardian with whom the child normally resides:	
Mr/Mrs/Ms/Other	DOB (DD/MM/YY)
Surname:	Forename:
Relationship to child:	National Insurance Number (<u>must be completed</u>):
Contact Number 1:	Home/Mobile/Work
Contact Number 2:	Home/Mobile/Work
Preference of Contact in an emergency: 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	

Parent/Guardian #2:	
Mr/Mrs/Ms/Other	DOB (DD/MM/YY)
Surname:	Forename:
Address if different to Parent 1:	
Relationship to child:	National Insurance Number
Contact Number 1:	Home/Mobile/Work
Contact Number 2:	Home/Mobile/Work
Preference of Contact in an emergency: 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	

Other Emergency Contact:	
Mr/Mrs/Ms/Other	DOB (DD/MM/YY)
Surname:	Forename:
Relationship to child:	
Contact Number 1:	Home/Mobile/Work
Contact Number 2:	Home/Mobile/Work
Preference of Contact in an emergency: 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	

Sibling Details:		
Please list any brothers or sisters aged 0-16:		
Name:	DOB:	Current School/Nursery:

Other Significant Adults:	
Please list any significant adult with whom your child has contact:	
Name:	Relationship:

About your child:

Please provide details of any previous playgroup/nursery that your child has attended:			
Name:			
Address:		Postcode:	
		Phone No.:	
Dates attended:	From:	To:	
Reason for leaving:		Date Notice Given:	

Mode of transport:	<input type="checkbox"/> Car <input type="checkbox"/> Public Transport <input type="checkbox"/> Walk <input type="checkbox"/> Taxi
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Medical Information:			
Please give details of any medical condition we may need to be aware of such as Asthma, fits and convulsions and allergies. If appropriate, please also include a list of any medication the child is regularly prescribed.			
Medical Condition: (eg Asthma, allergies, fits etc.)		Medication Prescribed:	
Name of child's Doctor:			
Address:		Postcode:	
		Phone No.:	
Name of Health Visitor:			
Name of Social Worker:		Name of Specialist:	
Special Educational Needs:			
Does your child have a statement of special educational needs or an EHC plan?			Yes/No

Is an Early Help Assessment already in place?	Yes/No
Are Social Care involved with the family in any way?	Yes/No
Please name any professionals who are currently involved with your family and their role:	
Please give information regarding any support your child may need in school:	
Does your child attend:	Speech and Language Therapy? Yes / No
	Occupational Therapy Yes / No
	Physiotherapy Yes/ No

Ethnic Background

As part of the admission process, the school is required to collect information about pupil ethnic background. Ethnic background is not the same as nationality or country of birth. Any information that is provided will be used solely to compile statistics of the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on the Local Education Authority and the Department for Education in order to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.

What is your child's ethnicity?
White
English <input type="checkbox"/> Welsh <input type="checkbox"/> Scottish <input type="checkbox"/> Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> British <input type="checkbox"/>
Gypsy or Irish Traveller <input type="checkbox"/>
Any other white background, please write in:
Mixed/multiple ethnic groups
White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/>
Any other mixed background, please write in:
Asian/Asian British
Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/>
Any other Asian background, please write in:
Black/ African/ Caribbean/ Black British
African <input type="checkbox"/> Caribbean <input type="checkbox"/>
Any other Black/African/Caribbean background, please write in:
Other ethnic group
Arab <input type="checkbox"/>
Any other ethnic group, please write in:
Prefer not to say <input type="checkbox"/>

Consents

At St John Vianney Catholic Primary School, we need to use and store some information about your child. We only collect and use pupils' personal data when we have a legal obligation to, such as when sharing information with the DfE, NHS, other schools and local authorities. For a full list of organisations we may share information with, please read the Privacy Notices available on the school website.

However, we sometimes also seek your consent to allow us to use your child's personal data for other reasons, such as uploading photographs of your child onto the school website. Below you will find a number of reasons why we might use digital images and videos of your child and we would appreciate you completing the tick boxes.

	YES	NO
I am happy for the school to take digital images and videos of my child for work based evidence	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for digital images and videos of my child to be used on the school website	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for digital images and videos of my child to be used in the school newsletter	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for digital images and videos of my child to be used in the school profile/prospectus	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for digital images and videos of my child to be used in internal displays	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for digital images and videos of my child to be used on the school social media accounts	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for digital images and videos of my child to be used in local newspapers and media	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for digital images and videos of my child to be used in fundraising products including the annual school photograph. This may also include proofs and printed products which may be sold to other parents (e.g. group class photos)	<input type="checkbox"/>	<input type="checkbox"/>

School Trips

This will provide consent for all outings within the school day. The class teacher will notify you at the time of proposed activities/outings via a letter and you will always be required to tick the relevant consent box within School Money for paid visits, otherwise it doesn't allow you to make payment.

NB. This permission form does not cover trips that are longer than the school day, these will be requested separately.

	YES	NO
I give permission for my child to take part in visits off site	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Treatment

In the case of emergency medical treatment being required, every effort will be made to contact the parents or close relatives. However, if it is imperative that treatment be delivered immediately, the school will contact the emergency services and with your permission the appropriate action will be taken. If you do not wish treatment to be given without you/a relative being contacted please state how you would prefer this to be dealt with on the permission form.

YES NO

I give permission for Emergency First Aid to be given should the need arise

☐ ☐

If you do not wish treatment to be given without you/a relative being contacted please state how you would prefer for this to be dealt with below

This information will be kept on file so that we can refer to it should we need to. This consent will last throughout the time that your child attends St John Vianney School. If at any time you would like to amend your consent then please notify the school office in writing so the relevant amendment can be made.

If you change your mind at any time you can let us know by emailing admin@sjvprimary.co.uk, calling the school on 01253 311248, or just popping in to the school office. If you have any other questions, please feel free to get in touch.

Any other information

Please use the space below to provide any additional information

Privacy Notice for pupils and their families (How we use pupil information)

Data Controller: St John Vianney Catholic Primary School

Address: Glastonbury Avenue, FY1 6RD

Data Protection Officer: SchoolsDPO@blackpool.gov.uk

The categories of pupil information that we process include:

1. personal identifiers and contacts (such as name, unique pupil number, contact details and address)
2. characteristics (such as ethnicity, language, and free school meal eligibility)
3. safeguarding information (such as court orders and professional involvement)
4. special educational needs (including the needs and ranking)
5. medical and administration (such as doctors information, child health, dental health, allergies, medication)
6. attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
7. assessment and attainment (such as key stage 1 and phonics results and any relevant results)
8. behavioural information (such as exclusions and any relevant alternative provision put in place)
9. trips and activities (personal identifiers, medical, food allergies)
10. catering (personal identifiers, dietary requirements, food allergies)
11. health and safety information (personal identifiers, contacts and incident details)
12. CCTV footage (video images)

This list is not exhaustive, to access the current list of categories of information we process please contact the school office or email: admin@sjvprimary.co.uk

We would be obliged if you would read the following and sign to confirm acknowledgement of our obligations.

School held Information

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe
- to meet the statutory duties placed upon us for DfE data collections
- to administer the school's governing body
- to facilitate and promote health services
- to meet other statutory duties (GDPR compliance and health & safety)

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for the majority of processing (including pupil learning and pastoral care) is:

(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

However, the organisation also relies on the following lawful bases:

(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes; (e.g. publication of photographs)

(c) processing is necessary for compliance with a legal obligation to which the controller is subject; (e.g. health & safety, safeguarding)

(d) processing is necessary in order to protect the vital interests of the data subject or of another natural person; (e.g. medical emergencies)

(f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child. (e.g. school photographs)

When processing special categories of personal data the organisation will engage an additional condition from Article 9(2)(a) of the GDPR.

Collecting pupil information

We collect pupil information from a number of sources including but not limited to: admission forms, the Local Authority, other education settings, pupils as the data subjects, health professionals and family members.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. If you would like more information on our data retention schedule and or school records management policy please request a copy from the School Office.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- medical professionals (e.g. school nurses)
- third parties that provide educational services (e.g. Class Dojo, Blackpool Football Club)

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. The legislation the school shares data under includes but is not limited to:

- Education Act 2011
- Education and Skills Act 2008
- The Special Educational Needs and Disability Regulations 2014
- Children and Families Act 2014
- Children's Act 1989 & 2004
- The Education (Information About Individual Pupils) (England) Regulations 2013.

DfE held information

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section below.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Visitor Sign in Information

The school collects and stores information on all external visitors to the school. We collect, name company and an image of the visitor upon arrival. This is held securely for two years in line with DfE guidance.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school office or email: SchoolsDPO@blackpool.gov.uk

You also have the right to:

- to ask us for access to information about you that we hold

- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office or email: admin@sjvprimary.co.uk

Contact

If you would like to discuss anything in this privacy notice, please contact the school office or email: admin@sjvprimary.co.uk

Signature of Person responsible for child:	
Name (please print):	
Date:	

<i>For Office Use Only:</i>			
Date Application Received:			
Date of Admission/Term commencing:			
Attendance Pattern Confirmed:	MTW	WTH	FULL WK
Eligible for FSM?:	Evidence seen: Yes/No	Start date:	
Eligible for extended free childcare entitlement?	Evidence seen: Yes/No	Start date:	
Birth Certificate Seen: Yes/No	Baptism Certificate Seen: Yes/No		
MIS Completed: Yes/No	Lunch pattern completed: Yes/No		
Contract Returned: Yes/No			