

**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 ☐ Female ☐		
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)

Please note that a £2.50 per day supplement is payable for all children staying over the full lunch period. Please contact school for more information

Lunch time arrangements:

School meal (£2.80 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:		

Free School Meals and Pupil Premium

Families who receive certain benefits may be eligible for Free School Meals. Registering for free school meals allows school to access additional Pupil Premium funding which can be used to provide valuable support. The free school meal system is managed with complete discretion and will be applied for on your behalf using the SIMS Free School Meal Checker using the details you provide on this form.

Please indicate that you are happy for school to run this check:	Yes/No
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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 (must be completed):	
Place of Work:		
Contact Number 1:	Home/Mobile/Work	
Contact Number 2:	Home/Mobile/Work	
Preference of Contact in an emergency:	1 st ☐	2 nd ☐ 3 rd ☐

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 ☐	2 nd ☐ 3 rd ☐

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 ☐ 2 nd ☐ 3 rd ☐

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:	Car	Public Transport	Walk	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 ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐ British ☐
Gypsy or Irish Traveller ☐
Any other white background, please write in:
Mixed/multiple ethnic groups
White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐
Any other mixed background, please write in:
Asian/Asian British
Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐
Any other Asian background, please write in:
Black/ African/ Caribbean/ Black British
African ☐ Caribbean ☐
Any other Black/African/Caribbean background, please write in:
Other ethnic group
Arab ☐
Any other ethnic group, please write in:
Prefer not to say ☐

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	☐	☐
I am happy for digital images and videos of my child to be used on the school website	☐	☐
I am happy for digital images and videos of my child to be used in the school newsletter	☐	☐
I am happy for digital images and videos of my child to be used in the school profile/prospectus	☐	☐
I am happy for digital images and videos of my child to be used in internal displays	☐	☐
I am happy for digital images and videos of my child to be used on the school social media accounts	☐	☐
I am happy for digital images and videos of my child to be used in local newspapers and media	☐	☐
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)	☐	☐

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	☐	☐

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.

□ □

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

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.

Please use the space below to provide any additional information

[illegible]

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

How we collect pupil information

We collect pupil information via registration forms at the start of the academic year and common transfer files (CTF) from previous schools. Personal information will also be captured throughout the academic year as part of the general course of delivering education.

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.

Categories of information

The categories of pupil information that we collect, hold and share include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Post-16 learning information
- Video information captured by CCTV for security purposes
- Biometric information (connected to school meal purchases through the Biostore till system).

Why we collect and use this information

We use the pupil data to:

- a) Support pupil learning
- b) Monitor and report on pupil progress
- c) Provide appropriate pastoral care
- d) Keep children safe (food allergies, or emergency contact details)
- e) Meet the statutory duties placed upon us for DfE data collections
- f) Comply with other statutory requirements (data protection, health & safety)

The lawful basis on which we use this information

Under the UK General Data Protection Regulation (UK GDPR), we collect and use the majority of our pupil information under the lawful basis of:

- Article 6(1)(e) public task - because we process it to enable the provision of education which is both in the public interest and has a clear basis in law.
- Article 6(1)(c) legal obligation - as it is necessary for us to comply with the law e.g. census returns to the DfE.

We may on occasion use the lawful basis of:

- Article 6(1)(f) legitimate interests - for some commercial activities e.g. annual pupil photographs
- Article 6(1)(e) vital interests - where we need to protect a pupils life e.g. the emergency services.

When processing 'special categories of personal data' the Trust will engage an additional condition from Article 9(2) of the UK GDPR. An example of this is when we collect and use biometric information. We will process this under the lawful basis of:

- Article 6(1)(a) consent and Article 9(2)(a) explicit consent

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Local authority
- Youth support services (pupils aged 13+)
- Department for Education (DfE)
- Third parties we have engaged to deliver educational services

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule please contact the Trust's Chief Finance Officer.

Telephone: 01253 446936

Email: admin@bebcmat.co.uk

Address: 14-17 Metro House, Metropolitan Drive, Blackpool, FY3 9LT

Department for Education (DfE)

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 DfE either directly or via our local authority for the purpose of those data collections. The National Pupil Database (NPD) is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

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

For more information on how the DfE and its executive agencies share your personal data, go to <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Requesting access to your personal data and complaints

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 Trust's Data Protection Officer:

Telephone: 01253 478980

Email: SchoolsDPO@blackpool.gov.uk

Address: Blackpool Council, PO Box 4, Blackpool, FY1 1NA

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

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, please let us know by contacting either the Headteacher or the Trust's Data Protection Officer.

We aim to meet the highest standards when collecting and using personal information. If you are unhappy with our use of your personal data, or anything in this notice, please talk to us directly so we can help to resolve any problem or query.

If you are still not happy with our response, you have the right to appeal directly to our regulator – the Information Commissioners' Office (ICO)

Telephone: 0303 123 1113

Link: <https://ico.org.uk/concerns/>

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to this privacy notice

We keep our privacy notice under regular review. We will update it if we undertake any new or amended processing. We will bring any significant changes to your attention but to make sure that you keep up to date, we suggest that you revisit this notice from time to time.

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

For Office Use Only:			
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			