



# St. Joseph's Catholic Primary School Admissions Pack

<b>Pupil Name</b>		<b>DOB</b>	
-------------------	--	------------	--

Please read the accompanying Admissions Information Booklet then complete and sign **all** of the forms within this pack and return to the school office

Checklist – please tick to indicate that you have completed all sections			
✓	Page(s)	Form	Important notes
	1-4	Data Collection	<ul style="list-style-type: none"> <li>Please provide a copy of your child's birth certificate on admission</li> <li>If pupil name(s) are incorrect/missing, please provide a copy of birth certificate/passport. <b>Changes cannot be made without proof.</b></li> <li>Please sign at the bottom of page 2.</li> </ul>
	5-7	National Identity, Ethnic Background & First Language	<ul style="list-style-type: none"> <li>Please complete all sections and indicate whether the information has been provided by parent/carer or pupil.</li> </ul>
	8	The Hwb Platform	<ul style="list-style-type: none"> <li>Please complete all sections</li> </ul>
	9	ICT Acceptable Use Policy Agreement	<ul style="list-style-type: none"> <li>Please complete all sections</li> <li>It is important that a parent/carer <b>and</b> pupil sign the agreement.</li> </ul>
	10-11	Use of Digital / Video Images	<ul style="list-style-type: none"> <li>Please complete all sections</li> <li>NB – without consent <b>NO</b> images of your child will be taken for any purpose including within school</li> </ul>
	12	sQuid	<ul style="list-style-type: none"> <li>Please tick Yes/No if you wish/do not wish your child to be registered</li> <li>As far as possible we aim to be a paperless school. Please indicate that you wish to receive communication from school via sQuid (email, text, letter)</li> </ul>
	13	Collection from school Local Area Visits	<ul style="list-style-type: none"> <li>Please provide names of those people you give permission to collect your child from school.</li> <li>Please sign to give permission to take part in visits in our locality</li> </ul>
	14	Uniform requirements	<ul style="list-style-type: none"> <li>Information about uniform at St. Joseph's</li> </ul>
	15	Home/ School agreement	<ul style="list-style-type: none"> <li>Please read carefully and sign</li> </ul>

St. Joseph's Catholic Primary School is the data controller for the personal information you provide on this form. Your information will be used to inform you of your child's progress and promotion of school-based activities and events. We may also send you information which relates your child's education from providers that have links to the school or which we believe will be of interest to you and your child. We will not share your data with any third parties without your explicit consent unless we are required or permitted to do so by law. You can withdraw your consent at any time and ask for your data to be erased from our records. Data protection law describes the legal basis for our processing your data as one based on consent. For further information about how St. Joseph's Catholic Primary School uses your personal data, including your rights as a data subject, please see our privacy notice and our data protection policy which can be found on our school website. <http://www.stjosephscatholiccps-swanssea.co.uk/>

PUPIL DETAILS			
Surname of Pupil		Legal Surname	
Forename of Pupil		Middle name	
Chosen Forename		Gender:	Date of Birth
Home Address of Pupil			

**St. Joseph's Catholic Primary School – Data Collection Sheet**

On completion of this application form the school is required to have sight of your child's original birth certificate. Note if there is any change to your child's name, if it is spelt incorrectly or missing a middle name, please attach a copy of your child's birth certificate or passport so that we can verify the information, as without this we will be unable to make the change.

It is important that we hold correct parental address details and contact information in case of an emergency. Please list details of all persons who hold parental responsibility and anyone else that you wish us to contact in an emergency.

**Place them in the order you wish them to be contacted.**

1 Contact Information		Address		Contact Details	
Name (including title)				Home Tel No.	
Relationship to Child				Work Tel No.	
				Mobile No.	
Parental Responsibility		Postcode		E-mail Address	
YES / NO					
2 Contact Information		Address		Contact Details	
Name (including title)				Home Tel No.	
Relationship to Child				Work Tel No.	
				Mobile No.	
Parental Responsibility		Postcode		E-mail Address	
YES / NO					
3 Contact Information		Address		Contact Details	
Name (including title)				Home Tel No.	
Relationship to Child				Work Tel No.	
				Mobile No.	
Parental Responsibility		Postcode		E-mail Address	
YES / NO					
4 Contact Information		Address		Contact Details	
Name (including title)				Home Tel No.	
Relationship to Child				Work Tel No.	
				Mobile No.	
Parental Responsibility		Postcode		E-mail Address	
YES / NO					

**Sibling Information**

Please provide the names and dates of birth of any of the child's siblings who are currently on the register at St Joseph's Catholic Primary School.

Please also state if siblings are baptised catholic or not: **Baptised Catholic?**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Yes / No

\_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Yes / No

\_\_\_\_\_

**Religion**

Please tick one of the following:

Catholic  Christian  Buddhist  Hindu  Jewish  Muslim

Sikh

No Religion  Other Religion (please specify)

\_\_\_\_\_

Has the child been baptised catholic? **Yes / No**

If yes, date of baptism: \_\_\_\_\_

**Please attach a copy of the baptismal certificate** with this application form and provide the following details:

Name and full address of church where baptism took place:

\_\_\_\_\_

\_\_\_\_\_

Name and address of the church you regularly attend and the name of the parish priest/leader:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Parish Priest/Leader:

\_\_\_\_\_

Has your child made their first Holy Communion? **Yes / No**

**Education History:**

If appropriate, please give details of previous schools attended:

<b>Name of School</b>		<b>Town /City</b>	
<b>Dates Attended</b>	<b>From:</b>	<b>To:</b>	
<b>Name of School</b>		<b>Town /City</b>	
<b>Dates Attended</b>	<b>From:</b>	<b>To:</b>	

## MEDICAL INFORMATION

Doctor's name		Telephone number:	
Medical practice address			
Medical conditions the school should be aware of including allergies			
Dietary Requirements			
Disability			
The school has a duty under the Disability Discrimination Act to collect any information on any disability your child or immediate family / carer may have. This is to ensure the school can seek to meet your individual needs. All information provided will be treated with the strictest confidence.			
Pupil disability			
Parent / Carer Disability			

### **GUIDANCE ON THE USE OF EMERGENCY SALBUTAMOL INHALERS (FOR ASTHMA) IN SCHOOLS IN WALES**

We have been notified by the Welsh Government that schools can buy salbutamol inhalers without a prescription for use in an emergency. We have therefore decided to hold an inhaler in school for use in emergencies. This inhaler can only be used if your child's prescribed inhaler is not available or is broken or empty. **Therefore, if you child suffers with asthma and has a prescribed inhaler, please contact the school office on: 01792 842494 and a parental consent form will be sent to you.**

SIGNATURE		DATE	
RELATIONSHIP TO PUPIL			

### **Additional Information**

Is the child a \*Looked After Child? **Yes / No**. If yes, please state the corporate parent (ie Local Authority):

Local Authority: \_\_\_\_\_

*\*A looked after child refers to a child who is looked after by the local authority under Section 22(1) of the Children Act 1989 at the time as application to a school is made and who the local authority has confirmed will still be looked after at the time of admission to the school.*

Does the child have a **Statement of Special Educational Needs** which names a school? **Yes / No**.

Has the child recently arrived from outside the United Kingdom? **Yes / No**.

## National Identity & Ethnic Background Record Form

### Explanatory note

Our national identity relates to which of the national identity groups below we most identify with. Our ethnic background describes how we think of our own ethnicity which may differ from our national identity and may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Neither national identity nor ethnic background are necessarily equivalent to nationality or country of birth.

<b>Name</b>		<b>Primary school</b>	
-------------	--	-----------------------	--

### National Identity

**Please tick ONE box only and indicate who provided the information below (pupil or parent)**

Welsh  English  Scottish  Irish  British  Other

If other, please specify

I do not wish a national identity to be recorded  Information provided by: Parent  Pupil

### Ethnic Background

**Please tick ONE box only and indicate who provided the information below (pupil or parent)**

<b>A White</b>				
White – British		British Gypsy / Gypsy Roma		Traveller of Irish Heritage
White European *Other		Gypsy / Gypsy Roma from *other countries		New Traveller
*Other White		*Other Gypsy/ Gypsy Roma		*Other Traveller
<b>B Mixed</b>				
White and Black Caribbean		Black and any Other Ethnic Group		White and Asian
White and Chinese		White and any Other Ethnic Group		Asian and Chinese
Asian and Black		Asian and any Other Ethnic Group		Black and Chinese
White and Black African		Chinese and any Other Ethnic Group		Other Mixed Background
<b>C Asian or Asian British</b>				
Indian		Mirpuri Pakistani		Other Pakistani
Bangladeshi		African Asian		Kashmiri
Nepali		Sinhalese		*Other Asian
<b>D Black or Black British</b>				
Caribbean		Ghanaian		Nigerian
Sierra Leonian		Somali		Sudanese
*Other Black		Black European		Black North American
<b>E Chinese or Chinese British</b>				
Hong Kong Chinese		Malaysian Chinese		Singapore Chinese
Taiwanese		*Other Chinese		

<b>If *other, please specify</b>	
----------------------------------	--

I do not wish an ethnic background to be recorded  Information provided by: Parent  Pupil

## First Language Record Form

### Explanatory note

#### **First Language of pupils**

Schools need to collect information about the First Language of their pupils. This is so that schools, Local Authorities and the Welsh Assembly Government have a better understanding of all of the languages that are spoken in communities in Wales. This will help us to plan services to provide support for pupils who need it in order that they have every opportunity to do as well as they can at school.

#### **What does First Language mean?**

By 'First Language' we mean the language your child first learned as a small child. Your child may still be using this language at home or in your community, Even if he/she uses another language or languages (such as English and/or Welsh) more often.

## First Language

**Please tick ONE box only and indicate who provided the information below (pupil or parent)**

English and/or Welsh		Afrikaans		Albanian/Shqip	
Arabic		Armenian		Assamese	
Belarusian		Bengali		British Sign Language	
Basque/Euskara		Bulgarian		Cambodian/Khmer	
Catalan		Caribbean Creole English		Caribbean Creole French	
Chechen		Chinese (Any other)		Chinese (Cantonese)	
Chinese (Hokkien/Fujianese)		Chinese (Hakka)		Chinese (Mandarin/Putonghua)	
Cornish		Czech		Danish	
Dutch/Flemish		Estonian		Finnish	
French		Gaelic/Irish		Gaelic (Scotland)	
Georgian		German		Greek	
Gujurati		Hebrew		Hungarian	
Hindi		Icelandic		Italian	
Japanese		Kashmiri		Korean	
Kurdish		Lithuanian		Latvian	
Luxemburgish		Macedonian		Maltese	
Malay/Indonesian		Nepali		Norwegian	
Pahari/Himachali (India)		Pahari (Pakistan)		Panjabi	
Polish		Portuguese		Portuguese (Brazil)	
Persian/Farsi		Romanian		Russian	
Serbian		Slovak		Slovenian	
Spanish		Sardinian		Swahili/Kiswahili	
Swedish		Thai		Turkish	
Ukrainian		Urdu		Yiddish	

Can your child speak welsh?		No		
Yes speaks Welsh fluently		Yes speaks Welsh but not fluently		
Does your child speak Welsh in the home		No		
Yes. Speaks Welsh with one parent or guardian only		Yes. Speaks welsh with both parents or guardians		
Speaks Welsh with his or her siblings				

I do not wish a language to be recorded  Information provided by: Parent  Pupil

If your child has been in the UK for less than 2 years please give date of entry.....

If your child is not a permanent resident of the UK please give residency status

Short Term max 4 years  Long Term  Asylum seeker  Refugee

Can Child speak English?  Can Child read English?  Can Parent speak English?

**Parent's/Carer's Declaration**

I declare that all the information which I have provided is true. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I have read St Joseph's Catholic Primary School's **Admission Arrangements for 2018/2019** document.

Signed: \_\_\_\_\_ (*Parent*)

Date: \_\_\_\_\_

Please print name clearly: \_\_\_\_\_

## PUPIL DETAILS

Name

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All pupils in maintained schools in Wales ***must*** be provided with a secure log-in to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each pupil via the platform. In order to provide your child with a secure log-in, the school will be sending basic information to the Welsh Government. The log-in will allow your child to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about your child is used, please see <https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see <http://learning.gov.wales/resources/collections/national-reading-and-numeracy-tests?lang=en#collection-2>

### **Additional services**

If you agree, Welsh Government can also provide your child with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help your child access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

**Welsh Government will only provide access to these additional services if you sign the form below to indicate your agreement.**

### **Your agreement**

If you agree:

- we will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about your child with its service providers, including Microsoft and Google Education, in order to enable access to the additional services

If you do not agree, we will still share information about your child with Welsh Government to set up a secure log-in for the Hwb platform, but your child will not be able to access the additional services.

If you wish to withdraw your consent, please contact the head teacher within your child's school.

<b>SIGNATURE</b>		<b>DATE</b>	
<b>RELATIONSHIP TO PUPIL</b>			



# ICT Acceptable Use Policy Agreement

## PUPIL DETAILS

Name

### Parent / Carer Permission

- As the parent / carer of the above *pupil*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.
- I know that my son / daughter has discussed and signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Parent / Guardian Name

Signed

Date

### Pupil Acceptable Use Agreement

This form relates to the Pupil Acceptable Use Policy which can be found in the Information Booklet.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment both in and out of school.
- I use my own equipment in school **only with the teacher's permission**, e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, Hwb, VLE, website etc.

Pupil signature

Date

## Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website, social media (eg Twitter) and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

Parents are requested to sign the permission form below **to allow the school** to take and use images of their children.

### **Parent / Carer Permission (Please see detail in the Information Booklet for conditions of use)**

<b>I agree to allow the school to take and use digital images of my son/daughter as outlined below:</b> Please circle <b>Yes</b> or <b>No</b> below:		
As the parent / carer of the pupil named below, <b><u>I agree</u></b> to the school taking and using digital / video images of my child to support learning activities or celebrate achievement <b>within</b> school such as books, (including other children's books if group work is photographed), displays and presentations that may only be shown <b>within</b> the school.	<b>Yes</b>	<b>No</b>
As the parent / carer of the pupil named below, <b><u>I agree</u></b> to the school taking and using digital / video images of my child to support learning activities or celebrate achievement or in publicity that reasonably celebrates success and promotes the work of the school via the school– for example the school website, Twitter, Newsletters and school prospectus – please note all of these media are linked through the school website.	<b>Yes</b>	<b>No</b>
As the parent / carer of the pupil named below, <b><u>I agree</u></b> to the school taking and using digital / video images of my child to support learning activities or celebrate achievement or in publicity that reasonably celebrates success and promotes the work of the school via occasional external users for example newspapers (Evening Post)	<b>Yes</b>	<b>No</b>

### **Parent Agreement:**

**I agree** that if I take digital or video images at, or of, – school events which include images of children, other than my own, **I will** abide by these guidelines in my use of these images.

**I agree not** to publish any images of children other than my own on any social media site without the express permission of the child's parent.

<b>Pupil Name</b>	
<b>Parent/Guardian Name</b>	
<b>Signed</b>	
<b>Date</b>	

For safeguarding purposes, please note that a digital image will be taken of your child for use within the School SIMS registration and reporting software. This image will be secure and only accessible by St. Joseph's Catholic Primary School staff upon entering a username and password.

## sQuid Consent Form

### Pupil Details

Pupil Name

I have read the information regarding the cashless catering system (found in the information booklet).  
[www.squidcard.com/privacy-policy](http://www.squidcard.com/privacy-policy)

Yes

No

**Please note:** if you **do not** wish your child to be registered you would need to provide your child with a packed lunch on a daily basis. We would also be **unable** to contact you via email or text messaging services.

Name of Parent/Guardian

Relationship to child

Parent/Guardian signature

Date

## Collection from School

Please could you complete the table below indicating who has permission to collect your child from school and their relationship to your child (friend/sister/childminder/grandparent etc)

NAME		RELATIONSHIP TO PUPIL	
<b>SIGNATURE</b> (Parent / Guardian)		<b>DATE</b>	
<b>RELATIONSHIP TO PUPIL</b>			

## LOCAL AREA VISITS

At St. Joseph's Catholic Primary we provide opportunities for our children to gain exposure to a range of learning experiences both in and outside the classroom. Class trips to venues in the local area make up a considerable part of outside the classroom learning. This form is to give consent for your child to attend trips to venues in the local area. Some of these venues will include:

- Clydach Library
- St Benedict's Church

Parents/Guardians will be informed about trips to these venues. Should any visits involve transport a separate permission will be sought.

<b>I give permission for:</b>	
-------------------------------	--

to attend trips to the local area.

I agree that this form serves as a general consent form for the different activities at these venues.

<b>Signature:</b>		<b>Date</b>	
-------------------	--	-------------	--

# Uniform Requirements

## WINTER UNIFORM – September to Easter Break

### BOYS

- Blue shirt – short or long-sleeved
- Navy jumper with school logo.
- Navy trousers
- Completely flat, plain, black shoes, cut below the ankle (no trainers)
- School tie (Available from School Reception Office. Cost £3.50)

### GIRLS

- Blue shirt– short or long sleeved
- Navy jumper or cardigan with school logo.
- Plain navy blue or navy pinafore/ or navy long trousers or navy knee length skirt
- Completely flat, plain, black shoes, cut below the ankle (no trainers)
- School tie (Available from School Reception Office. Cost £3.50)

## SUMMER UNIFORM – Easter Break to July

### BOYS

Polo shirts / navy shorts or trousers

\*Completely flat, plain, black shoes, cut below the ankle (no trainers)

### GIRLS

Blue gingham Summer Dress

### PE KIT – Boys and Girls (Reception to Year 6)

Navy shorts / blue polo shirt  
trainers

school track suit- navy joggers and navy sweatshirt with logo

school uniform is optional for Nursery Class

NO HOODIES ARE ALLOWED

Items may be ordered from

# BERGONI

BESPOKE EMBROIDERY AND PRINTING

Call 01792 796880 / 01792 771070

or email [sales@bergoni.co.uk](mailto:sales@bergoni.co.uk)

[WWW.SCHOOLTRENDS.CO.UK/](http://WWW.SCHOOLTRENDS.CO.UK/) J& S Embroidery East end garage Clydach

All items of school uniform must be clearly labelled with name tapes sewn in.

**Please Note:** Unusual or trendy hairstyles including coloured extensions are not acceptable.

Hair that is long enough must be tied back at all times.

*\*In Reception and Year 1, shoes with Velcro fastenings are strongly recommended.*

*From Year 2, children can wear shoes with buckles and laces. Children can only have laces if they can tie them up themselves.*

Child Protection - The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships – Linked to Articles 3, 12, 16, 19, 20, 21, 25, 27, 28, 30, 34, 36, 39, 42 (CRC)





## Home/School Agreement

**Child's Name:** .....

**Class:** .....

As parents, we will ensure that we:

- Send our child/children to school regularly, on time and dressed in school uniform without jewellery.
- Inform the school by 9.00 am if our child/children are unable to attend school on the attendance line.
- Ensure good attendance of our child/children from Nursery class onwards in line with the school attendance policy.
- Inform the school of any concerns/problems at home that might affect the behaviour or work of our child/children in school.
- Encourage our children to do their best at all times. Support the school's policies and guidelines for behaviour.
- Support and encourage our child/children with homework and other opportunities for learning and improvement.
- Maintain regular contact with the school by attending parents' evenings and events organised by the school.
- Support the ethos of a religious environment by encouraging and maintaining moral values.
- Do not allow our child/children to take mobile phones into school without specific permission from the Headteacher.
- Inform our child/children that the internet must be used carefully, sensibly and appropriately.

As a parent, if I have a concern about any school related matter I agree to follow the Complaints Policy for the school. I respect the position of the school and staff and will refrain from entering into any adverse dialogue about the school and/or staff on any social media site.