

St. Gabriel's Catholic Primary School

Serving the Community of Higher Folds

Queensway, Leigh. WN7 2XG

enquiries@admin.saintgabriels.wigan.sch.uk

T 01942 769712 / 673603 F 01942 769713

'Pray, Learn, Achieve and Celebrate Together'

Admission Booklet

Child's Name:.....

Please complete and return to school as soon as possible,
along with a copy of your child's birth certificate.



School Admission Form

All our school records are held on computer. The information you provide will be treated in confidence. Please complete ALL requested information and return as soon as possible.

Child Details

| | |
|--|-------------------------------------|
| SURNAME: | FORNAME(S): |
| DATE OF BIRTH: | GENDER: M / F YEAR GROUP:..... |
| ADDRESS: | |
| POST CODE: | HOME TEL NO: |
| Siblings at this school? Y / N – Names | |
| Previous Education (School/Nursery etc): | |

Parent / Guardian Details

| |
|--------------------------------|
| Parent 1: |
| Parental Responsibility: Y / N |
| Emergency contact: Y / N |
| DOB (optional) |
| Address:..... |
| |
| Correspondence: Y / N |
| Post code: |
| Contact No: |
| Email:..... |
| Place of work : |
| Contact number : |
| National Insurance No:..... |

| |
|--------------------------------|
| Parent 2: |
| Parental Responsibility: Y / N |
| Emergency contact: Y / N |
| DOB (optional) |
| Address:..... |
| |
| Correspondence: Y / N |
| Post code: |
| Contact No: |
| Email:..... |
| Place of work : |
| Contact number : |
| National Insurance No:..... |

- National insurance number & DOB – can we use this to see if you are entitled to Pupil Premium (Free School Meals) Yes / No

- **Emergency Contacts (including parents) please list in order of priority, minimum of 2 contacts needed.**

In the event of an emergency, school needs to be able to contact a nominated person quickly. Please list in order of priority, a minimum of 2 emergency contacts are needed. Please ensure that you have their permission to provide these details. Please remember to notify school as soon as possible of any changes to the information provided on this form.

Contact 1

Name: Parental responsibility Y / N

Relationship to child:

Address:

Post code:

Contact numbers: 1 / 2/

Contact 2

Name: Parental responsibility Y / N

Relationship to child:

Address:

Post code:

Contact numbers: 1 / 2/

Contact 3

Name: Parental responsibility Y / N

Relationship to child:

Address:

Post code:

Contact numbers: 1 / 2/

Contact 4

Name: Parental responsibility Y / N

Relationship to child:

Address:

Post code:

Contact numbers: 1 / 2/

- NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD**

Please provide school with the names of individuals authorized to collect your child from school. If they are not listed and school has not been made aware of an alternative person collecting we will contact you to confirm your permission before your child will be released into their care. All children will need a password assigning, which must be given to teachers if an adult is collecting who is not listed below. Please state authorised adults below:

| | NAME | RELATIONSHIP |
|----|------------|--------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| | PASSWORD : | |

- CULTURAL DETAILS** (used for statistical purposes)

ETHNICITY: E.g. White British, Bangladeshi, Pakistani, Black African, Black Carribean, Chinese, Gypsy Romany, Indian, White Irish, White Asian, White Black African, White Black Caribbean, any other Asian background, Any other Black background, Any other ethnic background, Any other mixed background, Any other white background.

NATIONALITY: **RELIGION:**

ASYLUM STATUS: ASYLUM SEEKER REFUGEE

ENGLISH AS AN ADDITIONAL LANGUAGE: Y / N

LANGUAGES SPOKEN AT HOME:

PLEASE DETAIL ANY OTHER LANGUAGES SPOKEN AT HOME?

By child :

By parent :

- MEDICAL DETAILS**

| | |
|-------------------|--|
| Doctors Name: | |
| Address: | |
| Telephone number: | |

- **OTHER AGENCIES**

Are there any other services/agencies involved with your family? E.g. Children’s Social Care, Health

| | |
|-----------------|--|
| Name of agency | |
| Name of worker | |
| Contact details | |

- **PUPIL - DISABILITY INFORMATION**

Please provide us with any information relating to a disability which may affect your child’s mobility or communication within school:

.....

.....

Does your child suffer from any of the following medical conditions:

| | Yes | No |
|--|------------|-----------|
| Asthma - (medical forms available at the office for inhalers) if yes additional details will be required by school upon your child’s admission | | |
| Eczema | | |
| Hearing problems | | |
| Wears glasses | | |
| Undergoes speech therapy | | |
| Diabetes | | |
| Epilepsy | | |
| Hay fever | | |

If your child suffers from any other medical conditions, has a diagnosis e.g. ADHD, ASD, takes regular medication, or you wish to inform us of any other problems, please give details below:

.....

.....

.....

• **MEAL ARRANGEMENTS** (✓ as appropriate)

SCHOOL MEAL FREE SCHOOL MEAL PACKED LUNCH

| Dietary requirements | Please tick | Allergies | Please tick |
|-----------------------------|--------------------|----------------------|--------------------|
| Vegetarian | | No nuts of any type | |
| Halal | | Dairy produce | |
| Gluten Free | | Artificial colouring | |
| No pork | | Insect stings | |
| | | Any medicines | |

Please give details of any additional dietary requirements or allergies

.....

• **PERMISSIONS**

SHORT VISITS IN THE LOCAL AREA

There are times during the school year when we can enrich the curriculum by taking children out of school on short visits in the local area. These visits can range from walks to the park or local shops as part of the Early Years or Geography curriculum.

These trips do not involve transport and walks will be supervised in line with guidelines. We need permission to take your child out of schools on these local visits.

Each, term school will transport your child to our parish church via coach.

I give permission for my child to be taken out of school for educational visits in the local area. I understand each visit will be approved by the Headteacher and supervision will be in line with Lancashire County Council guidelines.

I give permission for my child to be transported to/from church via coach each term.

Parent/Carer signature: Date:

Other permissions

Not all of these questions will be relevant to your child (depending on the Year group they will be admitted). Please read carefully and answer the questions required:

ALL CHILDREN:

Permission for my child to attend school trips during school time, including swimming lessons.

Letters will be issued to inform you when and where the trips are taking place, and the contribution requested if applicable.

I give permission

I do not give permission

Permission for medical consent to be given only in cases of emergency.

I give permission

I do not give permission

EARLY YEARS :

Permission for Early Years staff to apply sun cream to my child.

I give permission

I do not give permission

Permission for Early Years staff to change my child in the event of soiling or wetting.

Occasionally in Early Years toileting accidents happen. Staff will always be sensitive to the child's needs and wants.

I give permission

I do not give permission

Permission for staff to contact my health visitor.

Sometimes it is appropriate for Early Years staff to contact your health visitor in order to gain extra information to support your child.

I give permission

I do not give permission

Name of health visitor if known _____

YEAR 5/6 ONLY :

My child has permission to walk from from school: YES / NO

Please note that younger children will not be permitted to walk home with older siblings.

Name of person completing form _____

Relationship to child _____

Signature _____

Date _____

These permissions remain in place for the duration of your child's time at St Gabriel's Primary. You can give or withdraw these permissions at any time, please ask for another of these forms from the office.

Home School Agreement - Year 1-6

MISSION STATEMENT

Working in partnership to enable each child to reach their full potential: academically, personally, socially and emotionally. We all agree to live by our school's Core Values of:

- **Respect**
- **Love**
- **Forgiveness**
- **Honesty and Courage**
- **Effort**
- **Responsibility**

The School

We will:

- Care for your child's safety and well being
- Promote high standards of work and behaviour
- Ensure your child is given every opportunity to achieve their full potential as a valued member of our school
- Provide a balanced curriculum to meet your child's individual needs
- Contact you if we have any concerns, and keep you informed about your child's progress and how you can help at home
- Be open and welcoming at all times, modelling the school's Core Values

Signature: _____ Class teacher: _____ Date: _____

Parent/Guardian

We/I will:

- Make sure my child attends school regularly, arriving and leaving on time
- My child wears the correct uniform, including PE kit
- Make school aware of any concerns that may affect my child's health, work or behaviour
- Support my child with their homework and return it to school on time
- Attend parents' evenings and discussions about my child's progress
- Support the behaviour policy in school
- Model and support my child in upholding the school's Core Values
- Conduct myself respectfully on school premises and in communications with staff and other children
- Accept that using social media to discuss school matters is not permitted, promote positive behaviour and not use derogatory comments against school/staff
- Not use bad language within or around the school grounds

Signature: _____ Parent/Guardian: _____ Date: _____

Pupil

I will:

- Be in school on time
- Wear the correct uniform, including PE kit
- Do all work to the best of my ability
- Do my homework and return it to school on time
- Tell a member of staff if I am worried or upset
- Be respectful to people and property both inside and outside of school
- Show the school's Core Values

Signature: _____ Pupil: _____ Date: _____

IMAGE CONSENT FORM

Name of child: Year Group:

We regularly take photographs/videos of children at our school. These may be used in our school prospectus, in other printed publications, on our school website, VLE, or in school displays.

Occasionally, our school may be visited by the media who will take photographs/videos of an event or to celebrate a particular achievement. These may then appear in local or national newspapers, websites or televised new programmes.

In order that we can protect your child's interests, and to comply with the Data Protection Act 2018, **please read the Conditions of Use (overleaf) and answer the questions below. Please sign and date the form below.**

| Please circle | |
|--|----------|
| May we use your child's photograph in printed school publications? | Yes / No |
| May we use your child's photograph for display purposes? | Yes / No |
| May we use your child's images on our school website? | Yes / No |
| May we allow your child to appear in the media as part of school's involvement in an event? | Yes / No |
| May your child be included in the annual class photograph? | Yes / No |
| I grant permission for a photo/image/video that includes my child without any other personal identifiers to be published on Twitter. | Yes / No |
| I agree that I will not distribute or post images that contain children, other than my own onto any form of social media. | Yes / No |

I have read and understood the conditions of use attached to this form. I will inform the school if I wish to make any changes to my consent.

Parent / Carers signature: Date:
.....

Name or Parent / Carer:

CONDITIONS OF USE (Images)

1. This form is valid throughout the duration of your child's time at St Gabriel's Primary School. You can give or withdraw these permissions at any time.
2. The school will not re-use any photographs or videos after your child leaves school without further consent being sought.
3. The school will not use the personal contact details or full names (which means first name and surname) of any pupil or adult in a photographic image, or video, on our website or in any of our printed publications.
4. If we use photographs of individual pupils, we will not use the full name in any accompanying text or caption.
5. If we use the full name of a pupil in the text, we will not use a photograph of the pupil to accompany the article.
6. We will only use images of pupils who are suitably dressed.
7. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Notes on the use of images by the media

If you give permission for your child's image to be used by the media then you should be aware that:

1. The media will want to use any images/videos that they take alongside the relevant story.
2. It is likely that they will wish to publish the child's name, age and school's name in the caption for the picture (possible exceptions to this are large group or team photographs).
3. It is possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or organisations.

ICT ACCEPTABLE USE POLICY – Pupils agreement/Online Safety Rules

The use of ICT including the Internet, e-mail, learning platforms and today's mobile technologies are an integral element of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all pupils to act safely and responsibly when using technology both within, and outside of, the school environment.

This is particularly relevant when using Social Network Sites which are becoming increasingly popular amongst both the adult population and young people. However, many sites do have age-restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of these age-restriction policies and therefore we actively discourage this in school.

The ICT Acceptable Use Policy forms part of the wider School Online Safety Policy and alongside the school's Behaviour Policy outlines those principles we expect our pupils to uphold for the benefits of both themselves and the wider community.

Your support in achieving these aims is essential and we would therefore ask that you please read and discuss the ICT Acceptable Use Policy with your child.

Please sign the Acceptable Use Policy. This must be signed and returned before any access to the school system is allowed. This will help us to maintain responsibility of ICT and safeguards the children in school.

PUPIL AGREEMENT

As a pupil at St. Gabriel's I get to use equipment like laptops, iPads, digital sciences equipment and lots of cool technologies. I also get to use the Internet

I am allowed to:



- Use the equipment carefully with an adult
- Have and use my own username for the laptops, Purple Mash, Spelling Shed and Active Learn.
- Create safe passwords for the laptops, Ipads, Purple Mash, Spelling Shed, Education City and Active Learn.
- Use the Safe Search to search when an adult is with me.
- Use websites given to me by a teacher to help me learn.
- Tell a teacher if I see anything on the internet that might upset someone and tilt my screen so no one can see
- Hand my electronic devices into the office for safe keeping if I accidentally bring them into school.

I am not allowed to:

- Use the equipment when there are no adults
- Tell people my username and passwords.
- Use other people's username and passwords.
- Use the internet to search when there are no adults.



- Go on different websites to those my teacher has said.
- Bring any electronic devices into school including mobile phones (except children in Years 5 and 6 who walk home alone and their phones should be handed in to the main office on arrival to school.)
- Give out my own, or others, details such as names, phone numbers or home addresses

To keep me safe school has :



- Special software that blocks adverts and upsetting websites.
- Special software that can see what people have typed into the computers.
- Special software that can see what people have looked at on the internet.
- Special software that prevents Viruses and malware stealing my information or ruining our school equipment.
- Special software so I can only look at my information and work on the computer.

If I do not follow these rules:



- I might get upset.
- I might upset someone else.
- I might lose my work.
- I might get in trouble for something someone else did on my account.
- I might be told that I cannot use the equipment for a while.
- Mrs Williams might have to speak to me.
- Mrs Williams might have to speak to my parents.

I understand that failure to comply with the Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy.

Pupil:

I have read these rules with my teacher and I understand what I need to do to use computing equipment.

Signed

Parent:

I have read and understood these rules and understand my child and the school's responsibilities for the use of computing equipment and services.

Signed

Privacy notice for Parents/Carers (Pupils)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, St Gabriel’s Catholic Primary School, are the ‘data controller’ for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Name, address, contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Photographs

We may also collect, store and use information about pupils that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs
- Eligibility for free school meals
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Details of any Special Educational Needs
- Looked after, or previously Looked after Children

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

The purpose of processing this data is to help us to run the school, educate the children and keep them safe, including:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Provide free school meals
- Claim funding

Our lawful basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

How we store this data

Personal data is stored in line with our data protection policy.

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils. A copy of our records retention schedule will shortly be available on our website:

www.saintgabrielsprimary.co.uk

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions and to enable them to provide the service we have contracted them for, such as music lessons
- The Department for Education – to meet our legal obligations to share certain information with it for statistical and funding purposes
- The pupil’s family and representatives – to support pupils learning and welfare
- Educators and examining bodies – to meet our legal obligations
- Our regulator Ofsted – to meet our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as school meals
- Central and local government – to meet our legal obligations
- Our auditors – to meet our legal obligations
- Health authorities – to meet ours and their legal obligations, such as immunisation programmes, and to support pupil learning and welfare
- Health and social welfare organisations – to meet our legal obligations with regards to the welfare of children
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Charities and voluntary organisations
- Police forces, courts, tribunals – when required by law
- Professional bodies
- Cloud based curriculum related applications - to support pupil learning
- Liverpool Archdiocese

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation **in certain circumstances**.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the class teacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer via the school office.

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.