**St Margaret Mary’s RC Primary School**

**ADMISSION FORM**

*(Strictly Private & Confidential)*

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| **Please return your completed form to:**  **admissions@st-margaretmarys.manchester.sch.uk**  Office Use Only:  Date Form Received: …………………………  Birth Certificate: Yes / No Baptismal Certificate: Yes / No |

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| **CHILD’S DETAILS** *(Please write in BLOCK CAPITALS)*  **Surname / Family Name: ……………………………………………………………………………………**  **Legal Surname** *(if different from legal surname***): ……………………………………………………..……**  **Legal Forename(s): …………………………………………………………………………………………..**  **Chosen Forename** *(if different from legal forename)***: ……………………………………………………**  **Gender: Male or Female** *(please circle correct gender)* **Date of Birth: ………………………………**  **Home Address: ………………………………………………………………………………………………..**  **……………………………………………………………………………………………………………………..** Post Code: …………………………………………. Home Tel No.: ……………………………………Email Address:……………………………………………………………………………………………….. **Please state which Local Authority your child’s address comes under** *(ie. whichever Local Authority you pay your Council Tax to or receive benefits from, such as Manchester or Oldham):*  ……………………………………………………………………………………………………………………  **SIBLING DETAILS** *(Please write in BLOCK CAPITALS):*  **Do you have any other children attending St Margaret Mary’s RC Primary School? Yes / No**  **If yes, please provide their name(s) and date(s) of birth below:**  1. NAME: ………………………………………………… Date of Birth: ………….……………….  2. NAME: ………………………………………………… Date of Birth: ………….……………….  3. NAME: ………………………………………………… Date of Birth: ………….………………. |

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| **PARENT / GUARDIAN INFORMATION** *(Please write in BLOCK CAPITALS):* |
| **1. Parent 1 Details**  **Surname: …………………………………………………………..….…… Title: ………………….……**  **Forename(s): ……………………………………………………………….……………………………….**  **Home Address** *(if different from the Child’s):* **……………………………………………….…………..**  **………………………………………………………………………………………………………………….**  **Post Code: ……………………………………….. Home Tel No.: ……………………………………**  **Mobile Tel No. ……………………………………**  **National Insurance No:………………………………………………….**  **Email Address:………………………………………………………………………………………………**  **Daytime Address / Place of Work** *(including department)***: ………………………………………….**  **………………………………………………………………………………………………………………….**  **Daytime Tel No. / Work Tel No.** *(including extension)****: ………………………………………………..***  **Parental Responsibility: Yes / No** *– please circle the correct answer* |
| **2. Parent 2 Details**  **Surname: …………………………………………………………..….…… Title: ………………….……**  **Forename(s): .………………………………………………………….………………………………….**  **Home Address** *(if different from the Child’s):* **…………………………………………………………..**  **…………………………………………………………………………………………………………..…….**  **Post Code: ……………………………………….. Home Tel No.: ……………………………..……**  **Mobile Tel No. ……………………………………National Insurance No:……………………………**  **Email Address:……………………………………………………………………………………………..**  **Daytime Address / Place of Work** *(including department)***: …………………………………………..**  **………………………………………………………………………………………………………………….**  **Daytime Tel No. / Work Tel No.** *(including extension)****: ………………………………………………..***  **Parental Responsibility: Yes / No** *– please circle the correct answer* |

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| **EMERGENCY CONTACT INFORMATION** *(Please write in BLOCK CAPITALS):*  *In the case of emergency, we will contact Parents/ Guardians first. If possible, please let us have other contacts that we may contact in an emergency.* |
| **3. Other Contact’s Details**  **Surname: …………………………………………………………..…… Title: ………………….………**  **Forename(s): ………………………….……………………………….………………………………….**  **Home Address** *(if different from the Child’s):* **…………………………………………………………..**  **………………………………………………………………………………………..……………………….**  **Post Code: ……………………………………….. Home Tel No.: …………….…………….………**  **Mobile Tel No. ……………………………………**  **Daytime Address / Place of Work** *(including department)***: .………………………………….……..**  **…………………………………………………………………………………………………………..…….**  **Daytime Tel No. / Work Tel No.** *(including extension*)**: ..……………………………………………..**  **Relationship to Child:** *(eg. Grandmother, Grandfather)* ………………………………………………..  **4. Other Contact’s Details**  **Surname: …………………………………………………………..…… Title: ………………….………**  **Forename(s): …………………………..……………………………….………………………………….**  **Home Address** *(if different from the Child’s):* **…………………………………………………………..**  **……………………………………………………………………………..………………………………….**  **Post Code: ……………………………………….. Home Tel No.: ……….…………………………**  **Mobile Tel No. ……………………………………**  **Daytime Address / Place of Work** *(including department)***: …………………………………………..**  **………………………………………………………………………………………………………………….**  **Daytime Tel No. / Work Tel No.** *(including extension)****:* ………………………………………………..**  **Relationship to Child:** *(eg. Grandmother, Grandfather)* **………………………………..……………..** |

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| **RELIGIOUS INFORMATION** *(Please complete in full and write in BLOCK CAPITALS):*  **Religion of Child: ……………………………………………………….**  **Has your child been baptised Catholic?** *(tick as appropriate )* **Yes** or **No**  **If the child is a baptised Catholic, please give details of the Sacraments received to date:**  Date of Baptism: …………………..…… Church: ……………………………………………….  **Name of Parish nearest to home address:** ……………………………………...……………. |
| **EDUCATION HISTORY (Please write in BLOCK CAPITALS)** |
| |  |  |  |  | | --- | --- | --- | --- | | **School/Nursery** | **Address** | **Dates From - To** | **Reason for Leaving** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **Modes of Travel:** |
| We are required to record how our pupils usually travel to and from school. *Please tick the most appropriate box below:* |
| |  |  | | --- | --- | | 1. Bus Service (Public) 2. Car Share (with child / children) 3. Car / Van 4. Cycle 5. Dedication School Bus | 1. Metro / Tram 2. Other 3. Train 4. Taxi 5. Walk | |
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| **Service Children:** |
| We are required to record if we have any children whose parent(s) are in the Armed Forces (i.e. Service Children”. Is either parent or guardian a member of the Armed Forces? *Please tick the appropriate box(es) below:*   |  |  |  | | --- | --- | --- | | Mother   1. Yes 2. No | Father   1. Yes 2. No | Guardian   1. Yes 2. No |   Signed: …………………………………….(Mother \*/ Father \*/ Guardian \**delete as appropriate)* |

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| **MEDICAL, DIETARY & WELFARE INFORMATION** *(Please write in BLOCK CAPITALS)* |
| **Doctor’s Name:** …………………………. **Health Centre**: ……………………………………………..  **Address:** ………………………………………………………………………………………………………  **Tel No:** ……………………………………. |
| *\*Please circle the appropriate answer to the following 7 questions.*   1. **Does your child have any illnesses or medical conditions? Yes / No** *(If “Yes”, please*   *provide further information): …………………………………….………………………………………….*  **2. Does your child suffer from asthma? Yes / No.** *(If “Yes”, please provide further information). Please note: If your child suffers from asthma, he/she should have an inhaler in school at all times:*  *………………………………………………………………………………………………………………….*   1. **Does your child have any allergies, including any to medications? Yes / No** *(If “Yes”,*   *please provide further information):……………………………………………………………………..….*   1. **Does your child have any other special need and / or disability: Yes / No** *(If “Yes”, please*   *provide further information): ….…………………………………………………………………………..….*  **5. Is there any other / additional / vital information or relevant comments that we should be aware of that you think is important to the overall well-being of your child?** *(For example, please give information if your child is receiving treatment or having problems with sight, hearing or speech etc not mentioned above. Also, please give information about any Court Orders pertaining to your child and / or any external Agencies linked with your child):*  **…………………………………………………………………………………………………………………..**  **…………………………………………………………………………………………………………………..** |
| 1. **What meal arrangements do you want your child to have whilst at school?** *(Please tick the appropriate box below):*  |  |  | | --- | --- | | 1. Paid School Meal | 1. Own Packed Lunch |   **FREE SCHOOL MEALS – Are you eligible? We could help save you money each year!**  Please sign below to give us permission to check your eligibility for free school meals.  Parent NI Number: ……………………………. Parent Signature:……………………………………  **7. Does your child have any special dietary requirements? Yes / No** *(If “Yes”, please*  *provide further information): ….…………………………………………………………………………..……*  *…………………………………………………………………………………………………………………….* |
| **ETHNIC INFORMATION** | |
| *We are required by the Department for Education (DfE) to maintain records of ethnic information for our pupils. Please tick the appropriate box below:* | |
| |  |  |  |  | | --- | --- | --- | --- | | **White**   1. British 2. Irish 3. Traveller of Irish Heritage 4. Gypsy / Roma 5. Any other White background 6. White European 7. White other | **Black or Black British**   1. Caribbean 2. African 3. Nigerian 4. Somali 5. Other Black African 6. Any other Black background | **Chinese**   1. Chinese | **Any other Ethnic Group**   1. Afghan 2. Arab 3. Iranian 4. Vietnamese 5. Any other Ethnic group 6. I do not want an ethnic background category to be recorded | | **Language spoken at home?** ………………………………. *(Please write in BLOCK CAPITALS)* | | | | | **English spoken as an additional language?**  *(Please tick the appropriate box)* | | 1. **Yes** | 1. **No** | | **Country of Origin?** ……………...……………………………. *(Please write in BLOCK CAPITALS)* | | | | | **Status in the UK?** *(Please tick the appropriate box – if applicable)* | | 1. **Asylum Seeker** | 1. **Refugee** | | **This information was provided by** *(Please tick the appropriate box below)***:**   1. Mother 2. Father 3. Guardian | | | | | |

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| **Photograph Permission:**  At St Margaret Mary’s a big part of your child’s journey & school experience is to celebrate achievement in many forms & capture experiences. As such there are times when we will take photographs & video clips of pupils during their time at school. These are also used in many ways as part of assessing learning e.g. a practical mathematics or science activity, marking achievement, celebrating & raising self-esteem & are included on the school’s website and on display boards around school. From time to time we are invited to events outside of school when video footage is used, as well as capturing Christmas performances & assemblies etc... in this form, in school.  We really value this & would like your consent to take photos/video footage of your child, and use them responsibly in the ways described above. If you’re not happy for us to do this, that’s no problem – we will accommodate your preferences.  **Please tick the relevant box(es) below, sign overleaf and return this form to school.**  I am happy for the school to take photographs of my child.  I am happy for photos of my child to be used on the school website/twitter.  I am happy for photo/video image of my child to be taken at [performances/events etc…].  I am happy for photos of my child to be used in internal displays.  **I am NOT happy for the school to take or use photos of my child.**  If you change your mind at any time, you can let us know by calling the school on **0161 681 1504** or just popping in to the school office.  If you have any other questions, please get in touch.  **Why are we asking for your consent?**  You may be aware that there are updated data protection [GDPR] rules that came into place last year. To ensure that we are meeting the requirements, we are seeking your consent to take and use photos of your child. As outlined, we really value using photos of pupils, to be able to showcase what they do in school and give you & others a greater understanding of life at St Margaret Mary’s. We would appreciate you taking the time to give this consent.  Signed: …………………………………….(Mother \*/ Father \*/ Guardian - \* *delete as appropriate)* |
| **Out of School Visits:**  We often take children out of school for visits to enhance the curriculum. Please sign below to give you child permission to be included in these events.  Signed: …………………………………….(Mother \*/ Father \*/ Guardian - \* *delete as appropriate)* |
| **Internet Access:**  The internet is a part of the statutory curriculum and a necessary tool for staff and children and young people and benefits education by allowing access to world - wide educational resources including art galleries and museums as well as enabling access to specialists in many fields for pupils and staff.  The school internet access is designed expressly for pupil use and will include filtering appropriate to the age of the children. Pupils will be taught what internet use is acceptable and what is not and be given clear objectives for internet use. Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupil’s age and maturity. Please sign below to give permission for your child to access ICT resources, including the internet, under the remit of “acceptable use” when at school.  Signed: …………………………….…….(Mother \*/ Father \*/ Guardian - \* *delete as appropriate)*. |
| **Data Exchange:**  We at St Margaret Mary’s RC Primary School are the Data Controller for the purposes of the General Data Protection Regulations 2018. We collect information from you, and may receive information about your child from their previous school. We are required by law to pass some of the information to the Local Authority and the Department for Education (DfE). A copy of our “Privacy Notice – can be found on our website. Please sign below to indicate that you are aware of our data exchange responsibilities to collect and pass on information.  Signed: …………………………………….(Mother \*/ Father \*/ Guardian - \* *delete as appropriate)* |
| **Emergency Consent:**  In the event of your child requiring emergency medical / hospital treatment whilst at school, please sign to give permission for your child to receive such treatment in an emergency.  Signed: …………………………………….(Mother \*/ Father \*/ Guardian - \* *delete as appropriate)* |
| **DISCIPLINE POLICY** |
| I am aware that St Margaret Mary’s RC Primary School is a caring school which has the best interests of all pupils at heart. With this in mind, the school rules are designed to help with the supervision and welfare of all the pupils. I am willing to co-operate in upholding the authority of staff in such matters:  Signed: ……………………………………….(Mother \*/ Father \*/ Guardian - \* *delete as appropriate* |

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| **Home - School Agreement** | |
| St Margaret Mary’s is a Catholic school which is part of the Christian community. The School benefits from strong links with the local parish church and the support of the Salford Diocese and Manchester LA  As set out in the School’s Mission Statement **‘We try to follow Jesus in everything we do…’** with these aims and values being at the heart of all that we do. At St Margaret Mary’s we believe that successful partnership between the School, the Church, the Parents and the Pupils helps everyone to take full advantage of all that the School has to offer. The following Agreement supports this partnership in the interests of all our children and families.  **TOGETHER WE WILL.**   * Promote high standards of work and behaviour. * Support the values of the School.   **AS A SCHOOL WE WILL**   * Provide care and support for all families. * Provide a balanced and appropriate curriculum. * Provide a safe and stimulating environment. * *Provide a caring and nurturing learning environment where each child is valued and able to fulfil his/her potential*. * Provide work suitable for pupils’ ages and abilities which helps them to progress. * *Expect high standards of behaviour and promote respect for all.* * *Promote British Values and celebrate diversity and the uniqueness of all individuals.* * *Recognise and celebrate the achievement of your child.* * Provide effective means of communication between home and school *and respond quickly to any enquiries or concerns.* * Monitor pupils’ progress and provide advice and guidance over their work. * Provide *and mark* homework in accordance with the School Homework Policy. * *Notify parents of any concerns relating to their child’s progress or conduct.*   **AS A PARENT/CARER I/WE WILL**   * Ensure that my child attends school regularly, on time and with everything s/he needs. * Let the School know of any concerns or problems that might affect my child’s *learning*, behaviour or well-being. * Regularly attend parents' consultation meetings to review my child's progress. * Support the School's rules and expectations as set out in the Behaviour Policy. * *Ensure that my child uses social media; including mobile phones, instagram, messaging etc… in a responsible way that does not impact negatively on themselves and others.* * Ensure that my child’s homework is completed and returned on time. * *Support the School’s Mission Statement and Ethos and* encourage my child to take part in the full life of the Church School. * *Inform the school immediately of any absence.* * *Not arrange holiday in term-time.* * *Ensure that my child wears the correct uniform each day, including appropriate P.E. kit.* * *Ensure that my child adheres to the School’s mobile phone policy.* * *Ensure the school is notified of any change in emergency contact numbers.* * *Support the school in the teaching of safe and secure internet use at school and home.* * *Ensure that my behaviour and attitude in school and in the school grounds reflects the expectations of the school at all times.* * *Speak to the school if I have any concerns or worries.* | |
| * ***AS A PUPIL I WILL*** * *Treat other people as I would like to be treated.* * *Tell a member of staff if I am worried or unhappy.* * *Respect other pupils’ culture, race, feelings, beliefs and values.* * *Come to school on time, with the things I need.* * *Wear my school uniform with pride and be tidy in my appearance.* * *Always try my best.* * *Do class work and homework as well as I can.* * *Follow the School's Behaviour Policy.* * **Stay safe in all that I do and recognise the safety of others as well.** * **Use social media; including the internet, instagram, messaging and mobile phones responsibly so as not to upset others and affect mine and their safety.** * *Support and attend events at School and Church.*   Headteacher's signature: ***M Sutton***..  Parent/Carer's signature (s): ........................................................ (Mother \*/ Father \*/ Carer - \* *delete as appropriate)*  Pupil’s signature: ...................................................................................  Date: .................................... |

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| **PARENTAL RESPONSIBILITY** |
| From time to time issues arise between parents and school finds itself in a difficult situation.  Parental responsibility (sometimes referred to as PR) is given in a very specific way. If the parents of a child are married both parents have parental responsibility.  If not married, the mother automatically has parental responsibility and so does the father who is registered on the birth certificate.  If the marriage has broken down both parents retain the right to parental responsibility.  A parent can apply for and receive a legal ruling giving them parental rights for the child also.  The school needs to know who has this responsibility so that in the event of an emergency we know who can give permission for specific action.  Please sign below the name of the child and the name(s) of those who have parental responsibility for the child.  Name(s) of people holding parental responsibility  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Privacy Notice – General Data Protection Regulations 2018**  We at St Margaret Mary’s RC Primary School are the Data Controller for the purposes of the General Data Protection Regulations. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:   * support your teaching and learning; * monitor and report on your progress; * provide appropriate pastoral care; * assess how well your school is doing; * to keep children safe (food allergies, or emergency contact details), and * to meet statutory duties placed upon us for DfE data collections   We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.  We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE). If you want to see a copy of the information we hold and share about you then please contact the Headteacher at the school address.  If you require more information about how the LA and/or DfE store and use this data please go to the following websites:    <http://www.manchester.gov.uk/childrensserviceprivacynotices>  and  <http://www.teachernet.gov.uk/_doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>  If you are unable to access these websites, please contact the LA or the DfE as follows:   * Data Protection Officer   Children’s Services.  Overseas House  Quay Street  Manchester  M3 3BB  Telephone: 0161 234 7727  Website: <http://www.manchester.gov.uk>   * Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT   website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk%20)   tel: 0870 000 2288.  **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 Headteacher at the school address. |