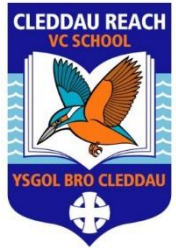


Cleddau Reach VC Primary School



Admission Form

Pupil Details

Legal Surname	_____	Date of Birth	_____
Preferred Surname	_____	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
First Name	_____	Nationality	_____
Known Name	_____	Religion	_____
Middle Name(s)	_____		
Home Address	_____		

	_____	Postcode	_____

Parent and Other Contact Details

Priority 1	Title	Name	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Address		Relationship to child	
Post Code		Parental Responsibility Yes <input type="checkbox"/> No <input type="checkbox"/>	
Home Phone		Work Phone	
Mobile Phone		Email Address	
Permission given to parent to share these details with school		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Resides with pupil		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Priority 2	Title	Name	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Address		Relationship to child	
Post Code		Parental Responsibility Yes <input type="checkbox"/> No <input type="checkbox"/>	
Home Phone		Work Phone	
Mobile Phone		Email Address	
Permission given to parent to share these details with school		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Resides with pupil		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Priority 3	Title	Name	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Address		Relationship to child	
Post Code		Parental Responsibility Yes <input type="checkbox"/> No <input type="checkbox"/>	
Home Phone		Work Phone	
Mobile Phone		Email Address	
Permission given to parent to share these details with school		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Resides with pupil		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Priority 4	Title	Name	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Address		Relationship to child	
Post Code		Parental Responsibility Yes <input type="checkbox"/> No <input type="checkbox"/>	
Home Phone		Work Phone	
Mobile Phone		Email Address	
Permission given to parent to share these details with school		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Resides with pupil		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Going Home Arrangements

Please indicate the arrangements that you have made for your child at the end of the school day:

If your child is in KS2, please indicate if they are allowed to walk home unaccompanied at the end of the school day:

Other Details

Please provide names of any siblings in Pembrokeshire schools (including Cleddau Reach)

Please detail any court orders applying to the child (e.g. Ward of Court, Legal rights of Access)

Is your child entitled to Free School Meals? Yes <input type="checkbox"/> No <input type="checkbox"/>	What is your child's usual lunch? (e.g. Dinners, Free Dinners, Sandwiches etc.)
Is your child entitled to free transport to and from school? Yes <input type="checkbox"/> No <input type="checkbox"/>	What is your child's usual mode of travel to and from school?
Previous School	
Address	
Phone Number	
Did your child receive any special educational arrangements at the previous school? Please give details:	

Medical Details

Doctor's Name	Practice Phone Number
Practice Address	
Post Code	

Do you give the school permission for the school to administer first aid in an emergency? Yes No

Please provide details of any medical conditions that the school should be aware of, and any emergency action that should be taken. (E.g. Asthma, Epilepsy, Allergies to bee stings, nuts, particular medicines etc.)

Ethnicity (please tick)

- | | | |
|---|--|--|
| <input type="checkbox"/> White: British | <input type="checkbox"/> Mixed: White and Black Caribbean | <input type="checkbox"/> Asian or Asian British: Bangladeshi |
| <input type="checkbox"/> White: Irish | <input type="checkbox"/> Mixed: White and Black African | <input type="checkbox"/> Asian or Asian British: Other |
| <input type="checkbox"/> White: Traveller of Irish Heritage | <input type="checkbox"/> Mixed: White and Asian | <input type="checkbox"/> Black or Black British: Caribbean |
| <input type="checkbox"/> White: Gypsy/Roma | <input type="checkbox"/> Mixed: Other | <input type="checkbox"/> Black or Black British: African |
| <input type="checkbox"/> White: Other | <input type="checkbox"/> Asian or Asian British: Indian | <input type="checkbox"/> Black or Black British: Other |
| <input type="checkbox"/> Any other ethnic group | <input type="checkbox"/> Asian or Asian British: Pakistani | <input type="checkbox"/> Chinese |

Language

First Language	<input type="checkbox"/> Welsh	<input type="checkbox"/> English	<input type="checkbox"/> Other – please state:
Language Spoken at Home	<input type="checkbox"/> Welsh	<input type="checkbox"/> English	<input type="checkbox"/> Other – please state:
Child's fluency in Welsh	<input type="checkbox"/> Fluent in Welsh	<input type="checkbox"/> Speaks Welsh but not fluently	<input type="checkbox"/> Cannot speak Welsh at all
Welsh at School	<input type="checkbox"/> Taught Welsh as a first language	<input type="checkbox"/> Taught Welsh as a second language	
	<input type="checkbox"/> Taught other Welsh	<input type="checkbox"/> Not taught Welsh at all	
	<input type="checkbox"/> Disapplied from Curriculum by SEN statement		

I confirm that the above information is correct:

Signed: _____

Date: _____

Privacy Notice:

What the School, Local Authority and Welsh Assembly Government does with information it holds on Pupils

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, Pembrokeshire Local Authority (LA) and Cleddau Reach VC primary School.

The collection & processing of personal information

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer. Any personal or sensitive information you share with us will be used to provide you with services and any statutory duties The Local Authority is required to fulfil. The processing of your data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school and Local Authority as the data controller.

We use this personal data to:

- support our pupils' learning
- Monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- provide catering and payment services
- communicate with our pupils and parents/carers
- safeguard and promote the welfare of students
- assist in the prevention or detecting of crimes (including CCTV)

The sharing of personal information

Welsh Government (WG) & Local Authority (LA)

The School has a legal duty to share certain information about pupils with the Welsh Assembly Government as part of what is called the Pupil Level Annual Schools Census (PLASC). The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed www.wales.gov.uk/statistics

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified. In addition WG and the LA receive information regarding National Curriculum assessment and Public test results and attendance data at pupil level.

Organisations who may share personal information

Information held by the School, LA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when necessary including the Auditor General for Wales and the Local Health Board (School Nurse). For example: if the sharing of information would protect a child's safety or, if the sharing is strongly in a child's best interest. We will not give information about our pupils to anyone without your consent unless the law allow us to do so.

Examples of information we may need to share include:

Name,
Date of birth,
Test results,
Barriers to learning

How long do we keep hold of your information?

We will only hold the information provided to us for as long as is required by law and to provide you with the necessary services. Data will be held in accordance with our retention schedules and will be securely disposed of once it is no longer required. For example, financial information such as Invoices are destroyed after 7 years. For further information on retention schedules, please contact the school.

Other information

The Welsh Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Government, LA and School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

Seeking further information

For further information about the personal information collected and how it is used or, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 2018, you should contact;

- the school on 01437 899419
- your Local Authority Data Protection Officer on 01437 775503. E-mail: DataProtection@pembrokeshire.gov.uk
- **the Welsh Government's data protection officer at, The Welsh Government, Cathays Park, Cardiff, CF10 3NQ;**
- The Information Commissioner's office help line can be contacted on 03031231113;

Customer Contact: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Information is also available from www.ico.gov.uk