

Rosary Catholic Primary School

Part of the Little Way Catholic Educational Trust

Beeches Green, Stroud, Gloucestershire, GL5 4AB

(t) 01453 762774 (e) admin@rosary.gloucs.sch.uk (w) www.rosaryschool.org.uk

Headteacher: Mrs J Knighton



School Admission Form

Please complete this form in full. If the space provided is not sufficient in any section, please attach a separate sheet.

Student Details

Legal Forename(s):	Preferred Forename:
Surname:	Gender:
Date of Birth:	Current Age:
Address:	
Previous School:	Previous School Address & Telephone Number:

Registration

Year Group Applying for:

Admission Date Required:

Family

Parent / Carer Details – Please give details of all persons who have PARENTAL RESPONSIBILITY and anyone else you wish to be contacted in an emergency, in priority order. Please include the name, address and email contact of a non-custodial parent (if relevant) who wishes to receive information regarding the pupils progress.

Please provide a minimum of TWO contacts

Contact 1 – Parent / Carer

Title:	Forename:	Surname:
Relationship to Student:		Parental Responsibility: Yes [] No []
Address:		
Home Tel No:	Mobile Tel No:	Work Tel No:
Email Address: <i>please print clearly</i>		

Contact 2 – Parent / Carer

Title:	Forename:	Surname:
Relationship to Student:		Parental Responsibility: Yes [] No []
Address:		
Home Tel No:	Mobile Tel No:	Work Tel No:
Email Address: <i>please print clearly</i>		

Contact 3 – Parent / Carer

Title:	Forename:	Surname:
Relationship to Student:		Parental Responsibility: Yes [] No []
Address:		
Home Tel No:	Mobile Tel No:	Work Tel No:
Email Address: <i>please print clearly</i>		

Name(s) of any brothers or sisters currently at The Rosary School

Sibling 1 Name:	Year Group:
Sibling 2 Name:	Year Group:
Sibling 3 Name:	Year Group:

Will your child be collected by anyone other than yourselves? If yes, please provide names of anyone who you give permission to collect your child from school if/when required. **(Please notify the office by 2pm if you will not be collecting your child that day).**

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Dietary Information

This information helps the school establish whether it can apply for additional funding or support and also ensures that we are compliant with Safeguarding Children in Education Act.

If your child is in Year Reception, Year 1 or Year 2, have you registered for Free School Meals? Year Reception, Year 1 and Year 2 will receive Universal Free School Meals. See enclosed information on how to register for Universal Free School Meals

Yes [] No [] N/A []

If your child is in Year 3 or above and is entitled to a free school meal, have you registered?

Yes [] No [] N/A []

Does your child have any dietary requirements? If yes, please specify below and enclose the completed Special Diet form

Yes [] No []

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First Aid & Medical Conditions:

In the event of an accident or medical emergency, school staff will always act in the best interests of your child. This may include administering first aid or seeking urgent medical treatment from health professionals. We will make every effort to contact you as soon as possible.

Please note: In a genuine emergency, the school has a duty of care to act regardless of consent if it is necessary to safeguard your child's life or wellbeing.

Non-Emergency Medical Permission:

Do you give permission for school staff to administer basic first aid for minor injuries (e.g. cuts, scrapes, bumps)? *Please note: If you do not give consent for staff to administer minor first aid (e.g. for cuts, grazes, or bumps), you may be contacted and asked to come into school to treat your child. The school will always act to ensure the safety and wellbeing of your child and may still provide necessary care in line with our duty of care.*

Yes [☐]

No [☐]

Are there any medical conditions that the school need to be aware of? *(if yes, please give details below, including details of any regular medication required and care plan, if relevant). Please see further information about our medical policy on the school website.*

Yes [☐] - please provide details below

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No [☐]

Care Plan attached *(if required)* [☐]

Does your child have any allergies, including allergies to medication, eg penicillin?

Yes [☐] - please provide details below

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No [☐]

Do you give the school permission to give your child paracetamol should they require it?

Yes [☐]

No [☐]

Do you give the school permission to administer first aid treatment in an emergency?

Yes [☐]

No [☐]

GP Details

Name of GP:

Name of Surgery:

Surgery Address:

Telephone Number:

Ethnic/Cultural

Place / Country of Birth:	Nationality:
Home Language Spoken:	Religion/Faith:

If your child's first language is not English, please specify their first language below:

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Does your child need a translator?

Is your child a baptised Catholic? ☐ Yes ☐ No

If yes, have you enclosed a copy of the Baptismal Certificate? ☐ Yes ☐ No

What is the name and address of your Parish Church?

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Additional Information

Is any parent a current or previous member of the armed forces? *If yes, please give details below. If a previous member, please provide an end date.*

Yes – Currently Serving ☐

Yes – Ex-Serving ☐ End Date

N/A ☐

Is the student adopted, ever been in a child in care, or been subject to a Special Guardianship Order, inside or outside of England & Wales? *If yes, please give details.*

Yes ☐

No ☐

If the child is subject to a Special Guardianship Order, please attach a copy of SGO document. Please tick one box:

Adopted within England & Wales []

Adopted outside of England & Wales []

Looked after child []

Special Guardianship Order []

None of the above []

The name and telephone number, if applicable, of any allocated social worker:

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Any details regarding restricted access arrangements following custody proceedings *(If any parent is denied access, a copy of the court papers must be attached to this form)*

Court Papers attached: Yes []

No []

Has your family ever had any agencies working with you? (ie CAMHS, Counselling etc)? *If yes, please provide details below.*

Yes []

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N/A []

Is the student a young carer? (i.e. a member of the family has a disability?) *If yes, please provide details below.*

Yes []

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N/A []

Permissions Form

1. E-Safety Agreement for Parents: Signed.....

2. Pupil Acceptable Use Agreement: Signed.....

3. Reading books/Library books Agreement: Signed.....

4. School Parking: Signed.....

5. School Visit – please tick ONE box

[] I **AGREE** for my child to take part in any school activity that takes place off school premises during school hours (08:50am – 15:20pm)

[] I **DO NOT** agree for my child to take part in any school activity that takes place off school premises during school hours (08:50am – 15:20pm)

6. Photo & Video Permission

[] I **GIVE** permission for any image, photograph or video to be taken while at school, for use in public domain and online such as the school specific Social Media accounts.

[] I **DO NOT** GIVE permission for any image, photograph or video to be taken while at school, for use in public domain and online such as the school specific Social Media accounts.

7. Free School Meals

I have checked my child's eligibility/registered them for Universal/Free School Meals **Yes/No**

8. SeeSaw User Agreement: Signed.....

- ☐ I give consent for SeeSaw to be used to record my child's learning
- ☐ I am happy for my child's photo/work/comments to be included in class or group posts
- ☐ My child's photo or work can be shared on the school website class page
- ☐ I will not use SeeSaw in an abusive way
- ☐ I will not share any photos or posts on social media that relate/include other children

9. To visit the Church of the Immaculate Conception/places of worship **Yes/No**

10. I have downloaded the Studybugs app **Yes/No**

Parent / Carer Name:	
Parent / Carer Signed:	
Date:	
Date Received into Office & who filed:	

Information for Parents/Carers

Please read each section carefully and sign to give your permission on the Permissions and Agreements Form at the end of this document.

1. E-Safety Agreement Form: Parents/Carers

Internet and ICT: As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the Internet at school
- the school's chosen email system
- ICT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

Use of digital images, photography and video: I understand the school has a clear policy on "The use of digital images and video" and I support this.

I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.

I will not take and then share online, photographs of other children (or staff) at school events without permission.

Social networking and media sites: I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

The use of digital images and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity, e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.
- Your child's image being used for presentation purposes around the school; e.g. in class or wider school wall displays or PowerPoint® presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators, e.g., within a CDROM / DVD or a document sharing good practice, in our school prospectus or on our school website.
In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

The use of social networking and on-line media

This school asks its whole community to promote the 3 commons approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

How do we show common courtesy online?

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- ***We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.***

How do we show common decency online?

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)

In serious cases we will also consider legal options to deal with any such misuse.

2. Pupil Acceptable Use Agreement

These rules will keep me safe and help me to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

3. Reading Books/Library Books

From time to time we have had problems with reading books being taken home and not returned to school, or being returned in a state not suitable for loaning to other pupils. We have therefore decided to ask that parents take a personal responsibility for any books which are loaned to their child. If books are lost or damaged, parents/carers are requested to make a payment to school to cover the cost of the book's replacement at £5 per book, or the face value for the library book.

4. School Parking

As a new parent to our school, I would like to advise you of parking arrangements and daily access to school.

- Parents should not drive up and down the lane leading to our school, unless it is during the school day to pick up a poorly child, or in an emergency.
- Our official school parking is Tesco, who have kindly allowed parents to park in their car park and then walk around the corner to school.
- Parking permits are given out by the Parish to families with special circumstances, allowing them to use the Church car park. Parents wishing to apply for a permit should write a letter to the Parish Office, which will be referred to the Parish Committee who decides on the issue of permits.

These procedures are necessary to ensure the health and safety of all our children and visitors to the school, by minimising the amount of traffic in the lane at the beginning and the end of the school day.

5. Regular Offsite Visits and Trips

I hereby agree to my child participating in recognised activities that are organised by the school off the site, for example, school trips by coach, environmental studies, swimming, sports matches, joint activities with other schools, visits to local church/library/theatre etc.

I understand that:

- such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home;

- my specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards;
- all reasonable care will be taken of my child in respect of the activity/visit;
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity;
- any medical condition, disabilities, or special needs will be notified to the school now and as and when they arise;
- all pupils are covered by the County Council's third-party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

6. Photo & Video Permission

As part of our curriculum, we like to take lots of photos of the children to keep a record of all the amazing things they do and have the opportunity to share these achievements with everyone! For us to do this we are asking for your permission to use your child in our photography. We can assure you that anonymity will be used to protect the children, where possible, but sometimes we will need to use a child's first name to congratulate for an achievement etc.

Many of the pictures we use on our Facebook and website pages are of group activities, such as class pictures, group work in class, playground activities, sporting, and other events where groups of children are participating in school activities. However, some may be of individual children if we want to celebrate achievements.

7. Free School Meals

You may be aware that school funding is in part related to the number of pupils entitled to receive free school meals. It is likely that this system will be reviewed in the near future. However, it is of significant benefit to the school if we are able to show the true number of pupils who are eligible.

An application for free school meals does not oblige your child/ren to take meals unless they wish to do so and they can select which meals in a week they would prefer. This would also entitle your child/ren to free school milk. By registering you could raise funds to help with support for your child like extra tuition, teaching assistants, after school clubs, music lessons and sports activities.

The Application for Free School Meals Online Form should be completed by EVERYONE (to enable the school to receive funding via the Universal Free School Meal and Free School Meal system). In particular, if you are in receipt of one of the qualifying benefits as detailed below:

- Receipt of Income Support
- Receipt of Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Receipt of Child Tax Credit where annual taxable income is below £16,190 (as assessed by HM Revenue & Customs) and you are not in receipt of Working Tax Credit
- Working Tax Credit "run-on" – the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit
- Universal Credit – your household income must be less than £7,400 a year (after tax and not including any benefits you get). Please visit <https://emsonline.gloucestershire.gov.uk/CitizenPortal/en?ReturnUrl=%2FCitizenPortal> to check your eligibility or register now.

Any information supplied to us will of course be treated with the utmost confidence. Thank you for your assistance in this matter.

8. SeeSaw

The majority of messages sent to parents are delivered via the Studybugs App. However, class-related messages, reminders, photos and videos are sent by the class teachers via an online communication tool called SeeSaw. It is a two-way communication tool, designed to allow parents to comment on posted messages.

There is also a private message area, but this should not be used for urgent messages as teachers may be unable to read messages during the school day. Teachers should also not be expected to respond outside usual 'office hours'. For urgent or more serious matters, please continue to see the class teacher or ask the office staff to pass on messages. All absences should still be communicated to the office via Study Bugs or call if you have any issues. Changes to pick-up arrangements must come to the office.

For you to use Seesaw as part of a class group, the app needs your child's name. SeeSaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of pupils, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

9. Our Church Community

As part of our life at the Rosary School, we visit the Church of the Immaculate Conception regularly for mass and to enrich our RE curriculum. Faith is an important part of our school day and having links with our local parish is beneficial. The children will be learning the responses and special hymns. At different times of the year, we will be visiting for special services to mark important times of the year.

Our church is a safe space for anyone to visit and we love to invite parents to join us as often as they can. You will find it right at the end of the school lane.

10. Studybugs

We're pleased to announce that the Rosary School has a new, more efficient and secure system for reporting your child's absence due to illness. It is called Studybugs and we would like all parents to use this app.

You can get the app or register now using <https://studybugs.com/about/parents>

Studybugs can also be accessed via the button on the home page of the school website.

Here are the top 3 reasons to use Studybugs:

1. It's integrated with our systems so we know right away if your child is unaccounted for- there is no need to call the school office, if you have used the Studybugs app.
2. It's quick and easy to register and use and automatically reminds you to keep us posted.
3. You'll be helping the NHS and other public health organisations improve children's health.
(<https://studybugs.com/about/schools>)

Please get the free Studybugs app, or register on the Studybugs website, and use it to tell us whenever your child is ill and unable to attend school. If you have any difficulty downloading the Studybugs app or accessing the website, please call the school office on 01453 762774. You can also speak to Mrs Knighton or Mrs Matarazzo in the lane, or email the office using admin@rosary.gloucs.sch.uk

Thank you for taking the time to read through this document. Please could you now fill in the form on the next page, ensuring you have signed and dated where appropriate.