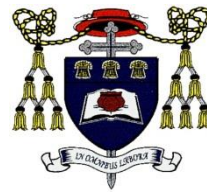


St Nicholas Catholic High School Admission Information Form

Strictly Confidential



Student Information

PLEASE COMPLETE AND RETURN TO SCHOOL IN THE ENVELOPE PROVIDED ON INDUCTION DAY

Legal Surname	Legal Forename
Preferred Surname	Address Street No. and Name
Preferred Forename	Town
Middle name(s)	County
Preferred Name	Postcode
Date of Birth	Home Tel. No.
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

Parental/Carer Information (living at same address as child)

Title (please tick) Mr Mrs Miss Ms Dr. Rev.	Title (please tick) Mr Mrs Miss Ms Dr. Rev.
Forename	Forename
Surname	Surname
Relationship (please tick) Mother <input type="checkbox"/> Father <input type="checkbox"/> Stepmother <input type="checkbox"/> Stepfather <input type="checkbox"/> Grandparent <input type="checkbox"/> Carer <input type="checkbox"/>	Relationship (please tick) Mother <input type="checkbox"/> Father <input type="checkbox"/> Stepmother <input type="checkbox"/> Stepfather <input type="checkbox"/> Grandparent <input type="checkbox"/> Carer <input type="checkbox"/>
Parental Responsibility * Yes <input type="checkbox"/> No <input type="checkbox"/>	Parental Responsibility * Yes <input type="checkbox"/> No <input type="checkbox"/>

If parents are not living together we are required to send school reports, etc. to both parents who have Parental Responsibility.

Name and address of parent if not living at the above address:

Title (please tick) Mr Mrs Miss Ms Dr. Rev.	Title (please tick) Mr Mrs Miss Ms Dr. Rev.
Forename	Forename
Surname	Surname
Address:	Address:
Relationship (please tick) Mother <input type="checkbox"/> Father <input type="checkbox"/> Stepmother <input type="checkbox"/> Stepfather <input type="checkbox"/> Grandparent <input type="checkbox"/> Carer <input type="checkbox"/>	Relationship (please tick) Mother <input type="checkbox"/> Father <input type="checkbox"/> Stepmother <input type="checkbox"/> Stepfather <input type="checkbox"/> Grandparent <input type="checkbox"/> Carer <input type="checkbox"/>
Parental Responsibility * Yes <input type="checkbox"/> No <input type="checkbox"/>	Parental Responsibility * Yes <input type="checkbox"/> No <input type="checkbox"/>

Is either parent with parental responsibility and providing parental care currently serving in the Armed Forces?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

If the child does not live with both his/her parents, please advise if there is a court order concerning the child. Court Order (please tick).	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

*** Who has Parental Responsibility?**

A married couple who have children together both automatically have parental responsibility. Parental responsibility continues after divorce. Mothers automatically have parental responsibility. An unmarried father or second female parent can gain parental responsibility where they do not already have it by:

- Re-registering the birth to include the father or second female parent on the birth certificate. By doing so, parental responsibility is gained from the date of registration. The registration may relate to a child who was born before 1 December 2003
- Entering into a "parental responsibility agreement" with the child's mother
- Successfully applying to the court for an order they he/she shall have parental responsibility
- Subsequently marrying or (for second female parents only) entering into a civil partnership with the mother of the child
- By being named in child arrangement order

If the above does not apply but you do have Parental Responsibility, please tick the box and provide appropriate documentation. *Documentation supplied _____

Sibling Information

Does your child have any siblings at St Nicholas Catholic High School? If yes please complete:

Name (s): _____ Reg: _____

Emergency Contacts

Should an emergency occur, IT IS VITAL, that we are able to contact you. Please provide emergency contact details. **Where contact details are different than those provided for parents please confirm that permission has been sought from the individual for their details to be provided for this purpose.** tick to indicate consent obtained

Priority 1	Contact Name (relationship to child) Address if different from overleaf	
	Contact numbers	
Priority 2	Contact Name (relationship to child) Address if different from overleaf	
	Contact numbers	
Priority 3	Contact Name (relationship to child) Address if different from overleaf	
	Contact numbers	
	Contact numbers	

Cultural Information

Ethnicity

White: British Irish Other (please specify) _____

Black or Black British: African Caribbean Other (please specify) _____

White Other Greek/Greek Cypriot Turkish Turkish/Cypriot Kurdish Gypsy/Roma
Irish Traveller Other (please specify) _____

Asian or Asian British East African Asian Pakistani Bangladeshi Indian Other (please specify) _____

Do not wish to divulge Refused

Language Spoken at Home

English French Farsi Greek Russian Chinese Spanish Hindi
Refused

Other (please specify) _____

Religion

Roman Catholic Hindu Jewish Muslim Sikh Other No Religion Christian

Country of Birth _____ **Nationality:** _____

Please be advised that our privacy notice is available on the school website and you have the right to refuse or retract any information by written request to Mrs T Leech in the school office.

Lunch Arrangements

Free School Meal

School Meal

Sandwiches

Previous Education Details

Telephone No.		Town	
Name of Headteacher		Postcode	

Medical Information

Doctors Name	
Surgery Name	
Surgery Address	
Surgery Tel. No.	

Medical Details

Does your child suffer from any of the following? *(please tick)*

Allergies Asthma * Colour Blindness

Hayfever Migraines

Eczema Other (please specify) _____ * Inhaler prescribed Yes/No

Does your child require medical treatment, including medication?

Does your child have problems with any of the following? *(please tick)*

Sight Hearing Speech Physical Impairments Emotional Difficulties

If you have ticked any of the above, or if you have any other medical information you think we should know, please comment below:

Does your child have any food allergies and special dietary requirements?

Administration of paracetamol in school

Administration of paracetamol tablets in school

If you wish us to be able to give ONE OCCASIONAL paracetamol tablet to your child in the event of a headache or other minor ailment please sign in the box.

Signature _____

You will be sent home a form detailing the time and reason why your child had paracetamol. A tablet will ONLY be given at break or lunchtime and the maximum number given to a child will be ONE per day. You will be contacted if your child is requesting paracetamol on more than two occasions during a half term. You can withdraw your consent at any time by informing the school in writing. This policy is subject to regular review.

Parental Permissions

Re: Using Images of Children

Occasionally we may take photographs of children whilst taking part in activities at school or on school trips and visits. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or web cam recordings for school-to-school conferences or other educational use.

From time to time our school may be visited by the media who will take photographs or film footage of high profile events. Pupils may appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998 we need your permission before we can photograph or make any other recording of your child. Please read the statements below and tick the relevant boxes to indicate your consent, sign and return to school. If you **do not** agree to the use of video or photo for the stated purpose then please indicate with a cross.

	Please tick
I agree that photographs or videos of my child can be used within school i.e. <ul style="list-style-type: none"> • On display boards • On the plasma screen • In lessons • In portfolio work • In video conferencing 	<input type="checkbox"/>
I agree that photographs or videos of my child can be used in school yearbooks (either electronic or paper format) , which is only available to members of the school family.	<input type="checkbox"/>
I agree that photographs of my child can be used in the school prospectus , which is available to anyone upon request.	<input type="checkbox"/>
I agree that photographs or videos of my child may be used on the school website and will be freely available to view on the World Wide Web.	<input type="checkbox"/>
I agree that photographs of my child can be taken by the media and published in newspapers when celebrating the success of my child or promoting the school.	<input type="checkbox"/>
I agree that photographs of my child can be taken by the official school photographer for a year / class photo, which can be purchased by parents. An image can also be attached to my child's school record.	<input type="checkbox"/>

I understand that I can withdraw my consent at any time in the future by notifying the school in writing.

Signed Parent / Guardian: _____ Date: _____

Conditions of use:

1. The permissions granted on this form are valid for the duration that your child attends St Nicholas Catholic High School.
2. We may use pictures of pupils or staff that have been drawn by the pupils.
3. We may use media containing images of groups or classes with general labels such as "a science lesson" or "making Christmas decorations".
4. We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.

E-Safety & ICT Agreement

ICT including the use of computers, the Internet, the learning platform (Frog) and email is an important part of learning in our school. Access to all of these resources is a privilege, not a right. It is important that your child respects this and uses all equipment in an appropriate manner. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent or guardian and then to sign and follow the terms of the agreement. Students have temporary access to the Internet, however this access will be withdrawn if this form is not returned. Therefore please sign and return this form to the school office. If you do not wish for your son or daughter to have access to these resources then please indicate this by ticking the relevant box on the next page.

Please note:

- This consent is valid for the duration that your child attends St Nicholas Catholic High School.
- Refusal of access to school internet or email at school may restrict certain areas of the curriculum

Sanctions for breach of the agreement

Situation	Sanction applicable:
First time	<ul style="list-style-type: none">• Negative comment in diary from Leader of e-Learning.• Blocked from the internet for one week.
Second time	<ul style="list-style-type: none">• Standard letter home advising this is the second rule break• Negative comment in diary from Leader of e-Learning.• Blocked from the internet for two weeks.
Third time	<ul style="list-style-type: none">• Standard letter home advising this is the third rule break• Negative comment in diary from Year Leader.• Lunchtime detention with Year Leader.• Blocked from the internet for one month.
Fourth time	<ul style="list-style-type: none">• Letter home from Year Leader to highlight stage 5 below.• Negative comment in diary from Year Leader.• Year Leader organises after school detention.• Blocked from the internet for half a term.
Fifth time	<ul style="list-style-type: none">• Letter home from Year Leader to highlight the final rule break and explain that the student will not have access to the Internet for the rest of the term.• Negative comment in diary from Year Leader.• Year Leader organises two after school detentions.• Blocked from the internet for the rest of the academic year.

Note: The school does not have to go through each phase. Depending on the severity of the rule break the sanction from the most appropriate phase will be used. A full copy of the *school's ICT policy and e-safety policy* and this document are available to download from the school website (www.stnicholas-school.org.uk) or a copy can be viewed at the school by prior arrangement.

Any concerns or explanation can be discussed with their class teacher or Mr I Hanson (Leader of eLearning).

Rules for Appropriate Computer Usage

When using the computers at school I will always:

- Use ICT equipment including computers, the Internet, the learning platform, email, digital cameras etc for school purposes only.
- Use only my own username, password and work area and will not attempt to access or interfere with work or data belonging to someone else.
- Log off before leaving a computer.
- Follow the school's ICT security system and not share my password with anyone else.
- Wait my turn to get onto a computer if the room is busy.
- Finish my session promptly and get to my next lesson on time.
- Use the computers to do work set for the lesson I am in, unless I am given permission to do other activities.
- Be considerate of the needs of others and will not disturb or disrupt anyone else.
- Finish eating or drinking before entering an IT area.
- Print only a single copy of my work, unless given permission to print more.
- Leave a computer as I found it, ready for someone else to use.
- Take care of the equipment and avoid causing damage.
- Virus scan all removable disks and not intentionally introduce viruses to the network.
- Report any problems immediately.
- Use only the software provided by the school and will not:
 - Download or Install any other program.
 - Copy a program from a school computer.
 - Attempt to access files that I do not have permission to.
- Avoid breaking the law of copyright and will give details of where any information or data have come from.
- Encourage others to abide by the rules.

Rules for Appropriate Internet and E-mail Usage

When using the Internet and email at school, I will:

- Access material important to school business only. I will not:
 - Visit Internet chat areas.
 - Deliberately access or post illegal, rude or insulting material.
 - Buy anything on-line.
 - Pose as another person.
 - Attempt to by-pass the schools Internet filtering system.
- Avoid wasting time or resources and will not access games, music, video or other sites not to do with schoolwork, without permission.
- Report immediately if I access illegal, rude or insulting material by accident.
- Only use my school email address.
- Make sure that all ICT communications, including forum posts, with pupils, teachers or others are appropriate and sensible.
- Send and receive messages to do with school purposes only.
- Send nothing that could be seen as illegal, rude, insulting or bullying.
- Avoid opening or answering e-mail from someone I do not recognise.
- Not give out my personal information such as name, phone number or address.
- Not make arrangements to meet someone unless it is part of a school project and has the express permission of my teacher.
- Report receiving anything from someone I do not recognise, or that makes me feel upset or uncomfortable.
- Make sure that my online activity, both in school and outside school, will not cause my school, the staff pupils or others distress or bring into disrepute.
- Support the schools approach to e-safety and not deliberately upload or add any images, video, sound or text that could upset or offend any member of the school community.

Pupil and Parent/ carer signature

We have discussed this document and(pupil name) agrees to follow the above rules and to support the safe and responsible use of ICT at St Nicholas Catholic High School. I accept that the school can monitor and log the use of its ICT systems including web pages visited, emails sent and forum posts made and these logs will be made available to senior staff when a breach is thought to have occurred.

Parent / Guardian Signature Pupil
Signature.....Form Date

I **DO NOT** want my Son / Daughter to have access to the Internet at school

I **DO NOT** want my Son / Daughter to have access to email at school.