****St Columba’s Catholic Primary School **Tel:** 0151 477 8360













Hillside Road, Huyton, **Email:** stcolumbas@knowsley.gov.uk
Knowsley, L36 8BL **Web:**www.stcolumbasknowsley.co.uk

**Headteacher**: **Miss M Evans**  ***LA/DfES Number****: 340/3357*

In Year Transfer Admission Application Pack

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**Supplementary Faith Form**

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| Child’s Registration Details |
| Forename: |  |
| Surname: |  |
| Date of birth: |  |
| Birth Certificate Attached(Yes/No) *If applicable* |  |
| Age: |  |
| Gender: |  |
| Address: |  |
| Postcode: |  |
| Previous School / Nursery: |  |
| Ethnic / Cultural |
| Ethnicity: |  |
| National Identity: |  |
| First Language:(If not English) - *If applicable* |  |
| Asylum Status: (Eg. Refugee / Asylum Seeker) - *If applicable* |  |
| Traveller Status:(Eg. Housed traveller) - *If applicable* |  |
| Service Child:(If mother / father are in Armed Forces) *-If applicable* |  |
| Faith: |  |
| Church of Baptism*If applicable* |  |
| Date of Baptism*If applicable* |  |
| Baptism Certificate Attached (Yes/No) *If applicable* |  |

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| --- |
| Parent / Carer Details |
| Mother’s Name: |  |
| Address:(If different from child’s) |  |
| Contact Numbers: | Mobile:Work: |
| Email Address: |  |
|  |
| Father’s Name: |  |
| Address:(If different from child’s) |  |
| Contact Numbers: | Mobile:Work: |
| Email Address: |  |
| Additional Emergency Contacts |
| Name: |  |
| Relation to child: |  |
| Contact Numbers: |  |
| Email Address: |  |
|  |
| Name: |  |
| Relation to child: |  |
| Contact Numbers: |  |
| Email Address: |  |

**Parental Permissions**

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| Throughout the school year your child may take part in a number of school activities. Please complete the section below to confirm your authorisation.Photographs & Video’s – We use images and videos of pupils as part of school displays to celebrate school life and pupils’ achievements; to promote the school on social media; on the school’s website; on Class Dojo and Parent App; and for other publicity purposes in printed publications, such as newspapers.It is also common that school is visited by local media, press and external education companies, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.Trips / Visits - Each year, school arranges numerous school trips and visits for pupils – they are designed to enhance your child’s learning experience as well as teach them essential skills for their adult life. By completing the form below, you will be giving permission for your child to partake in:* All visits (including residential trips) which take place during the holidays and weekends.
* Adventure activities during term time and outside of term time.
* Off-site sporting fixtures outside the school day.
* All off-site activities.

Positive Handling – At times it may be necessary to hold/life your child to ensure their safety and that of others (Please refer to our Positive Handling Policy) |
| I give permission for my child to have their photograph/video taken in school: | ***(YES / NO)*** |
| I give permission for my child’s image/video to be used in school and on school platforms: | ***(YES / NO)*** |
| I give permission for my child’s image/video to be used externally as part of school’s involvement in an event: | ***(YES / NO)*** |
| I give permission for my chid to take part in trips and visits organised by the schoool | ***(YES / NO)*** |
| I give permission for school staff to hold/life my child in accordance with the School Positive Handling Policy | ***(YES / NO)*** |
|  |
| Signature: |  |
| Print Name: |  |
| Relationship to the child: |  |
| Date: |  |

**Medical Form**

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| --- |
| **Please detail any dietary requirements, e.g. vegetarianism or food intolerances** |
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| **Please detail any allergies your child has, including how severe they are and what action is needed in the case of an allergic reaction, e.g. the use of an adrenaline auto-injector (AAI)** |
| **Allergy /** | **Intolerance/anaphylaxis**  | **Action needed in an emergency** |
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| **Please indicate whether your child has any of the below conditions**  |
| **Condition**  | **Does your child have the condition? (Y/N)** | **Medication required? (Y/N)** | **If yes, please state** | **Dosage**  | **Frequency of administration** | **Does the school need to store any medication? (Y/N)** | **If yes, please provide details** |
| Epilepsy |  |  |  |  |  |  |  |
| Bone or Joint Disease |  |  |  |  |  |  |  |
| Eczema |  |  |  |  |  |  |  |
| Enuresis (bed wetting) |  |  |  |  |  |  |  |
| Fits or convulsions |  |  |  |  |  |  |  |
| Hay fever |  |  |  |  |  |  |  |
| Asthma |  |  |  |  |  |  |  |
| Diabetes |  |  |  |  |  |  |  |
| Hearing impairment |  |  |  |  |  |  |  |
| Sight impairment |  |  |  |  |  |  |  |
| Migraines |  |  |  |  |  |  |  |
| Anxiety |  |  |  |  |  |  |  |
| Other (please specify) |  |  |  |  |  |  |  |

|  |
| --- |
| **Please circle either ‘Yes’ or ‘No’ to the following** |
| My child has had chickenpox | Yes | No |
| My child has had measles | Yes | No |
| My child has had hepatitis | Yes | No |
| My child has experienced dizziness or chest pain after exercise  | Yes | No |
| My child has had a tropical disease (if yes, please provide further details in the ‘Other’ row in the table above) | Yes | No  |
| My child has frequent headaches  | Yes | No |
| My child has had major surgery (if yes, please provide further details in the ‘Other’ row in the table above)  | Yes | No |

|  |
| --- |
| **Please add any Special Educational Needs / Mental Health or any other condition your child suffers from which you think the school needs to be aware of here:** |
| **Please answer the following questions** |

**Child’s doctor’s name:**

**Medical Practice name and address:**

**Medical Practice Telephone Number:**

I understand that if anything regarding my child’s medical health changes, physically or mentally, I should provide the update to school.

Signature:

Date:

**Pupil Premium & Free School Meal Checker**

**IMPORTANT INFORMATION – PLEASE READ**

To assist the school in obtaining additional funding, St Columba purchased a software system called “Online Free School Meals” (OFSM)

Online Free School Meals (OFSM) simplifies the free school meals process and encourages application submissions to be made **confidentially**, helping schools to identify their Free School Meal and Pupil Premium entitlement to drive the performance and

well-being of disadvantaged students.

**WHO BENEFITS AND HOW**

**Parents and pupils of St Columba’s**

The OFSM system makes it easier for parents to apply for free school meals online and confidentially. By identifying your child’s eligibility for free school meals, they could benefit from a free nutritious meal.

**School will do this on your behalf**

**Headteacher - Miss Evans**

This will help to improve the performance and well-being of pupils by identifying and maximising your Free School Meal and Pupil Premium income.

**School Business Manager - Mrs Askew**

The online checker will increase our school budget by identifying all of our pupils who are entitled to Free School Meals and Pupil Premium Income

In order for the school to apply on your behalf we have created the following letter. We would be grateful for your cooperation and assistance with this return. All information is dealt with in the strictest confidence and will be of great benefit to our children at St Columba.

**Thank you**

|  |
| --- |
| Parent / Carer Details |
| Title:(Miss/Mrs/Ms/Mr/Dr/Etc.) |  |
| Forename: |  |
| Surname: |  |
| National Insurance Number: |  |
| National Asylum Number:(If applicable) |  |
| Date of Birth: |  |
| Relationship to the child:(Mother/Father/Foster Carer/Etc.) |  |
| Email Address: |  |
| Contact Number: |  |
| Address: |  |
| Child’s Details |
| Child’s Forename: |  |
| Child’s Surname: |  |
| Child’s Date of Birth: |  |
| PermissionBy signing below:* You confirm that you have parental responsibility for the child and that the child lives with you
* You give St Columba and or Knowsley Metropolitan Borough Council to check and apply for Pupil Premium and Free School Meal’s on your behalf.
 |
| Signature: |  |

**Privacy Policy**

**Who Will Own My Data Once I Submit It?**

St Columba’s Catholic Primary School

**Why Do You Need My Information?**

We use the pupil data:

• to support pupil learning

• to monitor and report on pupil progress

• to provide appropriate pastoral care

• to assess the quality of our services

• to comply with the law regarding data sharing

**The categories of pupil information that we collect, hold and share include:**

• Personal information (such as name, unique pupil number and address)

• Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)

• Attendance information (such as sessions attended, number of absences and absence reasons)

• Assessment information

• Exclusions/behavioural information

• Relevant medical information

• Special educational needs information

**What Allows You To Use My Information?**

We collect and process pupil information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

* The Education Pupil Registration (England) Regulations 2006
* Education (Information About Individual Pupils) (England) Regulations 2013
* Education Act 2002
* Education Act 2011
* Government Guidance on Schools and Education

**Who Will My Information Be Shared With?**

We routinely share pupil information with:

• schools that the pupils attend after leaving us

• our local authority

• the Department for Education (DfE)

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to the Department for Education’s website.

We are required by law, to provide information about our 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.

Visit the National Pupil Database (NPD) website for further information on the National Pupil Database.

The Department for Education may share information about our pupils from the National Pupil Database with third parties who promote the education or well-being of children in England by:

• conducting research or analysis

• producing statistics

• providing information, advice or guidance

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data in compliance with the General Data Protection Regulation.

For more information about the department’s data sharing process, please visit the Department of Education’s website.

**Do I Have To Provide This Information And What Will Happen If I Don’t?**

The majority of pupil information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

**How Long Will You Keep This Data For And Why?**

We hold pupil data for six years after the child’s 18th birthday

**How Will My Information Be Stored?**

On the SIMS computer system.

**Will This Information Be Used To Take Automated Decisions About Me**?

No **Will My Data Be Transferred Abroad and Why?**

No

**What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child’s educational record, contact the School Business Manager.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

**Who Can I Complain To If I Am Unhappy About How My Data Is Used?**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

* Email: stcolumbas@knowsley.gov.uk
* By post: Data Protection Officer, St Columba’s Catholic Primary School, Hillside Road, Huyton, Knowsley. L36 8BL

**You also have the right to complain to the Information Commissioner’s Office using the following details:**

* Information Commissioner's Office (ICO) website
* By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
* Telephone: 08456 30 60 60 or 01625 54 57 45