



# St. Alban & St. Stephen Catholic Primary School & Nursery

Executive Headteacher: Miss C McFlynn

Head of School: Mrs C Moore

Head of School: Mrs A Porter

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## NURSERY APPLICATION FORM

PLEASE USE BLOCK CAPITALS			
<b>Child details</b>			
First name:			
Middle name:			
Family name:			
Date of Birth:	/	/	Gender: M/F
NHS number:	_ _ _ / _ _ _ / _ _ _ _		
Your relationship to the child: (e.g. mother/father/carer/stepmother/father/ social worker)			
Your child's permanent address (at time of application)			
Address:			
<b>Details of Religion</b>			
Religion of child: (Please tick)	Catholic	Other Christian	Other faith
Parish you live in:	Church where child was baptised & date of baptism (Baptismal cert required if not baptised in Ss Alban & Stephen)		
Church you currently attend:		Name of priest supplying Cert of Catholic Practice:	
<b>Special Educational Needs</b> <i>Does your child have a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP)?</i>			Yes/No
<b>At risk</b> <i>Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? (Please provide evidence with this form)</i>			Yes/No
<b>Children in Public Care</b> <i>Is your child looked after, or was previously looked after and is now adopted, or with a child arrangements or special guardianship order?</i>			Yes/No
If you have a sibling at this school, enter their name and date of birth:			

<i>Early years setting child attends or has attended (if applicable)</i>			
<b>Please complete the details for both parents if living at the same address:</b>			
<b>Parent/carer 1 details</b>		<b>Parent/carer 2 details</b>	
<b>Title:</b>			
<b>Forename:</b>			
<b>Surname:</b>			
<b>DOB:</b>			
<b>National Insurance Number:</b>			
<b>National Asylum Support Service (NASS) Number (if applicable):</b>			
<b>Address:</b>			
<b>Email address:</b>			
<b>Telephone numbers</b>			
<b>Daytime:</b>		<b>Mobile:</b>	
<b>I confirm that the details above are correct to the best of my knowledge.</b>			
<b>Signature of parent/carer:</b>			
<b>OFFICE USE ONLY:</b>	<b>Date Received:</b>		
	<b>Distance:</b>		

## DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to St. Alban & St. Stephen Catholic Primary School & Nursery using this information to consider my application for a nursery place. I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

I understand that, if offered a place in the nursery class, I will have to apply separately for a place in reception.

Signature of parent/guardian: ..... Date: .....

**Have you:**

Enclosed a copy of baptism certificate (where appropriate)	
Enclosed Certificate of Catholic Practice (where appropriate)	<b>Available from the Diocese or Parish where the family normally worships</b>
Enclosed supporting evidence from a faith leader	<b>Applicants from other Christian denominations and other faiths may attach a letter confirming membership of the faith community from their minister or religious leader</b>
Enclosed a recent proof of address	<b>A copy of a gas, electricity, water or council tax bill, or a tenancy agreement, dated within the last 3 months as proof of address</b>
Enclosed supporting evidence for a special educational need	<b>A copy of an EHCP</b>
Enclosed supporting evidence for a child at risk/ looked after or previously looked after	<b>A copy of the relevant order</b>

**Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.**

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that they have seen confirmation and enable a place to be offered under this criterion.

**We also need to witness your child’s original birth certificate – please bring this to the school office with your forms.**

**Thank you for completing this information. Please return your application to the school by Friday 26<sup>th</sup> February 2021.**

## ADMISSIONS PRIVACY NOTICE FOR ST. ALBAN & ST. STEPHEN CATHOLIC PRIMARY SCHOOL & NURSERY

St. Alban & St. Stephen Catholic Primary School & Nursery is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the **School** is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

### **We may also use this data for the following purposes:**

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

### **In order to administer admissions to this School the following information may be collected by us:**

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

### **Agencies we will share the information with:**

- The Department for Education, to comply with statutory data collections
- The Local Authority, to verify the information provided so that the admission scheme/process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

### **School Retention Policy:**

The information listed above will be retained securely by the school for **8** years, after which it will be destroyed.

**For further information please refer to the Privacy Policy on the School website or contact: Elisa Bertelli, GDPR Governor, St. Alban & St. Stephen Catholic Primary School & Nursery, Cecil Road, St Albans AL1 5EG**