|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **St Josephs logo colour**St Joseph’s Cathedral Primary School  Admission Form | | | | | | |
| Child’s Name | | |  | | Date Of Birth |  |
| Please complete and sign the form and return to the school office along with accompanying documents | | | | | | |
| **Checklist** – please tick to indicate that you have completed all sections | | | | | | |
| **✓** | **Page(s)** | **Form** | | **Important notes** | | |
|  | 2-3 | Data Collection | | * Please provide a copy of your child’s birth certificate on admission * Proof of address is required upon admission * Baptismal Certificate is required, if applicable, upon admission | | |
|  | 4-5 | National Identity, Ethnic Background & First Language | | * Please complete all sections and indicate whether the information has been provided by parent/carer or pupil. | | |
|  | 6-7 | Religion & Additional information | | * Please complete all sections | | |
|  | 8-9 | Supplementary Admission Form | | * Please complete this section if your child **has been educated in another country** or **if a language other than English/Welsh is spoken at home**. This information will help the school plan for your child’s needs and recognise their cultural background. | | |

St. Joseph’s Cathedral Primary School is the data controller for the personal information you provide on this form. Your information will be used to inform you of your child’s progress and promotion of school-based activities and events. We may also send you information which relates your child’s education from providers that have links to the school or which we believe will be of interest to you and your child. We will not share your data with any third parties without your explicit consent unless we are required or permitted to do so by law. You can withdraw your consent at any time and ask for your data to be erased from our records.

Data protection law describes the legal basis for our processing your data as one based on consent. For further information about how St. Joseph’s Cathedral Primary uses your personal data, including your rights as a data subject, please see our privacy notice and our data protection policy which can be found on our school website [www.stjosephscathedralprimary.swansea.sch.uk](http://www.stjosephscathedralprimary.swansea.sch.uk)

***For School Office Use Only:***

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received |  | Intake Year |  |
| Date sent to GB |  | Current Number on Roll in Year |  |
| Date of Decision of GB |  | Decision of GB |  |
| Date Parents/Guardians notified of decision |  | Accept offer | Yes / No |
| Birth Cert R’vd |  | Class |  |
| Baptismal Cert R’vd |  | DOA |  |
| Proof of address R’vd |  | Staff Initials |  |
| Appeal Refusal |  |  |  |

Data Collection Sheet

**Please provide a copy of the child’s birth certificate at the time of application**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PUPIL DETAILS** | | | | | | | |
| **Legal Surname** |  | **Legal Forename** | |  | | | |
| **Preferred Surname** |  | **Preferred Forename** | |  | | | |
| **Middle Name(s)** |  | **Gender** | |  | | **Date of Birth** |  |
| **Home Address of Pupil** |  | | | | | | |
|  | | **Post Code** | |  | | |

Please note – if there is any change to your child’s name (eg if it is spelt incorrectly or missing a middle name), you will need to provide a copy of your child’s birth certificate or passport so we can verify the information. Without this, we are unable to make the change. It is important that we hold correct address details and contact information in case of emergency.

Please list details of all persons who hold parental responsibility and anyone else that you wish us to contact in an emergency. Place them in the order you wish them to be contacted. Please ensure you add an email address as all of our newsletters and information is sent by email.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Contact Information** | | | |  | | **Contact Details** | |
| **Title:** | |  | **First Name** | |  | | **Home Tel No.** |  |
| **Last Name** | | | | |  | |
| **Address** | | | | | **Post Code:** | | **Work Tel No.** |  |
| **Parental Responsibility** | | | | **YES / NO** | **Mobile No.** |  |
| **Relationship to Child** | | | | |  | **E-mail Address** |  | |
| **2** | **Contact Information** | | | |  | | **Contact Details** | |
| **Title:** | |  | **First Name** | |  | | **Home Tel No.** |  |
| **Last Name** | | | | |  | |
| **Address** | | | | | **Post Code:** | | **Work Tel No.** |  |
| **Parental Responsibility** | | | | **YES / NO** | **Mobile No.** |  |
| **Relationship to Child** | | | | |  | **E-mail Address** |  | |
| **3** | **Contact Information** | | | |  | | **Contact Details** | |
| **Title:** | |  | **First Name** | |  | | **Home Tel No.** |  |
| **Last Name** | | | | |  | |
| **Address** | | | | | **Post Code:** | | **Work Tel No.** |  |
| **Parental Responsibility** | | | | **YES / NO** | **Mobile No.** |  |
| **Relationship to Child** | | | | |  | **E-mail Address** |  | |
| **4** | **Contact Information** | | | |  | | **Contact Details** | |
| **Title:** | |  | **First Name** | |  | | **Home Tel No.** |  |
| **Last Name** | | | | |  | |
| **Address** | | | | | **Post Code:** | | **Work Tel No.** |  |
| **Parental Responsibility** | | | | **YES / NO** | **Mobile No.** |  |
| **Relationship to Child** | | | | |  | **E-mail Address** |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please list all other siblings who are currently attending St. Joseph’s Cathedral Primary School | | | | | | | | |
| Name |  | | Class |  | | Date of Birth | |  |
| Name |  | | Class |  | | Date of Birth | |  |
| Name |  | | Class |  | | Date of Birth | |  |
|  | | | | | | | | |
| **Education History:**  *If appropriate, please give details of previous schools attended:* | | | | | | | | |
| **Name of School** | |  | | | **Telephone** | |  | |
| **Address** | |  | | | **Town/City** | |  | |
| **Dates Attended** | | **From:** | | | **To:** | | | |
| **Name of School** | |  | | | **Telephone** | |  | |
| **Address** | |  | | | **Town/City** | |  | |
| **Dates Attended** | | **From:** | | | **To:** | | | |
|  | |  | | |  | | | |
| Please give a brief reason why your child is leaving their current school : | | |  | | | | | |
| Have you discussed your child’s school move with their current school (if relevant)? | | | **Yes / No / Not Applicable** | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Medical Information | | | | | |
| **Doctor’s name** |  | | | **Telephone number:** |  |
| **Medical practice address** | | |  | | |
| **Medical conditions the school should be aware of, such as allergies, eczema, asthma etc…….** | | | | | |
|  | | | | | |
| **Disability** | | | | | |
| The school has a duty under the Disability Discrimination Act to collect any information on any disability your child or immediate family / carer may have. This is to ensure the school can seek to meet your individual needs. All information provided will be treated with the strictest confidence. | | | | | |
| **Pupil disability** | |  | | | |
| **Parent / Carer Disability** | |  | | | |
|  | | | | | |
| ***Signature*** | |  | | | |
| **Relationship to Pupil** | |  | | | |
| **Date** | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dietary | | | | | |
| Egg allergy | Nut allergy | Dairy Allergy | Vegetarian | Vegan | |
| Halal | No Pork | Other (please specify) |  | | |
| National Identity & Ethnic Background | | | | | |
| Explanatory note Our national identity relates to which of the national identity groups below we most identify with. Our ethnic background may differ from our national identity. Ethnic background is based on many things, including, skin colour, language, culture, ancestry or family history. Although our ethnic background remains the same, our nationality may change over time.  Neither national identity nor ethnic background are necessarily equivalent to nationality or country of birth | | | | | |

|  |
| --- |
|  |
| National Identity |
| Please tick ONE box only and indicate who provided the information below (pupil or parent) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Welsh |  |  | English | |  |  | Scottish |  |  | Irish |  |  | British |  |  | Other | |  | |  | |
|  | | | | | | | | | | | | | | | | |  | |  | | |
| If other, please specify | | | |  | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| I do not wish a national identity to be recorded |  |  | Information provided by: | Parent |  | Pupil |  |

|  |
| --- |
| Ethnic Background |
| Please tick ONE box only and indicate who provided the information below (pupil or parent) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| I do not wish an ethnic background to be recorded |  |  | Information provided by: | Parent |  | Pupil |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WHITE** | | | | | | | | |
| White- British | |  | Roma |  | German |  | Romanian |  |
| Traveller | |  | EU Roma |  | Greek/Greek Cypriot |  | Russian |  |
| Traveller of Irish Heritage | |  | Roma from Other Countries |  | Hungarian |  | Scandinavian |  |
| ‘New’ Traveller | |  | Other Roma |  | Italian |  | Serbian |  |
| Occupational Traveller | |  | Any other White Background |  | Kosovan |  | Slovakian |  |
| Other Traveller | |  | Albanian |  | Latvian |  | Slovenian |  |
| Show Person | |  | Bosnian-Herzegovinian |  | Lithuanian |  | Spanish |  |
| Gypsy | |  | Bulgarian |  | Maltese |  | Turkish/Turkish Cypriot |  |
| British Gypsy | |  | Croatian |  | Montenegran |  | Ukrainian |  |
| Gypsy from Other Countries | |  | Czech |  | Polish |  | White European Other |  |
| Other Gypsy | |  | French |  | Portuguese |  | Other White |  |
| **MIXED** | | | | | | | | |
| White and Black Caribbean | |  | White and Chinese |  | Asian and any Other Ethnic Group |  | Other Mixed Background |  |
| White and Black African | |  | White and Any Other Ethnic Group |  | Black and Chinese |  |  |  |
| White and Asian | |  | Asian and Black |  | Black and any Other Ethnic Group |  |  |  |
| Any other Mixed Background | |  | Asian and Chinese |  | Chinese and any Other Ethnic Group |  |  |  |
| **ASIAN OR ASIAN BRITISH** | | | | | | | | |
| Indian | |  | Other Pakistani |  | African Asian |  | Sinhalese |  |
| Pakistani | |  | Bangladeshi |  | Kashmiri |  | Sri Lankan Tamil |  |
| Mirpuri Pakistani | |  | Any Other Asian Background |  | Nepali |  | Other Asian |  |
| **BLACK OR BLACK BRITISH** | | | | | | | | |
| Caribbean | |  | Nigerian |  | Other Black African |  | Other Black |  |
| African | |  | Sierra Leonian |  | Any other Black Background |  |  |  |
| Eritrean | |  | Somali |  | Black European |  |  |  |
| Ghanaian | |  | Sudanese |  | Black North American |  |  |  |
| **CHINESE OR CHINESE BRITISH** | | | | | | | | |
| Chinese or Chinese British | |  | Malaysian Chinese |  | Taiwanese |  |  |  |
| Hong Kong Chinese | |  | Singaporean Chinese |  | Other Chinese |  |  |  |
| **ANY OTHER ETHNIC BACKGROUND** | | | | | | | | |
| Arab | |  | Saudi Arabian |  | Japanese |  | Thai |  |
| Egyptian | |  | Syrian |  | Korean |  | Vietnamese |  |
| Iraqi | |  | Yemeni |  | Kurdish |  | Other Ethnic Group |  |
| Libyan | |  | Afghan |  | Latin/South/Central American |  | Any Other Ethnic Background |  |
| Lebanese | |  | Filipino |  | Malay |  |  |  |
| Moroccan | |  | Irani |  | Polynesian |  |  |  |
| First Language Record Forms | | | | | | | | |
| Explanatory note **First Language of pupils**  First Language information is collected so that schools, Local Authorities and the Welsh Government have a better understanding of all of the languages that are spoken in communities in Wales. This information helps plan support for pupils who need it in order that they have every opportunity to do as well as they can at school. | | | | | | | | |
|  | | | | | | | | |
| First Language First language is the language your child first learned as a small child and to which s/he may continue to use or be exposed to at home or in the community. If your child has learned and used another language in their early years as well as English and/or Welsh, the other language would be described as the first language even if they use English and/or Welsh more often. | | | | | | | | |
| Please tick ONE box only and indicate who provided the information below (pupil or parent) | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| English and/or Welsh Cymraeg |  | Greek (Cyprus) |  | Persian/Farsi (Tajiki) |  |
| Albanian/Shqip |  | Greek (Any Other) |  | Persian/Farsi (Any Other) |  |
| Amharic |  | Hungarian |  | Romany/English Romanes |  |
| Arabic |  | Hindi |  | Romani (International) |  |
| Arabic (Algeria) |  | Italian |  | Romanian |  |
| Arabic (Iraq) |  | Ilokano |  | Romanian (Moldova) |  |
| Arabic (Morocco) |  | Indonesian |  | Romanian (Romania) |  |
| Arabic (Sudan) |  | Japanese |  | Russian |  |
| Arabic (Yemen) |  | Korean |  | Serbian |  |
| Arabic (Any Other) |  | Kurdish (Kurmanji) |  | Shona |  |
| Bemba |  | Kurdish (Sorani) |  | Sinhala |  |
| Bengali |  | Kurdish (Any Other) |  | Spanish |  |
| Bengali (Chittagong/Noakhali) |  | Lingala |  | Tamil |  |
| Bengali (Sylheti) |  | Lithuanian |  | Telugu |  |
| Bengali (Any other) |  | Latvian |  | Tagalog/Filipino |  |
| Bulgarian |  | Malayalam |  | Filipino |  |
| Chinese |  | Nepali |  | Tagalog |  |
| Chinese (Cantonese) |  | Pashto/Pakhto |  | Tigrinya |  |
| Chinese (Hokkien/Fujianese) |  | Panjabi |  | Thai |  |
| Chinese (Hakka) |  | Panjabi (Gurmukhi) |  | Turkish |  |
| Chinese (Mandarin/Putonghua) |  | Panjabi (Mirpuri) |  | Urdu |  |
| Chinese (Any Other) |  | Panjabi (Pothwari) |  | Vietnamese |  |
| Czech |  | Panjabi (Any Other) |  | Visayan/Bisaya |  |
| Dutch/Flemish |  | Polish |  | Visayan/Bisaya (Any Other) |  |
| Finnish |  | Portuguese |  | Hiligaynon |  |
| French |  | Portuguese (Brazil) |  | Cebuano/Sugbuanon |  |
| Gaelic/Irish |  | Portuguese (Any Other) |  | Waray/Binisaya |  |
| German |  | Persian/Farsi |  | Wolof |  |
| Greek |  | Persian/Farsi (Dari) |  | Yoruba |  |
| Other language, please state: | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| I do not wish a language to be recorded |  |  | Information provided by: | Parent |  | Pupil |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Can your child speak Welsh? | No | Yes, speaks Welsh fluently | | |  | Yes, speaks Welsh but not fluently | |  |
| Does your child speak Welsh in the home? (Tick all that apply) | | | | | | | | |
| Yes, speaks Welsh with one parent or guardian only | | |  | Yes, speaks Welsh with both parents or guardians | | |  | |
| Speaks Welsh with siblings | | |  | No | | |  | |

If your child **has been educated in another country** or **if a language other than English/Welsh is spoken**

**at home** please complete the additional questions on page 13.

Home Language (The language predominantly used at home):

Country of Birth:

Date of arrival if born outside of the United Kingdom:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Religion *Please tick one of the following:* | | | | | | | |
| Catholic | Christian | Orthodox | Buddhist | Hindu | Jewish | Muslim | Sikh |
| No Religion | | Other Religion (please specify) | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Has the child been baptised catholic? | | Yes | No | |  |  |
| If yes **Please attach a copy of the baptismal certificate** and complete the following; | | | | | | |
| Date of baptism |  | |  | |  |  |
| Name and full address of church where baptism took place: | |  | | | | |
| Name and address of the church you regularly attend: | |  | | | | |
| Parish Priest/Leader: | |  | | | | |
|  | |  | | | | |
| Has your child made their first Holy Communion? | | Yes | No |

Additional Information

|  |  |  |  |
| --- | --- | --- | --- |
| Is the child **“Looked After”** (in the care of a Local Authority) or been **“previously Looked After’’** (in the care of a Local Authority)? *\*A looked after child refers to a child who is looked after by the local authority under Section 22(1) of the Children Act 1989 at the time as application to a school is made and who the local authority has confirmed will still be looked after at the time of admission to the school.*  If **YES** please complete the Supplementary Information section. | | **Yes** | **No** |
| **Supplementary Information *(only complete if answered YES above)*** | | | |
| **To be completed if you ticked ‘YES’** to the question: ‘Is the child **“Looked After”** (in the care of a Local Authority) or been **“previously Looked After’’** (in the care of a Local Authority)’.  Please be aware that the information below should be completed in full and the social worker contacted before we can process your application:- | | | |
| Please state which Local Authority the child is in the care of: |  | | |
| Date of first LAC episode and LAC status at that time: |  | | |
| Current LAC legal status: |  | | |
| Date LAC status ceased (if applicable): |  | | |
| Reason for LAC status being ceased: |  | | |
| Name of current (or previous) Social Worker: |  | | |
| Email: |  | | |
| Telephone: |  | | |

Is the child of UK Service Personnel (child of a parent in the armed forces e.g British Army, Navy etc..) Yes  No

|  |  |  |
| --- | --- | --- |
| **Additional Learning Needs** | | |
| Does your child have a Statement of Special Educational Needs? | **Yes** | **No** |
| Does your child have an Individual Development Plan (IDP) where the LA has named a school in section 2D.1 of the IDP? | **Yes** | **No** |

During the admissions procedure you **must** notify St Joseph’s Cathedral Primary School in writing of any change of home address. Where a place is offered based on the address given on this application form, but it is subsequently found to have changed because you have moved home, the place may be withdrawn. Places offered on the basis of fraudulent or intentionally misleading information will be withdrawn. **Your statutory right of appeal will not be affected**

Parent’s/Carer’s Declaration

I declare that all the information which I have provided is true. I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I have read St Joseph’s Cathedral Primary School’s

**Admission Arrangements** which are published on the school website at [www.stjosephscathedralprimary.swansea.sch.uk](http://www.stjosephscathedralprimary.swansea.sch.uk)

Signed: *(Parent/Carer)* Date:

Please print name clearly:

**Please return this completed application to:**

Admissions

St Joseph’s Cathedral Primary School

Caepistyll Street

Greenhill

Swansea

SA1 2BE

Notification of the outcome of the application will be via email unless otherwise advised

Data Protection (GDPR)

St Joseph’s Cathedral Primary School is the data controller for the personal information you provide on this form. Your information will be used to help us fulfil our legal obligations in admitting your child to school and the creation of a pupil record and will not be used for any other purpose. As required by law we will share your data securely with the following third parties: Swansea City Council and the Welsh Government.

Data protection law describes the legal basis for our processing your data as it being necessary for compliance with a legal obligation.  For further information about how we use personal data, including your rights as a data subject, please see the [privacy notice](https://www.swansea.gov.uk/privacynotice) on our website [www.stjosephscathedralprimary.swansea.sch.uk](http://www.stjosephscathedralprimary.swansea.sch.uk)

Any other information

Supplementary Admission Questions

Please complete this section if your child **has been educated in another country** or **if a language other than English/Welsh is spoken at home**. This information will help the school plan for your child’s needs and recognise their cultural background.

**Section 1 - Pupil Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pupil Name** | |  | | | | |
| **Pupil’s Date of Birth** | |  | | | | |
| **Pupil’s Country of Birth** | | | | **Exact date of arrival in the UK**  **(if applicable)** | | |
|  | | | |  | | |
|  | | | | | | |
| **Residency/Length of Stay in UK *Please tick all that apply*** | | | | | | |
| **Permanent** | **Short-Term**  **(> 4 years)** | **Long-Term**  **(<4 years)** | **Refugee** | | **Asylum Seeker** | **International Student** |
|  |  |  |  | |  |  |

**Section 2 - Education/ Previous Schooling**

|  |  |  |
| --- | --- | --- |
| Has your child **attended school in** the UK before? | **Yes** |  |
| **No** |  |
| **If yes…..** | | |
| For **how many years**? | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has your child **attended school outside of** the UK before? | | **Yes** |  | |
| **No** |  | |
| **If yes…..** | | | | |
| For **how many years**? | | | | |
| What was the **language of instruction**? | | | | |
| Was schooling **formal or informal**? | | | | |
| What **subjects** did they study? | | | | |
| In school, was your child achieving: | | | | |
| **Less well** than other children | About **the same** as other children | | | **Better** than other children |
|  |  | | |  |

**Section 3 - Language Background**

|  |  |
| --- | --- |
| What is your child’s **first language?** First language is the language that the child heard/learnt from birth - if English and another language were heard/learnt – the other language will be the first language |  |
| What is the **main language** spoken at **home?**  (This may be the same or different to your first language.) |  |
| What **other languages**, if any, are spoken at home? |  |
|  |
|  |

How well can your child **speak, read and write English and the other languages you have listed?**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Speak/Listen** | | **Read** | | **Write** | | **Used with who/where?** | **When learnt?** |
| ***List language/s:*** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** |
| **English** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Which **language/s** do the parents/guardians use (including English, if applicable)**?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent / Guardian 1 Relationship to pupil** |  | | |
| ***List language/s*** | **Speak/Listen** | **Read** | **Write** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Parent / Guardian 2 Relationship to pupil** |  | | |
| ***List language/s*** | **Speak/Listen** | **Read** | **Write** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Parent / Guardian 1** | **Parent / Guardian 2** |
| What is the **preferred language** of communication with the school? | |  |  |
| Is an **interpreter** needed for parents’ meetings? | |  |  |
| Do you have a **family member/friend** who is able to **interpret** for you? | **Yes** | **If yes - Contact Details:** | |
| **No** |
| **Not applicable** |

**Section 4: Other**

|  |  |  |  |
| --- | --- | --- | --- |
| Can **anyone help** your child at home with **school work**? | **Yes** |  | **Who?** |
| **No** |  |
| Does your child have any **dress restrictions**? | **Yes** |  | **Details:** |
| **No** |  |
| Does your child **attend any community language** classes? | **Yes** |  | **Details:** |
| **No** |  |
| Is your **child able to use ICT** (PC/laptop/tablet/internet)? | **Yes** |  | **Details:** |
| **No** |  |
| Does your **child have access** to a PC/laptop/tablet? | **Yes** |  | **Details:** |
| **No** |  |
| Does your child have access to the **internet** in the home? | **Yes** |  | **Details (e.g. via a Wi-Fi router or via a phone only):** |
| **No** |  |
| Does your child have any **special skills or interests or favourite activities**? | **Details:** | | |