



Pennaeth / Headteacher **Mrs R Langley Bed**

Academic Year 2024/2025

ADMISSIONS APPLICATION FORM

Early Entitlement / Nursery / Reception / Year 1 / Year 2 / Year 3 / Year 4 / Year 5 / Year 6)*
(*Circle appropriate Year Group)

Child's Full Name _____ Surname _____

Date of Birth ____/____/____ (dd/mm/yyyy) Gender Male or Female

Child's Current Permanent Home Address _____

Postcode _____

Name of Mother/Guardian: Title: Mrs/Miss/Ms/Other: _____ Contact Priority: 1st/2nd/3rd _____

Forename _____ Surname _____

Address _____

Postcode _____ Correspondence Address YES/NO _____

Telephone: Home _____ Daytime _____ Evening _____

E-Mail Address for use with Parentmail / Parents Evening System / School Gateway (one per family required to send out newsletters and letters giving you instant access to information) _____

Name of Father/Guardian: Title: Mr/Other: _____ Contact Priority: 1st/2nd/3rd _____

Forename _____ Surname _____

Address _____

Postcode _____ Correspondence Address YES/NO _____

Telephone: Home _____ Daytime _____ Evening _____

Is the child 'Looked After' by Social Services YES/NO

Does your child have any medical, educational or pastoral needs of which you wish the school to be aware? YES/NO (if Yes, please give details) _____

Ffôn/Phone: 01244 830408 | E-Bost/E-Mail: emmail@hwbcymru.net | Gweiadur/Website: <http://www.vemschool.co.uk/>

@venedwardmorgan | Venerable Edward Morgan School | venerable_edward_morgan



Your child's Dr _____ Address _____

_____ Telephone: _____

Statement of Special Needs? YES/NO _____ if so named school _____

Home Religion (Catholic/Christian Denomination/Other Faith) _____

Please attach a copy of your child's Baptismal Certificate if applicable

Siblings: If there are brothers or sisters in school, please give their names, dates of birth and present school year groups

Name _____ DOB ____/____/____ (dd/mm/yyyy) Year Group _____

Name _____ DOB ____/____/____ (dd/mm/yyyy) Year Group _____

Name _____ DOB ____/____/____ (dd/mm/yyyy) Year Group _____

Name _____ DOB ____/____/____ (dd/mm/yyyy) Year Group _____

If the nature of your occupation makes daytime contact difficult, please give the name, relationship and telephone number of a person who may be reached in the event of an emergency to act on your behalf:

Title: Mr/Mrs etc: _____ Relationship _____ Contact Priority: 1st/2nd/3rd _____

Forename _____ Surname _____

Address _____

_____ Postcode _____

Telephone: Home _____ Daytime _____ Evening _____

Please attach any other emergency contacts on a separate piece of paper.

Signature of Parent/Guardian _____ Print Name _____

Date _____

Please return this form to: School Office, Venerable Edward Morgan School, Caernarvon Close, Shotton, Flintshire, CH5 1AS

For details on Parent/Parental responsibility please refer to Flintshire's Admission Arrangements Booklet available from school or Flintshire Education & Children's Services, & Recreation Department, County Hall, Mold, Flintshire, CH7 6ND.

Collection and Recording of Data on Pupils' National Identity and Ethnic Background

I enclose a form for you to fill in about the national identity and ethnic background of your child, as all schools are asked to do by the Welsh Assembly Government. Please study the two sections, A "national identity" and B "ethnic background", of the attached form and tick one box only in each section, to indicate the national identity and ethnic background of the pupil named below. Please also tick whether the form was filled in by a parent or by the pupil.

If you have not returned your completed form within four weeks, the school will use its best judgement to assess the ethnic background of your child, noting that the information has been arrived at in this way, rather than provided by you. Please note that you can ask to check your child's information at any time, and, if you wish, you may have the national identity and/or ethnic background information changed or removed.

National Identity and Ethnic Background Record Form

Section A: National Identity

Please tick **ONE** box only and indicate who provided the information below (pupil or parent)

| | |
|--|--|
| Welsh | |
| English | |
| Scottish | |
| Irish | |
| British | |
| Other (please specify): | |
| I do not wish a national identity to be recorded | |

| | | | |
|-----------------------------------|--|-------|--|
| This information was provided by: | | | |
| Parent | | Pupil | |

What is your Child's First language? _____

What is your Child's Home language? _____

Section B: Ethnic Background (extended categories)

Please tick **ONE** box only and indicate who provided the information below (pupil or parent)

| White | | | |
|---------------------------------------|--|-------------------------|--|
| White – British | | Kosovan | |
| Traveller of Irish Heritage | | Latvian | |
| 'New' Traveller | | Lithuanian | |
| Occupational Traveller | | Maltese | |
| Other Traveller | | Montenegrin | |
| British Gypsy/ Gypsy Roma | | Polish | |
| Gypsy/Gypsy Roma from Other Countries | | Portuguese | |
| Other Gypsy/Gypsy Roma | | Romanian | |
| Albanian | | Russian | |
| Bosnian-Herzegovinian | | Scandinavian | |
| Bulgarian | | Serbian | |
| Croatian | | Slovakian | |
| Czech | | Slovenian | |
| French | | Spanish | |
| German | | Turkish/Turkish Cypriot | |
| Greek/Greek Cypriot | | Ukrainian | |
| Hungarian | | White European Other | |
| Italian | | Other White | |

| Mixed | |
|------------------------------------|--|
| White and Black Caribbean | |
| White and Black African | |
| White and Asian | |
| White and Chinese | |
| White and Any Other Ethnic Group | |
| Asian and Black | |
| Asian and Chinese | |
| Asian and Any Other Ethnic Group | |
| Black and Chinese | |
| Black and Any Other Ethnic Group | |
| Chinese and Any Other Ethnic Group | |
| Other Mixed Background | |

| Asian or Asian British | |
|-------------------------------|--|
| Indian | |
| Mirpuri Pakistani | |
| Other Pakistani | |
| Bangladeshi | |
| African Asian | |
| Kashmiri | |
| Nepali | |
| Sinhalese | |
| Sri Lankan Tamil | |
| Other Asian | |
| | |
| | |

| Black or Black British | |
|-------------------------------|--|
| Caribbean | |
| Ghanaian | |
| Nigerian | |
| Sierra Leonian | |
| Somali | |
| Sudanese | |
| Other Black African | |
| Black European | |
| Black North American | |
| Other Black | |

| Chinese or Chinese British | |
|-----------------------------------|--|
| Hong Kong Chinese | |
| Malaysian Chinese | |
| Singaporean Chinese | |
| Taiwanese | |
| Other Chinese | |
| | |
| | |
| | |
| | |

| Any other ethnic background | | | |
|------------------------------|--|--------------------|--|
| Afganistani | | Libyan | |
| Arab | | Lebanese | |
| Egyptian | | Malay | |
| Filipino | | Moroccan | |
| Irani | | Polynesian | |
| Iraqi | | Thai | |
| Japanese | | Vietnamese | |
| Korean | | Yemeni | |
| Kurdish | | Other Ethnic Group | |
| Latin/South/Central American | | | |

| | |
|---|--|
| I do not wish an ethnic background to be recorded | |
|---|--|

| | | | |
|-----------------------------------|--|-------|--|
| This information was provided by: | | | |
| Parent | | Pupil | |

Routine Visits Parent/Carer consent

As part of your child's learning experience we provide a wide range of educational visits to support the curriculum. Please read, complete and return this form to give consent for your child to participate in all routine visits during their time at Venerable Edward Morgan School as defined below.

Routine Visits include:

Swimming (JUNIORS ONLY), Walks to the local Park & Local Area, Church

These visits will normally take place at the following, or similar, locations:

Connahs Quay, Wepre, Shotton, The Church of the Blessed Sacrament

Please provide below the Name and Number of an alternative contact should you not be available on the day of the routine visit.

Alternative Emergency Contact:

Name: _____ Telephone: _____

Address: _____

Medical Information:

Details of any medical, physical or psychological condition that may affect your child during a routine educational visit:

Details of any medication that your child should take during a visit: _____

Does your child self-administer the above medication? **YES / NO**

It is the parent's responsibility to ensure that medication which should be carried by your child is taken with them on the visit. In some circumstances failure to carry the appropriate medication may result in your child not being able to go on the trip. This is entirely for your child's safety.

Dietary Requirements:

Does your child have any special dietary requirements? **YES / NO**

Do you have any other information that might be important for us to know about?

I understand that:

- routine visits will normally take place within the school's working hours. Occasionally, they may extend beyond this time, in which case I will be given adequate notice to allow me to make appropriate arrangements for my child's return home;
- my specific permission will be sought for any non-routine visits beyond those listed;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school discipline procedures during the visit;
- I must inform the school of any change to my child's medical, physical or psychological condition that may affect my child during a routine educational visit;
- my child is 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 its employees. I understand that this insurance policy does not include personal accident or personal belongings cover, for my child and I may wish to arrange this privately.

I agree to inform the school of any changes to my details, or my child's home/contact details in order for the school to reach me in case of emergency.

Full Name of parent/carer: (in block capitals) _____

Parent's or Guardian's Signature: _____ **Date:** ____/____/____

Use of Internet and Email in School

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, encourage creativity and stimulate awareness of context to promote effective learning. Learners should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended:

- to ensure that learners will have good access to devices and the internet, be responsible users and stay safe while using digital technologies for educational, personal and recreational use
- to help learners understand good online behaviours that they can use in school, but also outside school
- to protect school devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Agreement (Years 3 / 4 / 5 / 6 pupils)

When I use devices, I must behave responsibly to help keep me and other users safe online and to look after the devices.

For my own personal safety:

- I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly.
- I will only visit internet sites that adults have told me are safe to visit.
- I will keep my username and password safe and secure and not share it with anyone else.
- I will be aware of "stranger danger" when I am online.
- I will not share personal information about myself or others when online.
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take a trusted adult with me.
- I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

I will look after the devices I use, so that the school and everyone there can be safe:

- I will handle all the devices carefully and only use them if I have permission.
- I will not try to alter the settings on any devices or try to install any software or programmes.
- I will tell an adult if a device is damaged or if anything else goes wrong.
- I will only use the devices to do things that I am allowed to do.

I will think about how my behaviour online might affect other people:

- When online, I will act as I expect others to act toward me.
- I will not copy anyone else's work or files without their permission.
- I will be polite and responsible when I communicate with others and I appreciate that others may have different opinions to me.
- I will not take or share images of anyone without their permission.

I know that there are other rules that I need to follow:

- I will only use my own personal devices (mobile phones/USB devices etc.) in the school if I have permission. If I am allowed, I still have to follow all the other school rules if I use them.
- I will only use social media sites with permission and at the times that they are allowed.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I should have permission if I use the original work of others in my own work.

I understand that I am responsible for my actions, both in and out of school:

- I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.
- I understand that if I do not follow these rules, I may be subject to disciplinary action. This could include loss of access to the school network/internet, detentions, suspensions, parents/carers contacted and in the event of illegal activities involvement of the police.

Acceptable Use Agreement (Nursery / Reception / Years 1 / 2 pupils)

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers/tablets.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of computers/tablets and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer/tablet.

Pupil Acceptable Use Agreement Form (Years 3 / 4 / 5 / 6 pupils)

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school).
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I am out of school and involved in any online behaviour that might affect the school or other members of the school.

Pupil's Name (in block capitals) _____

Pupil's Signature: _____ Date: ____/____/____

Parent/Carer Countersignature:

I know that my child has signed an acceptable use agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Parents / Carers Name (in block capitals) _____

Parents / Carers Signature: _____ Date: ____/____/____

Acceptable Use Agreement Form (Nursery / Reception / Years 1 / 2 pupils)

Please complete the sections below to show that you and your child have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to school systems.

My child and I have read and understand the above and agree to follow these guidelines when:

- They use the school systems and devices (both in and out of school).
- They use their own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- They are out of school and involved in any online behaviour that might affect the school or other members of the school.

Pupil's Name (in block capitals) _____

Pupil's Signature: _____ Date: ____/____/____

And / Or

Parents / Carers Name (in block capitals) _____

Parents / Carers Signature: _____ Date: ____/____/____

I understand that the school has discussed the acceptable use agreement with my child and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of the school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Seesaw at Edward Morgan **Parent /Carer Consent Form**

As part of our on-going commitment to communicate with you more effectively and to provide new ways for you to be increasingly involved in your child's learning, we are delighted to introduce a new learning platform – Seesaw. Seesaw enables your child to capture their 'learning moments' that they would love to share with you. The real advantage of Seesaw is that your child can capture their learning in real time, reflect on their learning and share it with you. If you would like to take advantage of this opportunity, please read and complete the consent form attached. Once we have received your consent we will provide you with the instructions containing your unique QR code to scan with your device's camera, enabling you to access your child's learning. You can then use Seesaw's Parents App for iOS, Andriod or use the internet on a computer to view your child's learning. Instructions on how to create your account is provided with your log in.

You only have access to your child's account and learning. All of the content is stored securely.

We really do hope you take advantage of this great opportunity to share in your child's learning.

Parent / Carer name: _____ Child's name: _____

***I would like / *I would not like** to sign up to Seesaw.

(*Please delete as appropriate)

From time to time we might capture a learning moment when your child and other children feature in the same image, should this be the case we need to respect your wishes regarding whether or not a collaborative learning image, featuring your child, can be part of another child's learning upload.

***I give / *I do not give** my consent for my child's image to be part of another child's learning upload.

As a Seesaw user I agree that I will refrain from the following prohibited activities.

- Don't use Seesaw in a manner that violates regulations and applicable laws.
- Don't use Seesaw in any manner that would be inappropriate for the classroom environment and goes against the schools acceptable use policy.
- Do not share work that is uploaded on to Seesaw on other social media sites.
- Don't use Seesaw to do anything abusive, harassing, threatening or invasive of another person, including pupils and staff.
- Do not use personal information, images or examples of work of students or staff, without consent or in a way that goes against the schools acceptable use policy.

Should Edward Morgan School receive evidence of any of the above regulations being broken, Edward Morgan School reserve the right to remove your access to Seesaw.

I agree to the above regulations – Signed: _____ Date: _____

Use of Digital/Video Images

There are certain activities where the school do not use consent as the basis for processing your child's data. We take photographs/videos of the children for the purposes of recording and tracking pupil progress under the [e.g. *Education Act 1996*] and compiling evidence for assessment purposes. These are kept in secure locations within the school and destroyed in line with our retention policy. We may also need to share these files with third parties. Further details can be found in the school privacy notice.

On other occasions the school may wish to publish photographs and/or video footage of pupils in public documents such as the school prospectus, our social media pages (e.g. Twitter, Facebook, Instagram) and website, on display around the school, and in community publications such as local newspapers. All images are published with the strictest regard for safeguarding and child protection, and only with your consent.

The school will comply with data protection laws and request parent's/carers permission before publishing images of members of the school. We will also ensure that when images are published the learner cannot be identified using their names.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, please contact the school.

Parents/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree.

Digital/Video Images Permission Form

Parent/Carers Name: _____ Childs Name: _____

| Description of the use of Photographs or Images | Please Tick | |
|---|------------------------------|-----------------------------|
| I agree for photographs/videos to be taken of my child during school activities for use <u>on display boards or walls around the school.</u> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I agree for photographs/videos to be taken of my child during school activities for use <u>within school printed publications.</u> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I agree for photographs/videos to be taken of my child during school activities for use <u>on school digital channels (e.g. websites, social media – Twitter / Facebook / Instagram).</u> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I agree for photographs/videos to be taken of my child during school activities and <u>used in local or national media (e.g. newspapers or television appearance), this may include their online sites.</u> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

OR

| | | |
|--|------------------------------|-----------------------------|
| I <u>do not</u> wish any photographs/videos to be taken of my child for the purposes outlined above. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

Parents / Carers Signature: _____

Date: ____ / ____ / ____

As the school is collecting personal data by issuing this form, we inform parents/carers:

| This form (electronic or printed) FAQ's | |
|---|---|
| Who will have access to this form? | School Management Team and Teaching Staff |
| Where will this form will be stored? | In the School Office in a locked Filing Cabinet |
| How long will this form will be stored for? | Until the end of the Child's School Life or earlier |
| How will this form will be destroyed? | By Confidential Shredding through a reputable company. |
| FAQ's related to Images | |
| How long will the school will retain the Digital / Video Permission Form for? | Until the end of the Child's School Life or earlier |
| Where will the images be published? | Twitter, Facebook, Instagram, School Website, Local Press, National Press, Newsletters, Prospectus, Flyers, School Displays etc. |
| Who will have access to the images? | Senior Management Team and Teaching Staff |
| Where the images will be stored? | On secure County encrypted Server or Securely Stored Digital Discs |
| How long the images will be stored for? | Until the end of the Child's School Life or earlier |
| How the images will be destroyed? | Removed from servers via IT deletion system (secure and safe) & Disc Shredding |
| How can a request for deletion of the images be made? | Please apply in writing to the Headteacher either by post or e-mail |
| Parents/Carers should note that websites can be viewed throughout the World, and not just in the United Kingdom where UK/EU data protection law applies. Images and information can no longer be controlled by the school when copied from the website | |

When complete, the information on this form is recorded on the school database.

Paper copies will be securely stored.

When complete, this page should be stored in a secure location for the duration of:

The Child's School Life or earlier

Our School Mission Statement:

'Let the little children come to me'

St Matthew

The Venerable Edward Morgan Catholic School serves the area of Deeside to provide a Catholic education for the local parishes. We provide an environment founded upon the sound social and moral values the Church teaches. Within this environment and through our liturgies, assemblies and acts of worship our children grow intellectually, spiritually and morally as young Christians. We find an example of such growth into full maturity in the life of the Catholic Priest, Edward Morgan.

We recognise that in order to develop the gifts and talents which God has given children, we need to work in close co-operation with the home, parish and local community. In this spirit and guided by the Gospel and our Catholic traditions, we express below our main aims and aspirations.

- To provide a sound moral and high academic education within a Catholic ethos of love, care and concern.
- To cultivate in a friendly, homely and welcoming atmosphere, the academic, cultural, physical and spiritual development of each child.
- To understand the various needs of all pupils and to recognise the unique dignity and potentially of each as a child of God irrespective of his/her ability.
- To develop all the staff in the school in order to meet the school's objectives.
- To enable each child to recognise his or her own worth and value and that all pupils are equal worth.
- To prepare all children for their further educational experience and their eventual development as a whole and self-disciplined person.

The community of Venerable Edward Morgan Catholic School at all times and in all that it does, attempts to serve as a witness to the Catholic faith.

We will endeavour to provide the best education for every child.

PARENTS/CARERS

We acknowledge that we as parents are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at school.

Therefore I/we will try to:-

- Ensure that my/our child attends school regularly, on time and is suitably dressed and equipped.
- Inform the school of any concerns or problems that might affect my/our child's work or behaviour.
- Support the Christian values of the school community.
- Give my/our child opportunities for home learning and support homework from school.
- Support the school policies and guidelines for behaviour and in all aspects of school life.
- Attend parents' evenings and discussion about child's progress.
- Encourage my/our child to be enthusiastic about learning and to enjoy school.
- Encourage my/our child to show kindness and consideration to others.
- Talk to my/our child about their experiences in school and encourage them to do their best.
- Support the Catholic community and the school governors in their responsibilities for maintaining the school buildings in good repair.

Parents / Carers Signature: _____ **Date:** ____/____/____

PUPILS

I acknowledge the different and unique talents which God has given me and my responsibility to use them wisely.

Therefore I will try to:-

- Attend school regularly and on time.
- Wear school uniform and bring all the equipment I need every day.
- Take care of all school equipment and help keep our school free from litter.
- Learn something new each lesson and always do my best.
- Share my feelings honestly and politely and show consideration for others in school.
- Behave sensibly so we can be happy and safe as we learn.
- Think for myself and take responsibility for my actions.
- Observe all school rules and treat everyone and their belongings with the respect they deserve.

Pupils Signature: _____ **Date:** _____