

Welcome to Sacred Heart RC Primary School, Battersea

Within this school, we aim to create a supportive, friendly environment suitable to the young child, where the foundations of a good all-round education are laid.

Support from home is a vital factor in providing your child with a secure base for learning. This means that parents understand that we are not child minders but educators who, working with you in partnership, are laying foundations for the future while enjoying the present.

As a Catholic school we try to give the children a high moral framework, based on the Gospel values. We support the family in their teaching of the Catholic faith.

I hope that your child's days in our school will be both happy and fruitful.

Mr. Jared Brading
Executive Headteacher

Please note that all applications should be accompanied by the following:

- Original copy of your Child's Birth Certificate.
- Two proofs of your address e.g. Utility Bills, Bank Statement, etc. that are not more than 3 months old.
- Original copy of your Child's Baptismal Certificate.
- Supplementary Form.



**The Federation of Sacred Heart and St Mary's
Catholic Primary Schools, Battersea**



Sacred Heart R.C. Primary School, Battersea

Este Road, Battersea, London SW11 2TD

Tel: (020) 7223 5611

Email: admin@sacredheart-battersea.wandsworth.sch.uk

www.sacredheartschoolbattersea.co.uk

Executive Headteacher Mr Jared Brading

Associate Head Mrs Nicola Byrne

Child's Name: _____

Date of Birth: _____

Date Application Received: _____

Nursery Application: _____

Check List:

Child's Birth Certificate..... []

First Proof of Address:..... []

Second Proof of Address:..... []

Baptism Certificate: []

Dedication Letter or Other []

Priest Letter: []

Currently on roll in our Nursery:..... []

Sibling: []

| |
|---------------------------------------|
| <p><u>Criteria Number:</u></p> |
|---------------------------------------|

If you do not provide the required evidence as above, it could impede your application and could have an effect on the criteria that your child will be ranked.

Applicant's Signature: _____

FAMILY DETAILS

Date:

Name of Child:

Date of Birth:..... **Certificate Seen: YES / NO**

Home Address:

.....

Post Code: **Home Phone:** **Day Phone:**

Mobile Phone:

No. of Children in Family:

Position in Family:

Previous Schools or Nursery:

Type of Nursery (e.g. Social services, Private, etc.):

Father's Full Name:

Father's Address if different to above:

.....

.....

Phone Numbers:

Email Address:

Father's Country of Origin:

Mother's Full Name:

Mother's Country of Origin:

Name of any Person other than above who has Parental Rights:

.....

Address:

Phone Number:

Email Address:

Brothers or Sisters attending Sacred Heart RC Primary School:

Name: **D.O.B:**

Name: **D.O.B:**

Brothers or Sisters attending Other Schools:

RELIGIOUS DETAILS

Child's Religion:

Date of Baptism:

Place of Baptism:

Certificate Seen: YES / NO

Father's Religion:

Church Father Attends:

Mother's Religion:

Church Mother Attends:

Reminder to Parents:

As you have chosen to send your child to a Catholic school it is important that you set a good example by taking your child to church on Sunday and living out the gospel values in your family. You promised to do this at your child's Baptism.

THE CATHOLIC SCHOOL will work with YOU and the PARISH in helping your child to know, experience, celebrate and live the gospel values.

PHYSICAL DETAILS

Has your child any known Allergies?

Does your child suffer from any Illness? (*Please name*):

Does your child take regular Medicine?

Is your child Toilet Trained?

Can she/he attend to her/his own needs in the Toilet?

Family Doctor's Name:

Address:

Health Visitor:

Clinic:

Does your child have any Special Interests/Hobbies e.g. Sport, Drama, Art, Dance, Reading, Computers etc.?

How does your child Travel to School?

Please Circle: Bus Train Walk Car Bike Scooter

Child's View (To be completed by child if present):

What would you say are your Strengths and Weaknesses?

BACKGROUND DETAILS

Previous Schools or Nurseries:

1. _____
2. _____
3. _____

Has your child been identified with having any Special Educational Needs? YES / NO

If yes, please give details:

Has your child received support from any of the following?

- Health Visitor**
- Sure Start**
- Speech and Language Therapist**
- Early Years Centre**
- Educational Psychologist**
- CAMHS**
- Social Services**

If yes, please give details:

Has your child been identified with being more able? YES / NO

If yes, please give details:

Do you have any concerns about your child's educational progress?

EMERGENCY CONTACT

Name of a responsible person who will take your child in an emergency:

Name:

Address:

.....

Tel.:

Relationship:

Permission Slip:

Children are often taken out during school hours as part of their education.

Please sign below if you give permission for staff to take your child out during school hours.

I give permission for my child:

To be taken off the school premises, with supervision, for school work.

Signed:

Date:

CHILD'S ETHNICITY AND LANGUAGES

Child's Ethnicity



Please tick appropriate box:

Languages exposed to (heard or spoken at home)



| | | | | | |
|---|--|--------------------------|--|-------------------------|--|
| Any other Asian background | | Acholi | | Lingala / Losengo | |
| Any other Black background | | Arabic | | Luganda / Ganda | |
| Any other mixed background | | Asante / Ashanti | | Luo | |
| Bangladeshi | | Bengali | | Maltese | |
| Black - Ghanaian | | Carib | | Other | |
| Black – Nigerian | | Cantonese | | Punjabi | |
| Black - Somali | | Croatian | | Portuguese | |
| Black Caribbean | | Dutch | | Russian | |
| Chinese | | Ebo | | Singhalese | |
| Gypsy / Roma | | Edo / Bini | | Spanish | |
| Indian | | English | | Tagalog | |
| Latin / South / Central American | | Fanti | | Turkish | |
| Other Black African | | French (Creole / Patois) | | Twi / Twe / Tui | |
| Other ethnic group (please state below) | | Greek | | Urdu | |
| Pakistani | | Gudjurathi | | Urhobo | |
| Parent preferred not to say | | Hindi | | Yoruba / Owobo / Yorwoa | |
| Turkish | | Ibo / Igbo | | | |
| White | | Irish | | | |
| White - British | | Italian | | | |
| White - Irish | | Kinyarwanda / Ruanda | | | |
| White - Asian | | Refused | | | |
| White – Black African | | | | | |
| White – Black Caribbean | | | | | |
| White – Eastern Europe | | | | | |
| Refused | | | | | |

National Identity: _____

Nationality: _____

Multiple Nationality: (Dual Nationality if applicable)

Country of Birth (e.g., Scotland, France) _____



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APPLICATION FOR NURSERY ADMISSION 2023 - 2024

All sections of this Application Form and the Supplementary Form provided must be completed before the application can be considered by the Governors. Parents/Carers are responsible for ensuring this form is returned to the school office at Sacred Heart Catholic Primary School.

| | | |
|--------------------------------|-----------------------|------------------------|
| <u>DETAILS OF CHILD</u> | SURNAME: | FIRST NAME: |
| | DATE OF BIRTH: | GENDER: |
| | RELIGION: | FIRST LANGUAGE: |

| <u>DETAILS OF PARENTS/CARERS WITH WHOM THE CHILD RESIDES</u> | | |
|---|-----------------|------------------------|
| PARENT 1: | SURNAME: | FIRST NAME: |
| | MR/MRS/MISS/MS | EMAIL: |
| | HOME TEL: | WORK TEL: |
| | ADDRESS: | RELATIONSHIP TO CHILD: |
| | POSTCODE: | N.I NUMBER: |
| PARENT 2: | SURNAME: | FIRST NAME: |
| | MR/MRS/MISS/MS | EMAIL: |
| | HOME TEL: | WORK TEL: |
| | ADDRESS: | RELATIONSHIP TO CHILD: |
| | POSTCODE: | N.I NUMBER: |

| <u>TYPE OF PLACE REQUIRED</u> | | |
|--|---|---------------------|
| Please indicate the number of hours you would like your child to attend our nursery each week and add HMRC eligibility code if applicable: | | |
| 15 hours | (5 mornings 9.00-12.00) Free universal nursery hours | |
| 30 hours | (5 full days 9.00-3.30) I will be entitled to 30 hours of free childcare. | Insert code: |
| 30 hours | (5 full days 9.00-3.30) I will not be entitled to additional free childcare, but would like to pay for 15 additional hours at £80 per week. | |

If you are requesting a full-time place, and are not eligible for 30 hours free funding, you will be charged a top up fee for 15 hours per week. The top up fee will be for a maximum of 38 weeks a year. Invoices must be paid in full, in advance on the dates listed below to secure the nursery place. Non-payment will result in the place being withdrawn. The half termly payments are non-refundable. Payments do not include lunch.

| Half Terms 2023 - 2024 | Term Dates | Top Up Charge 2023 - 2024 | To Be Paid By |
|------------------------|---|---------------------------|---------------|
| Autumn 1 | 05/09/23 – 20/10/23 (6 weeks / 4 days)) | £544.00 | 05/09/23 |
| Autumn 2 | 31/10/23 – 21/12/23 (7 weeks / 3 days) | £608.00 | 31/10/23 |
| Spring 1 | 08/01/24 – 09/02/24 (5 weeks) | £400.00 | 08/01/24 |
| Spring 2 | 19/02/24 – 28/03/24 (5 weeks / 4 days) | £464.00 | 19/02/24 |
| Summer 1 | 15/04/24 – 24/05/24 (6 weeks) | £480.00 | 15/04/24 |
| Summer 2 | 04/06/24 – 24/07/24 (6 weeks / 2 days) | £592.00 | 04/06/24 |

DETAILS OF SIBLINGS ATTENDING THE SCHOOL

| Surname | First Name | Date of Birth | Class |
|---------|------------|---------------|-------|
| | | | |
| | | | |
| | | | |

REASONS FOR APPLICATION

If you wish to give reasons for your application, please use the space below.

| | |
|---|--|
| | |
| Name of Current Nursery: | |
| If your child has a medical or personal reason for needing a place, you must tick this box and provide professionally supported evidence with your application. | |

DECLARATION

| | |
|--|-------|
| I/We have received a copy of the Nursery School Admission Policy. | |
| I/We realise that completion of this Application Form does not secure my child a place in the Nursery. | |
| I/We understand that the Governing Body will only consider this application once returned to the school with a completed Supplementary Form. | |
| I/We understand there is no automatic right of transfer from the Nursery to Reception Class at Sacred Heart Catholic Primary School. | |
| I/We confirm that the above information is correct to the best of my/our knowledge and I/we understand that the school reserves the right to reconsider the offer of a place should the information be incorrect. | |
| I/We confirm that I will give the school a minimum of a one terms notice if I decide to withdraw my child's place from the Nursery. (Refunds will only apply with minimum of a one terms notice received in writing) | |
| Signature Parent 1: | Date: |
| Signature Parent 2: | Date: |

Please note, children allocated either a part time or full-time place will need to complete a short period of induction before attending complete sessions every day. In some circumstances, and based on the child's needs, it may be deemed necessary to extend this period. In some instances, a parent/carer may be expected to stay on the premises until a child has settled.

(Note: From September 2000 children attending the Nursery do not gain automatic admittance into Reception. All parents wishing to apply for a Reception place will be asked to make a new application in the following academic year. Parents will be informed of all necessary information of when and how to apply.)

Sacred Heart Primary School Battersea



At Sacred Heart Primary School Battersea our Mission is to:

Create a climate in which Christian values are taught, experienced, lived and celebrated. They are central to and shared by the whole school community - the children, staff, family, governors and parish.

Ensure every individual child is loved, appreciated and affirmed.

Enable and expect all pupils to achieve their full potential by providing a broad and balanced and relevant curriculum with equal opportunity to develop their academic, social, creative and sporting skills.

The partnership, between home and school is crucial for the children in order for excellent learning to take place.

This agreement serves to make clear the expectations of the children within our school community and our mutual responsibilities towards achieving them.

This serves as a foundation stone for the effective partnership between home and school.

Home School Agreement



Home School Agreement



What are our obligations?

As a school, in line with the school mission statement we will:

- Expect high standards of work.
- Provide effective teaching.
- Give your child's safety and well-being the highest priority.
- Expect and get high standards of behaviour.
- Keep you informed of your child's progress and attainment and send an annual report to you.
- Set homework regularly in line with our school policy. Monitor lateness and attendance.
- Treat you with courtesy and try to meet your aspirations for your child.
- Keep you informed about school activities through the weekly newsletters.

As a family you will:

- Give your child every support to achieve the highest standards.
- Follow the school's health and safety guidelines as set out in the school prospectus.
- Support the school's policies and guidelines for behaviour.
- Attend the parent-teacher consultations and take an active part in monitoring your child's progress.
- Support your child in homework and ensure that it is completed.
- Ensure regular attendance and punctuality: sending a note to explain all absences and telephoning on the day to explain any absence.
- Treat all members of staff with courtesy and assist the school in meeting our aspirations for your child.
- Keep the school informed of any changes in circumstances at home.
- Ensure your child wears correct school uniform. Provide any equipment or other clothes required.
- Follow the complaints procedure if you are not satisfied with any aspect of the school.

Child's name: _____

Class: _____

Parent's signature: _____

Date: _____

Head teacher's signature: _____

Date: _____



Federation of Sacred Heart and St Mary's RC School, Battersea

Please complete and sign the form below and if you are Catholic, hand it to your Priest or the Parish Priest at the Church at which you normally worship.

He will add his reference in Part 2.

If you are not Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3.

PART 1 (To be completed by all Parents or Carers)

Child's Forename: _____ Surname: _____

Religion/Denomination: (e.g. Roman Catholic) _____ Boy Girl

Date and Place of Baptism (if applicable): _____

Parents' Names: (Mother) _____ (Father) _____

Parents' Religions / Denominations: _____

Home Address: _____

Postcode: _____

Contact Numbers: _____

If Catholic, indicate which Mass you normally attend:

Saturday at: _____ time. Sunday at: _____ time.

Parish in which you live: (e.g. Sacred Heart, St Vincent de Paul) _____

Usual place of worship (if different): _____

How long have you worshipped there? _____ Years.

How often do you attend Mass? Weekly Fortnightly Monthly Occasionally
 Not known

I confirm that the information we have given on this form is accurate and truthful:

Signed: _____ Parent/Carer Date: _____

* **Baptism Certificate:** The school will require sight of an original Baptism Certificate as part of the application. Originals will be returned.

PART 2 (To be completed by Catholic Priests only)

I am satisfied that the child is a baptised Catholic Yes No

| Parent/Carer | | Child | |
|--|--|--------------------------------|--|
| Are the parents known to you? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Is the child known to you? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Weekly attendance at Mass | <input type="checkbox"/> | Weekly attendance at Mass | <input type="checkbox"/> |
| Fortnightly attendance at Mass | <input type="checkbox"/> | Fortnightly attendance at Mass | <input type="checkbox"/> |
| Monthly attendance at Mass | <input type="checkbox"/> | Monthly attendance at Mass | <input type="checkbox"/> |
| Occasional attendance at Mass | <input type="checkbox"/> | Occasional attendance at Mass | <input type="checkbox"/> |
| Not known | <input type="checkbox"/> | Not known | <input type="checkbox"/> |
| How long have the parent(s) attended your Church? | | | |
| Comment (if appropriate) regarding the points above: If you consider that there are valid reasons for Mass attendance to be considered equivalent to weekly because of illness or other reasons, please state this below: | | | |

| | |
|--|---|
| Priest's Name: _____ Parish (or Ethnic Chaplaincy): _____ Address: _____ Tel.: _____ Priest's Signature: _____ Date: _____ | Parish Stamp or Seal |
|--|---|

PART 3 (To be completed only by Priests / Ministers of other denominations or faiths)

I confirm that this family are members of our faith community The family is not known to me

| | |
|--|---|
| Name of Minister: _____ Parish or Faith Community: _____ Address: _____ Signed: _____ | Church Stamp or Seal |
|--|---|

Please circle below:
 Weekly Mass Monthly Mass Occasional Mass Not Known

Comment regarding the points above: (Please attach letter if required).

To the Priest, Minister or Other Faith Leader: Please return the completed form to the school.

Official **Free School Meals and Pupil Premium Application Form**

Dear Parent/Carer

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

We understand that we have all gone through challenging times and personal circumstances may have changed for you as a family throughout the pandemic.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you are in receipt of one of the following benefits:

- * Universal Credit with an annual net earned income of no more than £7,400;
- * Income Support;
- * Income-based Jobseeker's Allowance;
- * Income-related Employment and Support Allowance;
- * Support under Part 6 of the Immigration and Asylum Act 1999;
- * The guarantee element of Pension Credit;
- * Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit);
- * Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.

Registering for free meals could also raise an extra £1,345 for your child's primary school to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you. Please complete this form.

Parent/Carer

| |
|---|
| Parents' Full Name: _____ |
| Parent D.O.B.: _____ |
| Parent National Insurance Number: _____ |
| (OFFICE USE ONLY) Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/> |

Child details

| |
|---|
| Child's Full Name: _____ |
| Child's D.O.B.: _____ |
| (OFFICE USE ONLY) Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/> |

DECLARATION: _____ **Date:** _____

By completing this form, I agree the information I have given is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals.



Wandsworth Borough Council Early Education and Childcare Places – Privacy Notice (How we use children and young person’s information)

This Privacy Notice provides a summary on how we use your information to fulfil our statutory responsibilities as a Local Authority in the provision of services to you, explains your rights and outlines the measures that we have taken to protect the personal data we hold.

The categories of this information that we collect, process, hold and share include:

- personal information (such as name, date of birth, email address, contact number, address, national insurance, and NASS reference)
- characteristics (such as children’s ethnicity, gender, and Universal Credit eligibility)
- other information (statement on Special Educational Needs, Disability Living allowance and Looked- after status)

Why we collect and use this information.

We use children and young person’s data to:

- enable us to carry out specific functions for which we are responsible for
- to check and confirm eligibility
- calculate funding for PVI and Schools
- assess performance of uptake
- submitting information to the DfE to draw down funding
- derive statistics which inform decisions such as targeted support in deprived areas

The lawful basis on which we use this information.

There are a few legal reasons why we need to collect and use your personal information. Generally, we collect and use personal information when:

- It is required by law
- You, or your legal representative, have given consent
- It is necessary to perform our statutory duties

Collecting this information

Whilst most children and young person’s information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information.

We hold children and young person’s data for 7 years and it will be destroyed in line with the Councils retention and disposal policies.

Who we share this information with

We routinely share children and young person's information with:

- the Department for Education (DfE) - on a statutory basis under section 2 of The Childcare Act 2016 and sections 6, 7, 7A, 9A, 12 and 13 of the Childcare Act 2006.
- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Private, Voluntary, Independent Nurseries and Schools where the child attends
- Local Children's Centres

Why we share this information

We share children and young person's data with the Department for Education (DfE) on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins school funding, educational attainment policy and monitoring and enables them to; produce statistics, assess our performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

We do not share information about children and young people without consent unless the law and our policies allow us to do so.

Data collection requirements

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 <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information or be given access to your child's educational record held by their education provider, contact the Council's Data Protection Officer (DPO) is Katrina Waite. The DPO can be contacted at dpo@richmondandwandsworth.gov.uk.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you are unhappy about how we have handled your data or for independent advice about data protection, privacy, and data sharing issues, you can contact the Information Commissioner's Office (ICO), their contact details can be found via the ICO website, or you can email casework@ico.org.uk



PARENT DECLARATION FORM – AUTUMN 2023

This document provides details of your child's free early education and childcare place. Please check that the details are correct and enter any missing information. To claim your entitlement a declaration must be signed each term.

Provider Name:

1. Child's Details

| | | | |
|---|--|--|--|
| Forename: | | Surname: | |
| Address: | | Postcode: | |
| Date of Birth: | | Gender: | |
| Documentary Proof of DOB Type (e.g., Birth Certificate/Passport): | | Document recorded by and date document recorded: | |

2. Additional details for children claiming the extended entitlement of 30 hours for working parents with this provider

| | |
|---|--|
| Parent/Carer Name: | |
| Parent/Carer National Insurance Number: | |
| Parent DOB: | |
| 30 Hour Eligibility Code: | |

3. Setting and attendance details

You need to agree and complete the declaration with each setting your child attends for their early education entitlement of 15 or 30 hours per week to ensure that funding is paid.

| Details of Funding | | | | |
|--------------------|-------------------------------|---|-----------------------------------|--------------|
| Name | Universal/Extended Funding | Please enter total free entitlement hours attended per day (Mon-Fri) | Total number of hours per week | Funded weeks |
| | | | | |
| | Universal | | | |
| | Extended | | | |
| | | | | |

4. Early years pupil premium

The early years pupil premium (EYPP) is an additional sum of money paid to providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving teaching, learning, facilities & resources. For more information, please speak to your childcare provider.

If you believe that your child qualifies for EYPP please provide the following information for the main benefit folder to allow the local authority to confirm eligibility.

| Please complete details below for main benefit holder if you think you might qualify for EYPP | | | | |
|--|----------------|----------------------------|----------------------------------|--|
| Parent first name | Parent surname | Parent DOB (dd/mm/yyyy) | Parent national insurance number | Or Parent national asylum support service number |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Your child may also qualify for EYPP if they have been in care to a local authority in England or Wales.

Evidence will need to be provided.

PLEASE TICK (if applicable)

| | | | | | | | |
|----------------|--|-----------------|--|----------------------------|--|--------------------|--|
| Adoption Order | | Residence Order | | Special Guardianship Order | | Looked after child | |
|----------------|--|-----------------|--|----------------------------|--|--------------------|--|

5. Disability Access Fund (DAF)

Three- and four-year-old children who are in receipt of child Disability Living Allowance and are receiving the free entitlement are eligible for the Disability Access Fund (DAF) is paid to the child's early years provider as a fixed annual rate of £800.00.

If your child is splitting their free entitlement across two or more providers, you will need to nominate the main setting where the local authority should pay the DAF.

6. Declaration

I confirm that the information I have provided is accurate and true. I understand and agree to the conditions set out in this document and I authorize the provider below to claim free entitlement funding as agreed on behalf of my child.

I agree that the information I have provided can be shared with the local authority and Department for Education who will access information from other government departments to confirm my child's eligibility for the extended 30-hour entitlement for working parents and to enable the provider below to claim Early Years Premium on behalf of my child.

I confirm that I have read the Data Privacy Notice and agree that the information I have provided can be used for the intended purpose as outlined in the Data Privacy Notice.

| | |
|---|------------|
| Parent/Carer/Guardian with legal responsibility for | Print Name |
|---|------------|

| | | | |
|-------------|--|-------------|--|
| Signed: | | Signed: | |
| Print Name: | | Print Name: | |
| Date: | | Date: | |