



Admissions Booklet

Data Protection:

The data collected by Cogan Primary School, as the data controller, will fulfil its data protection obligations by treating all personal data, held manually and on computerised administrative systems with due care and confidentiality. Personal data will only be disclosed in accordance with the GDPR (General Data Protection Regulation) 2018. Data collected is used for registration and monitoring purposes, parental consent and emergency contact information will be shared with the relevant Vale of Glamorgan Council Departments.

Should you have any queries please contact Mrs Sibert, Headteacher
02920708497 or via email coganps@valeofglamorgan.gov.uk

Child's Full Name						
Preferred name						
Gender (please tick)	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Date of birth	<input type="text"/>
Full address and postcode						

Contact Name				
Relationship to child				
Does this person have parental responsibility?	Yes		No	
Mobile telephone number	<input type="text"/>	Home number	<input type="text"/>	
Daytime number	<input type="text"/>	Email address	<input type="text"/>	
Full address and postcode				

Contact Name				
Relationship to child				
Does this person have parental responsibility?	Yes		No	
Mobile telephone number	<input type="text"/>	Home number	<input type="text"/>	
Daytime number	<input type="text"/>	Email address	<input type="text"/>	
Full address and postcode				

Contact Name			
Relationship to child			
Does this person have parental responsibility?	Yes	No	
Mobile telephone number		Home number	
Daytime number		Email address	
Full address and postcode			

Nursery Only:

Session Preference – please tick (we will do our best where possible to accommodate your preference)			
Morning Session (9:15 -11:45am)		Afternoon Session (12:45 – 3:15pm)	
Reason for request:			

National Identity of child (Please tick the appropriate box)										
British	Welsh	English	Irish	Scottish	Other	Refused				
If other, please state: _____										
First Language										
Home Language										
Religion										
Country of birth										

Ethnicity

Ethnicity – terms as issued by Welsh Government (please tick the appropriate box)		
White - British	Spanish	Somali
Traveller of Irish Heritage	Turkish/Turkish Cypriot	Sudanese
'New' Traveller	Ukrainian	Other Black African
Occupational Traveller	White European Other	Black European
Other Traveller	Other White	Black North American
British Gypsy/Gypsy Roma	White and Black Caribbean	Other Black
Gypsy/Gypsy Roma from Other Countries	White and Black African	Hong Kong Chinese
Other Gypsy/Gypsy Roma	White and Asian	Malaysian Chinese
Albanian	White and Chinese	Singaporean Chinese
Bosnian-Herzegovinian	White And Any Other Ethnic Group	Taiwanese
Bulgarian	Asian And Black	Other Chinese
Croatian	Asian And Chinese	Afghanistani
Czech	Asian And Any Other Ethnic Group	Arab
French	Black And Chinese	Egyptian
German	Black And Any Other Ethnic Group	Filipino
Greek/Greek Cypriot	Chinese And Any Other Ethnic Group	Iranian
Hungarian	Other Mixed Background	Iraqi
Italian	Indian	Japanese
Kosovan	Mirpuri Pakistani	Korean
Latvian	Other Pakistani	Kurdish
Lithuanian	Bangladeshi	Latin/South/Central American
Maltese	African Asian	Libyan
Montenegrin	Kashmiri	Lebanese
Polish	Nepali	Malay
Portuguese	Sinhalese	Moroccan
Romanian	Sri Lankan	Polynesian
Russian	Other Asian	Thai
Scandinavian	Caribbean	Vietnamese
Serbian	Ghanaian	Yemeni
Slovakian	Nigerian	Other Ethnic Group
Slovenian	Sierra Leonian	

Parental Consents

First Aid

I give permission for Cogan Primary School to administer first aid in an emergency	Signature	Date
I give permission for Cogan Primary School to Administer a sticking plaster/dressing if needed	Signature	Date

Local Off Site Activities

From time to time we like to take the children off-site in the local area or on to the recreation ground, without prior notice to you; please confirm your consent below:

I give permission for my child to be taken off site by school staff into the local area or onto the recreation ground without prior notice to me.	Signature	
	Date	

Minor Incidents

I give permission in the event of my child having a toilet incident/getting wet or dirty to be changed and cleaned as necessary.	Signature	
	Date	

Dietary requirements or allergies

Does your child have a specific dietary need? E.g. Vegetarian, Halal,)	Yes	No	Dietary need or allergy	
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Medical Information

Medical Condition (asthma)		Medication	
Allergy		Medication	
Doctors		Doctors Surgery	

Photograph Consent

We frequently take photographs of the children at our school. We use the images in school displays, on social media or as working documents for school use. We may also make a video or web-cam recording for school-to-school conferences, monitoring or other educational use. (A web cam is a small camera, usually placed on top of the computer**, **to enable communication between schools, but which might appear on the internet).

From time to time the media may visit the school and take photographs or film footage of school events. Pupils may appear in these images, which may appear in local or national newspapers, or on televised news programmes.

Please note that we may use your child's photograph for up to seven years after leaving the school.

I give permission for my child's:

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Image to be used as part of school wall display and in working documents for school use	
Image (not named) to be used on the school website	
Image (not named) to be used in external media, e.g. local newspaper	
Image or film (not named) to be used on our school Twitter feed	
Image or film (not named) to be taken as part of class/school photo for distribution and/or sale	
Image or film and in photographs on Hwb (our safe site)	
Image (not named) to be used on the School YouTube channel	
May your child use a webcam **	

Newsletters and Communication

I give permission for contacts with parental responsibility:

To receive information via text	

You can change your mind at any time; please inform us in writing if you wish to.

Internet Permission

Parent

As a parent or legal carer of _____, I grant permission for my child to use Hwb email and the Internet at school. I understand that pupils will be held responsible for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting and sharing and exploring information and media		Yes	No
Signature		Print name	

Please note that you may withdraw consent at any time in writing and dated addressed to the Headteacher.

Hwb additional services consent

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All learners in maintained schools in Wales must be provided with a secure login to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each learner via the platform. In order to provide your child with a secure login, the school will be sending basic information to the Welsh Government. The login will allow you and your child to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about {you/your child] is used, please see <https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see <http://learning.gov.wales/resources/collections/national-reading-and-numeracy-tests?lang=en#collection-2>

Additional services

If you agree, Welsh Government can also provide your child with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant tools and resources. Welsh Government is making these additional services available to help you and your child access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

Welsh Government will only provide access to these additional services if you sign to indicate your agreement

Your agreement

If you agree:

- We will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about you and your child with its service providers, including Microsoft and Google Education, in order to enable access to the additional services.

If you do not agree, we will still share information about you and your child with Welsh Government to set up a secure login for the Hwb platform, but you and your child will not be able to access the additional services.

Signature

Signed	
Print name	
Date	
Learner name(s)	

Playgroup/Nursery/School last attended

Previous School	
Starting Date	Date of leaving

Home/School Agreement

In Cogan School, we aim to provide a safe, disciplined and stimulating environment in which all children are motivated towards achieving their full potential in all aspects of the curriculum; an environment where children feel valued and are able to express opinions on cultural, social, emotional and educational issues. We aim to develop in each child, confidence, self-discipline and an ability for independent learning.

Education is a partnership between pupils, teacher and parents. The paramount aim of Cogan Primary School is to develop this partnership to ensure that each child receives the best possible education. Parents are able to support their child's education when they have close links with the School and are aware of what the School is aiming to achieve. Parental influence is critical in shaping pupil attitude and behaviour, parents and teachers need to work together to maintain good behaviour and discipline.

All Parents, Teachers, Governors and older pupils have been consulted, and this Home School Agreement takes into account the views expressed.

By signing this agreement parents are indicating that they have taken note of and accept, the responsibilities of School, parent and pupil, and will commit themselves to their responsibilities.

The school Staff accept they have responsibilities in relation to the pupils in the School. These responsibilities include providing: -

- A safe working environment where each child is treated with respect.
- A broad balanced curriculum in line with statutory requirements.
- A standard of education that enables every pupil to achieve his/her full potential.
- Support for pupils with special educational needs.
- Effective teaching in a disciplined environment expecting high standards of behaviour and progress.
- Opportunities for pupils to interact with the local and wider community.
- Termly parent/teacher consultations and an annual written report.
- Opportunities for parents to discuss educational and emotional concerns.
- Information regarding School events, routines, National Curriculum Test results and School Targets for the core subjects.
- Opportunities for parents to gain information which enables them to help their child at home.
- Access to school policies held centrally at school.

Parents' responsibilities for children of compulsory school age include: -

- Ensuring pupils attend regularly every day, refreshed, appropriately dressed and ready to work, unless there is a reason for absence such as illness.
- Ensuring pupils are punctual and in time for registration at 9.00 a.m.
- Supporting the School in the promotion of good behaviour and discipline.
- Fostering a partnership between School and home and agreeing to work interactively with their children on homework tasks.
- Attending parent/teacher meetings and, if the child has special educational needs, meeting with the co-ordinator to review their child's progress.
- Considering advice and targets given in teachers' reports and undertaking tasks which contribute to the child's development.
- Informing school about domestic and health issues which could affect progress. Informing school of absences on the first day.
- Avoiding leave of absence for family holidays in term time, as this seriously disrupts continuity of learning.

A pupil's responsibilities include: -

- Attending school regularly, on time, ready to learn and take part in school activities.
- Working hard to achieve high standards.
- Treating other pupils, school staff and school property with respect.

- Observing the school rules at all times.
- Undertaking homework with the support of parents.
- Dressing appropriately for school.

To improve the standard of education for pupils in Cogan School, teachers, parents and pupils are asked to commit themselves to their responsibilities.

Teacher's Signature..... **Date**.....

Parents' Signatures..... **Date**.....

Pupil's Signature (if appropriate) **Date**.....