St Vincent's Catholic Primary School

Application Pack

The application process is as follows:

1. Complete the application pack and submit it to the school office.
2. The admissions committee meet every 2 weeks to consider applications.
3. You will be informed of the outcome by letter or text.
4. If there is no space at this time, you will be informed and added to the waiting list.
5. If your application is successful, you will be invited to meet with the head teacher.
6. You will be given a date to join our school.

At St Vincent's we are all children of God, brothers and sisters learning to use our gifts of knowledge, communication and love for the good of our world.

St Vincent's Catholic Primary School

Vauxhall Grove, Birmingham, B7 4HP
Head Teacher: Mrs Tarah O'Brien
Tel: 0121 675 2359
enquiry@stvincnt.bham.sch.uk www.stvincentsbham.co.uk Twitter: @stvincentsbham

In-Year Application form

Please note that this form is **only** to be used to apply for a place in the school outside of the normal round of admissions. A separate form is required for each child.
It is recommended that you read the school's admissions policy which is available at http://www.stvincentsbham.co.uk/policies/

1. CHILD'S DETAILS

Forename:	Surname:	D.O.B:	Gender:

Child's home address: Postcode:	Child's current Year group:

Does your child have an Education, Health & Care Plan (EHCP)? Yes ☐ No ☐

If your child has an EHCP you should not apply for them using this form. Please contact the Special Educational Needs department who issued the EHCP to discuss your request to transfer your child to another school directly with them.

Has your child been baptised Catholic or formally received into the Catholic Church?

Yes ☐ No ☐

If you have answered "Yes" to the above question, please attach your child's Baptismal Certificate or Certificate of Reception to this application form. If you fail to provide this evidence your child's application will not be prioritised as a Catholic applicant which may affect their chances of being offered a place.

Is your child a member of another Christian denomination? Yes ☐ No ☐	Family religion?

If you have answered "Yes" to the above question, please attach evidence of this, provided by a minister of religion, to this application form. If you fail to provide this evidence your child's application will not be prioritised as a Christian applicant which may affect their chances of being offered a place.

Is the parent/carer employed to work at the school?

Yes ☐ No ☐

If you have answered "Yes" please provide the name and job title of the staff member:

……

Is this child a looked after child, previously looked after child or an internationally adopted previously looked after child as explained below?

Yes ☐ No ☐

If you have answered "Yes" and the child is not Catholic, is at least one of the carers a Baptised Catholic?

Yes ☐ No ☐

If the child is an internationally adopted previously looked after child has there been any involvement with either the Local Authority or Virtual School Head?

Yes ☐ No ☐ Not applicable ☐

For the purposes of admissions, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer **must** forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic

2. PARENT/GUARDIAN'S DETAILS	
Parent 1	**Parent 2**
Name:	**Name:**
Relationship to child:	**Relationship to child:**
Contact number/s:	**Contact number/s:**
Email:	**Email:**
Home address:	**Home address:**

3.**CULTURAL INORMATION**	
Child's First Language	Other languages spoken/ understood

3. CURRENT/PREVIOUS SCHOOL DETAILS	
Name and address of child's current or previous school:	Date last attended or state "still attending":
Reason for leaving:	

4. PARENT/GUARDIAN DECLARATION

Any other information you wish to share:

Please read the following carefully and confirm your agreement and understanding by signing where indicated.

- I have read the Admissions Policy of the school and confirm that the information I have provided in this application is correct. I understand that I must notify the school immediately if there is any change to these details. Should any information I have given prove to be inaccurate or deliberately misleading, this may result in any offer of a place being withdrawn even if the child has already joined the school.
- The submission and acceptance of this application form does not constitute the offer of a school place. Governors will consider your application and you will be notified in writing of the outcome of your application.
- The information within this form will be used for application purposes only, will not be shared with any third party and will be processed in line with the school's privacy notice.

Signature of parent/guardian:	Print name:	Date:

Please return this application form to:

School admissions
St Vincent's Catholic Primary School
Vauxhall Grove, Birmingham, B7 4HP
Or email enquiry@stvincnt.bham.sch.uk

Office Use		
Certificates	Date	By Whom
Application received.		
Copy of birth certificate taken.		
Copy of baptismal Certificate.		
Proof of address taken		
Admissions committee notes:		
Meeting with Head Teacher:		
Any other information:		

Part 2 to be completed on successful application:

Safeguarding

St Vincent's is a safe place for children, where we take our responsibilities for safeguarding very seriously. We teach the children about personal safety and how to keep themselves safe from harm. We have rigorous policies for child protection, train staff and volunteers and complete all the checks required by the Local Safeguarding Children's Board. The next part of this form is how you can help us keep your child safe.

Contact Details: School need a minimum of 2 additional contacts in case of an emergency.			
Contact	Relationship to child	Phone number / email	Address

Appropriate Adults			
Who can collect your child from school? (complete of different from above)			
Password: Any adult collecting your child will need to know the password.			
For Y5 and 6 children		Yes	No
I give permission for my child to walk home alone.			

Free School Meals		
Please provide the following information so that we can check free school meals eligibility.		
Parent's Name:	Date of Birth:	National Insurance Number:
Parent's Name:	Date of Birth:	National Insurance Number:

Dietary Requirements:					
Please provide information about your child's dietary requirements					
None	Vegetarian	Vegan	Halal	No Pork	Other

Medical Information: If your child has a medical condition for example Asthma and they are taking long term medication, please include this here:

Child's Name	
Doctor's Name and Address	
Doctor's phone number:	
Medical Condition	
Medication taken	
Symptoms to look out for in school	
Action to be taken in an emergency:	
Is there a health care plan in place?	
Signed:	Date:

Allergy Information: If your child has any allergies, please complete the form below

Child's Name	
Allergy	
Medication taken	
Symptoms to look out for in school :	
Action to be taken in an emergency:	
Signed:	Date:

St Vincent's Catholic Primary School

Vauxhall Grove, Birmingham, B7 4HP
Tel: 0121 675 2359
Head Teacher: Mrs Tarah O'Brien
enquiry@stvincnt.bham.sch.uk www.stvincentsbham.co.uk Twitter: @stvincents

At St Vincent's we are all children of God, brothers and sisters learning to use our gifts of knowledge communication and love for the Good of our world.

Parish Priest: Father Solomon Ghebray

Dear Father,

I request that my child…….. be admitted to St Vincent's Catholic Primary School. I understand that the religious education and celebrations within the school will be in accordance with the doctrines of the Roman Catholic Church.

I understand that my child will attend Mass, join in prayer services and collective worship. I am happy to support this.

I also agree to follow the school rules and support the faith-filled mission and aims of the school.

Yours Sincerely

Signed……..

Print……..

St Vincent's Catholic Primary School

Vauxhall Grove, Birmingham, B7 4HP
Tel: 0121 675 2359
Head Teacher: Mrs Tarah O'Brien
enquiry@stvincnt.bham.sch.uk www.stvincentsbham.co.uk Twitter: @stvincentsbham

At St Vincent's we are all children of God, brothers and sisters learning to use our gifts of knowledge communication and love for the Good of our world.

Dear Parents,

Permission to Photograph Your Child

As part of our school activities, we take photographs or recordings of the children to record their learning and progress. These could be individually or in groups.
The photographs often form the record of a learning activity and are used to record a child's learning and progress.

Additionally we use these to record and celebrate achievements within the school.
However, we also may wish to use these images in other ways:

- school displays
- school publicity material
- school website, school app and Twitter
- local or national media

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child to use in this way.

Please sign and complete the form overleaf and return to Mrs O'Brien.

If you ever need to withdraw consent for any reason, please do so in writing.

Yours Sincerely

LOBrien

Mrs T O'Brien
Head Teacher

St Vincent's Photograph Terms and Conditions

1.This form is valid for the period your child attends this school. If you have given appropriate consent, some images of your child may be used after this time in publicity material and on the school website. If you wish these images to be withdrawn after your child leaves the school please contact us in writing.

2. Consent can be withdrawn at any time by contacting the school in writing.

3. The images we take will be of activities that show the school and children in a positive light.

4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.

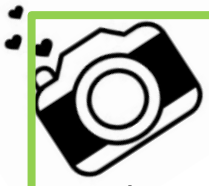
5. If we use photographs of individual pupils on the website or in publicity material, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the
article.

6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.

8. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended and not passed on to any third party websites or publishers. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication where images have been used without our consent.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
In giving your consent, you understand that images may be used in printed and electronic form.

At St Vincent's we are all children of God, brothers and sisters learning to use our gifts for the Good of our world.



Permission to Photograph Your Child – Consent Form

Please complete the form below, sign and date and return to the school.
I confirm that I have read and understood all school terms and conditions and that I agree to abide by their use

Name of Child	Class
Name of Parent/Guardian (please print clearly)	
Signature of Parent/Guardian	Date

It is important to tick all boxes that apply. Where forms are incomplete we will assume permission has not

Type of consent	Yes	No
I give my permission for my child's image to be used to record their learning in their own and other children's books (if in a group photograph).		
I give consent for my child's photograph to be used within the school for display purposes.		
I give permission for my child's photograph to be used on the school website, Twitter, Schoop and for school publicity materials such as the school brochure.		
I give permission for my child's photograph to be used in local and/or national media.		

You may withdraw consent at any time by writing to Mrs T. O'Brien

Video Filming and Photography during School Productions
During school productions we accept that many parents may wish to photograph or film their child. However, all parents must agree to the following terms and conditions: All photography and filming is for **personal use only** and must not be shared with external agencies. Video or photography from school events must not be shared on any form of social media. I understand that if I film my child during any school productions, I am agreeing to the Schools Terms and Conditions especially regarding the use of social media**.**

Signature of Parent/Guardian	Date

ETHNIC MONITORING FORM - CONFIDENTIAL

Birmingham City Council

At St Vincent's we are all children of god, brothers and sisters learning to use our gifts for the good of our world.

Section 1: Ethnic Origin : Please tick one box which best describes you daughter/ son's ethnicity group

White

British

	WENG	English
	WSCO	Scottish
	WWEL	Welsh
	WCOR	Cornish
	WIRI	Irish
	WIRT	Irish Traveller
	WOWB	White Other British

Any Other White Background

	WALB	Albanian
	WSER	Serbian
	WCRO	Croatian
	WGRK	Greek
	WGRC	Greek Cypriot
	WGRE	Greek /Greek Cypriot
	WPOR	Portuguese
	WITA	Italian
	WKOS	Kosovan
	WTUK	Turkish
	WTUC	Tukish Cypriot
	WTUR	Turkish / Turkish Cypriot
	WEEC	White Eastern European
	WWEU	White Western European
	WEUR	White European
	WOTW	White Other
	WBOS	Bosnian -Herzegovinian

White continued

Gypsy / Roma

	WROG	Gypsy
	WROR	Roma
	WROO	Gypsy/Roma Other

Mixed Dual Background

	MWBA	White & Black African
	MWBC	Black Caribbean
	MWAP	White & Pakistan
	MWAI	White & Indian
	MWAO	White & other Asian background

Any Other Mixed Background

	MAOE	Asian Other
	MABL	Asian & Black
	MACH	Asian & Chinese
	MBOE	Black Other
	MBCH	Black & Chinese
	MCOE	Chinese Other
	MWOE	White Other
	MWCH	White Chinese
	MOTM	Mixed Other

Asian / Asian British

	AIND	Indian
	ABAN	Bangladeshi

Pakistani

	AMPK	Mirpuri Pakistani
	AOPK	Other Pakistani
	AKPA	Kashmiri Pakistani

Any other Asian background

	AAFR	African Asian
	AKAO	Kashmiri Other
	ANEP	Nepali
	ASNL	Sri Lankan Sinhalese
	ASLT	Sri Lankan Tamil
	ASRO	Sri Lankan other
	AOTA	Asian Other

Chinese

	CHKC	Hong Kong Chinese
	CMAL	Malaysian Chinese
	CSNG	Singaporean Chinese
	CTWN	Taiwanese
	COCH	Chinese Other
	NOBT	**Not yet obtained**

Black or Black British

	BCRB	Caribbean

Black African

	BANN	Angolan
	BCON	Congolese
	BGHA	Ghanian
	BNGH	Nigerian
	BSLN	Sierra Leonian
	BSOM	Somali
	BSUD	Sudanese
	BAOF	Other Black African

Any other Black background

	BEUR	Black European
	BOTB	Black Other
	BNAM	Black North American

Any Other Ethnicity Group

	OAFG	Afghan
	OARA	Arab
	OEGY	Egyptian
	OFIL	Filipino
	OIRN	Iranian
	OIRQ	Iraqi
	OJPN	Japanese
	OKOR	Korean
	OKRD	Kurdish
	OLEB	Lebanese
	OLIB	Libyan
	OMAL	Malay
	OMRC	Moroccan
	OPOL	Polynesican
	OTHA	Thai
	OVIE	Vietnamese
	OYEM	Yemeni
	OLAM	Latin/South/ Central America
	OOEG	Any Other

	REFU	**I do not want ethnic origin to be recorded**

Section 2: First / Home Language

Please indicate the main language used at home or in the community. Please note the list below is of most commonly spoken languages in Birmingham and is for guidance only. Schools can record almost any language on their system. If you language is not listed below, please tick 'Other Language' box and describe it in the space provided.

*** Categories marked with an asterisk may be used by schools that have no need to use individual language**

	ACL	Acholi
	ADA	Adangme
	AFA	Afar-Saho
	AFK	Afrikaans
	AKA	Akan/Twi-Fante
	AKAF	Akan (Fante)
	AKAT	Akan (Twi/Asante)
	ALB	Albanian / Shqip
	ALU	Alur
	AMR	Amharic
	ARA	Arabic
	ARAG	Arabic (Algeria)
	ARAM	Arabic (Morocco)
	ARAS	Arabic (Sudan)
	ARAI	Arabic (Iraq)
	ARAY	Arabic (Yemen)
	ARAA	Arabic (other)
	ARM	Armenian

	DAN	Danish
	DGA	Dagaare
	DGB	Dagbane
	DIN	Dinka/Jieng
	DUT	Dutch / Flemish
	DZO	Dzongkha/ Bhutanese
	EBI	Ebira
	EDO	Edo/Bini
	EFI	Efik-Ibibio
	ENB	Believed to be English *
	ENG	English *
	ESA	Esan/Ishan
	EST	Estonian
	EWE	Ewe
	EWO	Ewondo
	FAN	Fang
	FIJ	Fijian
	FIN	Finnish

	KAZ	Kazakh
	KCH	Katchi
	KGZ	Kirghiz/Kyrgyz
	KHA	Khasi
	KHY	Kihaya/Luziba
	KIN	Kinyarwanda
	KIR	Kirundi
	KIS	Kisi (West Africa)
	KLN	Kalenjin
	KMB	Kimbundu
	KME	Kimeru
	KNK	Konkani
	KNY	Kinyakyusa-Ngonde
	KON	Kikongo
	KOR	Korean
	KPE	Kpelle
	KRI	Krio
	KRU	Kru (any)

	MLYA	Malay (other)
	MLYI	Indonesian/ Bahasa Indonesia
	MNA	Magindanao-Maranao
	MNG	Mongolian (Khalkha)
	MNX	Manx Gaeilc
	MOR	Moore/Mossi
	MSC	Mauritian/ Seychelles Creole
	MUN	Munda (any)
	MYA	Maya (any)
	NAH	Nahuatl/ Mexicano
	NAM	Nama/Damara
	NBN	Nubian (any)
	NDB	Ndebele
	NDBS	Ndebele (South Africa)
	NDBZ	Ndebele (Zimbabwe)
	NEP	Nepali
	NOR	Norwegian
	NUE	Nuer/Naadh

	SCBB	Bosnian
	SCBC	Croatian
	SCBS	Serbian
	SCO	Scots
	SHL	Shilluk/ Cholo
	SHO	Shona
	SID	Sidamo
	SIO	Sign Language (other)
	SLO	Slovak
	SLV	Slovenian
	SND	Sindhi
	SNG	Sango
	SNH	Sinhala
	SOM	Somali
	SPA	Spanish
	SRD	Sardinian
	SRK	Siraiki
	SSO	Sotho/ Sesotho

	UYG	Uyghur
	UZB	Uzbek
	VEN	Venda
	VIE	Vietnamese
	VSY	Visayan / Bisaya
	VSYA	Visayan / Bisaya (other)
	VSYH	Hiligaynon
	VSYS	Cebuano / Sugbuanon
	VSYW	Waray /Binisaya
	WAP	Wa-Paraok (South-East Asia)
	WCP	West-African Creole Portuguese
	WOL	Wolof
	WPE	West-African Pidgin English
	XHO	Xhosa
		Yao / Chiyao (East-Africa)
	YDI	Yiddish
	YOR	Yoruba
	ZND	Zande

	ASM	Assamese
	ASR	Assyrian/ Aramaic
	AYB	Anyi-Baule
	AYM	Aymara
	AZE	Azeri
	BAI	Bamileke (any)
	BAL	Balochi
	BEJ	Beja/Bedawi
	BEL	Belarusian
	BEM	Bemba
	BHO	Bhojpuri
	BIK	Bikol
	BLT	Balti Tibetan
	BMA	Burmese / Myanma
	BNG	Bengali
	BNGC	Bengali (Chittagong/ Noakhali)
	BNGS	Bengali (Sylheti)
	BNGA	Bengali (other)
	BSL	British Sign Language
	BSQ	Basque / Euskara
	BUL	Bulagarian
	CAM	Cambodian/ Khmer

	FON	Fon
	FRN	French
	FUL	Fula/Fulfulde-Pulaar
	GAA	Ga
	GAE	Gaelic/Irish
	GAL	Gaelic (Scotland)
	GEO	Georgian
	GER	German
	GGO	Gogo/Chigogo
	GKY	Kikuyu/Gikuyu
	GLG	Galician/ Galego
	GRE	Greek
	GREA	Greek (other)
	GREC	Greek (Cyprus)
	GRN	Guarani
	GUJ	Gujarati
	GUN	Gurenne/ Frafra
	GUR	Gurma
	HAU	Hausa
	HDK	Hindko
	HEB	Hebrew
	HER	Herero

	KSI	Kisii/Ekegusii (Kenya)
	KSU	Kisukuma
	KUR	Kurdish
	KURA	Kurdish (other)
	KURM	Kurdish (Kurmanji)
	KURS	Kurdish (Sorani)
	LAO	Lao
	LBA	Luba
	LBAC	Luba (Chiluba/ Tshiluba)
	LBAK	Luba (Kiluba)
	LGA	Luganda
	LGB	Lugbara
	LGS	Lugisu/ Lumasaba
	LIN	Lingala
	LIT	Lithuanian
	LNG	Lango (Uganda)
	LOZ	Lozi/Silozi
	LSO	Lusogo
	LTV	Latvian
	LTZ	Luxemburgish
	LUE	Luvale/Luena
	LUN	Lunda

	NUP	Nupe
	NWA	Newari
	NZM	Nzema
	OAM	Ambo/ Oshiwambo
	OAMK	Ambo (Kwanyama)
	OAMN	Ambo (Ndonga)
	OGN	Ogoni (any)
	ORI	Oriya
	ORM	Oromo
	PAG	Pangasinan
	PAM	Pampangan
	PAT	Pashto/Pakhto
	PHA	Pahari/Himachali (India)
	PHR	Pahari (Pakistan)
	PNJ	Panjabi
	PNJG	Panjabi (Gurmukhi)
	PNJM	Panjabi (Mirpuri)
	PNP	Panjabi (Pothwari)
	PNJA	Panjabi (other)
	POL	Polish
	POR	Portuguese
	PORA	Portuguese (other)

	SSOO	Sotho/ Sesotho (Southern)
	SSOT	Sotho/ Sesotho (Northern)
	SSW	Swazi/ Siswati
	STS	Tswana/ Setswana
	SUN	Sundanese
	SWA	Swahili / Kiswahili
	SWAA	Swahili (other)
	SWAC	Comorian Swahili
	SWAK	Swahili (Kingwana)
	SWAM	Swahili (Brava/ Mwiini)
	SWAT	Swahili (Bajuni/ Tikuu)
	SWE	Swedish
	TAM	Tamil
	TEL	Telugu
	TEM	Temne
	TES	Teso/Ateso
	TGE	Tigre
	TGL	Tagalog / Filipino
	TGLF	Filipino
	TGLG	Tagalog
	TGR	Tigrinya
	THA	Thai

	ZUL	Zulu
	OTB	Believed to be other than English *
	OTH	Other than English *
	NOT	Information not obtained *
	REF	Refused *
	ZZZ	Classification pending
	OTL	Other Language

	CAT	Catalan
	CCE	Caribbean Creole English
	CCF	Caribbean Creole French
	CGA	Chaga
	CGR	Chattisgarhi/ Khatahi
	CHE	Chechen
	CHI	Chinese
	CHIC	Chinese (Hokkien/ Fujianese)
	CHIC	Chinese (Cantonese)
	CHIK	Chinese (Hakka)
	CHIM	Chinese (Mandarin / Putonghua)
	CHIA	Chinese (other)
	CKW	Chokwe
	CRN	Cornish
	CTR	Chitrali/ Khowar
	CWA	Chichewa/ Nyanja
	CYM	Welsh / Cymraeg
	CZE	Czech

	HGR	Hungarian
	HIN	Hindi
	IBA	Iban
	IDM	Idoma
	IGA	Igala
	IGB	Igbo
	IJO	Ijo (any)
	ILO	Ilokano
	ISK	Itsekiri
	ISL	Icelandic
	ITA	Italian
	Jav	Javanese
	Jin	Jinghpaw/ Kachin
	JPN	Japanese
	KAM	Kikamba
	KAN	Kannada
	KAR	Karen (any)
	KAS	Kashmiri

	LUO	Luo (Kenya/ Tanzania)
	LUY	Luhya (any)
	MAG	Magahi
	MAI	Maithili
	MAK	Makua
	MAN	Manding/ Malinke
	MANA	Manding/ Malinke (other)
	MANB	Bambara
	MANJ	Dyula/Jula
	MAO	Maori
	MAR	Marathi
	MAS	Maasai
	MDV	Maldivian/ Dhivehi
	MEN	Mende
	MKD	Macedonian
	MLG	Malagasy
	MLM	Malayalam
	MLT	Maltese

	PORB	Portuguese (Brazil)
	PRS	Farsi/Persian
	PRSA	Farsi/Persian (other)
	PRSD	Dari Persian
	PRST	Tajiki Persian
	QUE	Quechua
	RAJ	Rajasthani/ Marwari
	RME	Romany / English Romanes
	RMI	Romani (International)
	RMN	Romanian
	RMNM	Romanian (Moldova)
	RMNR	Romanian (Romania)
	RMS	Romansch
	RNY	Runyakitara
	RNYN	Runyankore-Ruchiga
	RNYO	Runyoro-Rutooro
	RUS	Russian
	SAM	Samoan

	TIB	Tibetan
	TIV	Tiv
	TMZ	Berber/ Tamazight
	TMZA	Berber/ Tamazight (other)
	TMZK	Berber/ Tamazight (Kabyle)
	TMZT	Berber (Tamashek)
	TNG	Tonga / Chitonga (Zambia)
	TON	Tongan (Oceania)
	TPI	Tok Pisin
	TRI	Traveller Irish / Shelta
	TSO	Tsonga
	TUK	Turkman
	TUL	Tulu
	TUM	Tumbuka
	TUR	Turkish
	UKR	Ukrainian
	UMB	Umbundu
	URD	Urdu

Updated in accordance with the DfE school census guidance for 2018-19.