

**REQUEST FOR ADMISSION**

*For administrative purposes*  starts on : ................................................. in group.......................................................

**Personal details student**

|  |  |
| --- | --- |
| Last name  |  |
| Given names |  |
| Preferred name |  |
| Gender |  |
| Country and date of birth |  | Arrival date in the Netherlands: |
| Nationality |  |
| Home languages |  |
| Religion |  |
| Social Security number (BSN) |  |
| Marital status parents |  |
| Home address:Street and number |  |
| Postcode and city |  |
| Telephone number |  | Secret nr.: yes/no |

**Personal details father/ guardian**

|  |  |
| --- | --- |
| Name  |  |
| Country and date of birth |  |
| Nationality |  |
| Religion |  |
| Address and telephone nr. if different from above |  |
| Email address |  |
| Profession |  |

**Personal details mother/ guardian**

|  |  |
| --- | --- |
| Name  |  |
| Country and date of birth |  |
| Nationality |  |
| Religion |  |
| Address and telephone nr. if different from above |  |
| Email address |  |
| Profession |  |

**Contact details family guardian – if applicable**

|  |  |
| --- | --- |
| Name  |  |
| Address  |  |
| Email address |  |
| Telephone number |  |

**Contact details emergency contact**

|  |  |
| --- | --- |
| Contact 1: Name  |  |
| Telephone number |  |
| Contact 2: Name |  |
| Telephone number |  |

**Other children of the family**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Gender | Date of birth | Current school and year group |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**School history**

Has your child visited a nursery/ primary school? Yes/no.

|  |  |
| --- | --- |
| Name  |  |
| Address  |  |
| Telephone number |  |
| Number of days per week |  |

**Health** – please specify any pertinent issues for the care of your child.

|  |  |
| --- | --- |
| Diet |  |
| Medicine use |  |
| Allergies |  |
| Other  |  |

**Development**

Please answer the following questions about your child’s development. If the answer is yes, please provide the school with further details pertaining to the treatment of your child

|  |
| --- |
| Has your child ever been seen by: |
| School counselor  |  |
| Speech therapist |  |
| Physiotherapist |  |
| Other: |  |
| Do you expect that your child will need additional help in connection with: |
| Learning difficulties |  |
| Motor development |  |
| Behavioral difficulties |  |
| Other: |  |
|  |
| Does any of your family members have dyslexia? |  |
| Other comments of importance for the care of your child. |  |

**SCHOOL RULES**

Mr/Mrs.­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agrees with the policies and rules of the Mgr. Bekkersschool as mentioned in the school guide (see website). This includes:

* Participating in all school activities by the child.
* In eighth grade, the child goes to school camp. An exception can only be made in the case of a written medical indication by, for example, the general practitioner.
* The school may post pictures with your child on our website/ external news media -newspaper/ tv/LinkedIn/ Facebook/Instagram (please cross out for which you do NOT give permission).
* The school may/may not place pictures of your child on Social Schools - this is only for the school and is not public.
* The school contacts and asks for information of the educational facilities your child attended prior to enrolment at our school, for example kindergartens, nurseries and other schools, youth care, social work, speech therapy etc. Only when there are no barriers to registration, is the registration final,
* The parent council regularly checks the pupils for head lice.
* The school is informed of your child’s absence no later than 8:30 on the day on which your child is unable to attend school..
* The voluntary parent contribution (EUR 50 per child per year) is paid.
* A lice-safe bag is bought upon entry of the child in the school (EUR 3, 50)
* The registration is final when the intake has taken place and the intake form has been signed by both the school and the parent(s).

The undersigned note that the registered pupil is not enrolled at any school other than that, that the registration form has been completed truthfully, and that they agree with the contents of the school guide.

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature parent/ guardian Signature parent/ guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Consent Form data processing PO**

For some processing of your child's personal data, we need your written consent. You can provide this permission to us by signing it down and submitting it with the registration form.

Mgr.Bekkersschool has taken appropriate security measures for the processing of your child's personal data listed below to prevent unwanted and unlawful processing. For some processing, not all risks can be eliminated. Consider, for example, the risk of copying and sharing your child's photos by third parties. Do you have questions about the concrete security measures we take or other questions about the processing we ask your permission for? Then you can contact the school's management.

Whether permission is sought for your child's enrollment duration with an annual update of data. You can change and/or revoke a once-given consent at anytime. From the moment you withdraw your consent, the Mgr. Bekkersschool will stop the aforementioned processing. You will also have the opportunity to change your preferences and other details, such as your telephone number or email through the contact form that is sent to you at the beginning of each school year.

**Inthe knowledge of information about the organisation and activities of the school:**

(For example, the digital newsletter, school trip, school camp, sponsor run, projects etc.)

Yes. I give the Mgr. Bekkersschool permission to provide the following personal data of (name child)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for as long as my child is enrolled.

Please tick what you give permission for:

* If applicable in the school guide and other paper brochures;
* name, first names, group number, school year in the school guide and other paper brochures
* photos on the website and where appropriate in the regional newspaper or on the news website
* name, first names group number, grade on the website and where appropriate in the regional newspaper or news website, publications Laurentius Stichting;
* photos on social media (Facebook/ LinkedIn/ Instagam of the school and/or the Laurentius Foundation);
* post photos on Social Schools

**For the provision of services by the school photographer**

The students look forward to the school photographer's annual visit and parents often adhere to the tradition. Om that reason ask a professional photographer of all pupils every year to take your child’s portrait photo and a class photo. The latter implies that your child will also be known to families of classmates through this photo. The photographer will send these photographs to you after payment. To do this, the school photographer needs your address details. The school photographer will use your contact details once and will not approach you with other services and products.

The school would like to receive a copy of this passport photo so that it can use it for the student file and student review. Only school staff have access to the photo. The photo is not shared with third parties.

Yes, I give the Mgr. Bekkersschool permission to process the following personal data of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sharing the following information to the school photographer:

* name, first name, phone number
* address, zip code, city of residence
* email
* year, group name information

**To draw up a classlist and/or telephone** **list:**

* naam, first names, phone number
* address, zip code, city of residence
* email
* year group, group name

**Forsharing information with the parent council/ parent association in facilitating the execution of duties by the parent council:**

* naam, first names, phone number
* address, zip code, city of residence
* email
* year group, group name data
* data for the purpose of calculating, recording and collecting funds, or contributions and fees
* for exchange of information with the denomination to which your child is associated

**For the sharing of information for the transfer to another school (primary education, special primary education, secondary education):**

* name, first names, initials, titular, gender, date of birth
* address, postcode, place of residence, telephone number and similar data intended for communication
* nationality and place of birth
* information necessary for the health or well-being of the pupil
* information on the religion or beliefs of the pupil, to the extent necessary for education
* data on the nature and course of education, the results of the study, things which, according to the primary school, may affect the performance in secondary education, the diagnostic (end)test, the Final Test

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father/care-giver: Mother/care-giver:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature­­­­­­­­­­­­­­­­­­­­­:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Information**  **and consent form for parents of pupils**  **PO**

The Laurentius Stichting takes privacy seriously. This letter informs you about how the Mgr. Bekkersschool handles the information (personal data) that we receive from you.

**The school has set privacy rules?**

Yes, the school has set privacy rules. These rules are written down in a privacy regulation and comply with national and international privacy laws you can view these regulations on the new website of the Laurentius Stichting [(www.laurentiusstichting.nl).](http://www.laurentiusstichting.nl) It says what data we collect, why we do it, who has access to your data, and how we protect that information. If you come across something you want to know more about, check the privacy regulations first.

**Why does the school need this information?**

The school needs your personal data in order to be able to enroll your son or daughter in school and to provide education. So information about your child is only used for targets related to it. Think, for example, of creating the school account, daily teaching, and tracking performance at school. But a goal is also to inform the government when they ask for information.

We use the personal data of you and your child for these purposes only when necessary:

* to comply with the education agreement
* because it is part of the (legal) task of the school
* because we have to implement agreements with other parties
* because your child wants to protect
* because it is necessary for the common good or
* because we ourselves have a legitimate interest in it. For example, for security camera footage that shows you or your child. In the interests of the safety of you, your child and other persons present at the school, and the security of the building, have a legitimate interest in making these images. Of course, the protection of the privacy of you and your child is always paramount and we have taken measures to protect your personal data.

We only use some data with your permission. You can read what data is involved and what exactly we need permission for, on the consent form.

**Do the school give the personal data of my child and me to others?**

Yes, but only in limited cases. For example, the school is required to sometimes share data with the government and we also give data about your child to caregivers if necessary or if other organisations do work for the school they receive data from your child as needed, such as the suppliers of (digital) learning resources. With these companies, the Laurentius Stichting always makes clear privacy agreements through processing agreements.

**How long will my child's and my child's records be kept?**

The school does not keep the personal data of you and your child op servers and on paper any longer than necessary. The school always looks at why the data was collected first and then decides how long it should be kept. Most information is destroyed no later than two years after your child has left school. Sometimes it is necessary to keep data for longer, for example because the law requires it. Sometimes a school keeps the address details for future reunions.

**What rights do I have as a parent?**

You can request a copy of the personal data used by the school. You may also ask the school to modify or delete data if you feel that the information is incorrect or onvolledigis.de school is obliged to delete or stop using personal data if the data is no longer needed, withdraws your consent, or objects to its use.

If you think that the school does not carefully deal with the personal data of you or your child, please contact the school first to discuss this. Does this not help and do you have a complaint? Then you can contact the data protection officer of the Laurentius Stichting (privacy-AVG@laurentiusstichting.nl), the board of the Laurentius Stichting (secretariaat@laurentiusstichting.nl), or you can contact the personal data authority via a contact form on their website (www.autoriteitpersoonsgegevens.nl).

If you have any questions or want to know more about school privacy, please contact the school's management.

The general contact details of the Laurentius Stichting are:

Laurentius Stichting for Catholic primary education

Postbus 649 2600 AP Delft

Telefoon: 015-25 11 440

E-mail: secretariaat@laurentiusstichting.nl (legal authority/ board)

E-mail: privacy-AVG@laurentiusstichting.nl (Data Protection Officer)

Visiting address: Burgemeestersrand 59, 2625 NV Delft