



# SCHOOL ENROLMENT FORM

## Stornoway Primary School

27 Jamieson Drive, Stornoway, HS1 2LF [stornowayprimary@gnes.net](mailto:stornowayprimary@gnes.net)  
Tel: 01851 703418



Please complete in line with the accompanying guidance notes: *Completing the School Enrolment Form*

<b>1</b>	<b>Gaelic Medium Education</b>
	Comhairle nan Eilean Siar operates a <b>Gaelic First</b> enrolment system where your child will be automatically enrolled in Gaelic Medium Education unless it is specifically requested to do otherwise by checking the box below. The Headteacher will be able to provide advice and information about the benefits of Gaelic Medium Education and bilingualism. <input type="checkbox"/> <b>Request to enrol in English Medium Education</b>

<b>2</b>	<b>Enrolment Status</b>	<input type="checkbox"/> <b>Within Catchment</b>	<input type="checkbox"/> <b>Subject to Placing Request</b>
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<b>3</b>	<b>Pupil Forename</b>		<b>Middle Name(s)</b>		
	<b>Surname</b>		<b>Known As</b>		
	<b>Address</b>		<b>Date of Birth</b>		<b>Gender (M/F)</b>
			<b>Place in Family</b>		<b>of</b>
			<b>Name and class of older sibling(s)</b>		
	<b>Post Code</b>				

<b>4</b>	<b>Parents/carers living at pupil's home address</b>				
		<b>Main Contact</b>		<b>Secondary Contact</b>	
	<b>Relationship to Pupil</b>				
	<b>Title</b>				
	<b>Forename</b>				
	<b>Surname</b>				
	<b>Home Tel No.</b>				
	<b>Daytime/Work Tel No.</b>				
	<b>Mobile Tel No.</b>				
	<b>E-mail Address</b>				
	<b>Has Parental Rights &amp; Responsibilities*</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
	<b>Emergency Contact</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Priority</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Priority</b>

<b>5</b>	<b>Parents/carers NOT living at pupil's home address</b>			
	<b>Relationship to Pupil</b>			
	<b>Forename</b>			
	<b>Surname</b>			
	<b>Address</b>			
	<b>Contact Tel or e-Mail</b>			
	<b>Has Parental Rights &amp; Responsibilities*</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Emergency Contact</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Priority</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Priority</b>

\* Please refer to guidance notes for questions four and five for further information about Parental Responsibilities and Rights.

<b>6</b>	<b>Additional Emergency Contacts – Person to contact if other emergency contacts are unavailable</b>				
		<b>Emergency Contact One</b>		<b>Emergency Contact Two</b>	
	<b>Relationship to Pupil</b>				
	<b>Forename</b>				
	<b>Surname</b>				
	<b>Contact Tel</b>				
	<b>Emergency Contact</b>	<b>Priority</b>		<b>Priority</b>	

<b>7</b>	<b>Medical Information</b>						
	<b>Surgery Name</b>			<b>Address</b>			
	<b>Please indicate any medical condition or administration of medication that may affect school work</b>						
	<b>Eyesight</b> <input type="checkbox"/>	<b>Speech</b> <input type="checkbox"/>	<b>Hearing</b> <input type="checkbox"/>	<b>Asthma</b> <input type="checkbox"/>	<b>Epilepsy</b> <input type="checkbox"/>	<b>Hearing</b> <input type="checkbox"/>	<b>Other</b>
	<b>Alert Conditions (allergy, diabetes etc.)</b>						

<b>8</b>	<b>Additional Information about Religion and Languages</b>		
	<b>Religious Affiliation</b>		
	<b>Exemption from Religious Observation</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Exemption from Religious and Moral Education (Curriculum)</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Main Home Language</b>		
	<b>Other Language(s)</b>		

<b>9</b>	<b>Name and address of previous school or nursery attended</b>		
	<b>School/Nursery Name</b>		<b>Class</b>
	<b>Address</b>		<b>Date of Entry</b>
	<b>Headteacher</b>		<b>Date of Leaving</b>
	<b>Telephone No.</b>		<b>SCN No.(if known)</b>
	<b>Withdrawal Reason</b>		
	<b>IMPORTANT: If the previous school or nursery is not in Scotland, has the child ever attended a Scottish school?</b>		
	<b>School/Nursery Name</b>		<b>Class</b>
	<b>Address</b>		<b>Date of Entry</b>
	<b>Headteacher</b>		<b>Date of Leaving</b>
	<b>Telephone No.</b>		<b>SCN No.(if known)</b>
	<b>Withdrawal Reason</b>		

**Nationality/Ethnicity** – The Scottish Government collects pupil data electronically, which helps them to analyse better what is happening in education and to target policies to try to ensure that no groups in Scottish society are disadvantaged and prevented from realising their full potential. Pupil names and addresses are collected by their school but they are not transferred to the Scottish Government.

<b>10</b>	<b>National Identity</b>	
	Please tick one only of the following categories which you feel best describes the National Identity of your child. For example, a child resident in Scotland of Bangladeshi parents might want to be considered Scottish, regardless of their ethnic background.	
	<input type="checkbox"/> Scottish	<input type="checkbox"/> English <input type="checkbox"/> Northern Irish <input type="checkbox"/> Welsh <input type="checkbox"/> British
	<input type="checkbox"/> Asylum Seeker	One who has claimed asylum and is awaiting a decision
	<input type="checkbox"/> Refugee	One who has been granted refugee status within last 5 years
	<input type="checkbox"/> Other	If none of the above is suitable then tick this box
<input type="checkbox"/> Not disclosed	Tick this box if you are not prepared to provide this information	

<b>11</b>	<b>Ethnic Background</b>	
	Please tick one only of the following categories which you feel best describes the ethnic background of your child. For example, a child born in Scotland of Bangladeshi parents should be entered as Asian Bangladeshi	
	<input type="checkbox"/> White - Scottish <input type="checkbox"/> White - Other British <input type="checkbox"/> White - Irish <input type="checkbox"/> White - Polish <input type="checkbox"/> White - Other <input type="checkbox"/> White - Gypsy/Traveller If your child is white, then tick the box in this group that best describes his/her background	
	<input type="checkbox"/> African - African/British/Scottish <input type="checkbox"/> African - Other If your child is black, then tick the box in this group that best describes his/her background	
	<input type="checkbox"/> Asian - Indian/British/Scottish <input type="checkbox"/> Asian - Pakistani/British/Scottish <input type="checkbox"/> Asian - Bangladeshi/British/Scottish <input type="checkbox"/> Asian - Chinese/British/Scottish <input type="checkbox"/> Asian - Other If your child is Asian in origin, then tick the box in this group that best describes his/her background	
	<input type="checkbox"/> Caribbean or Black - Caribbean/British/Scottish <input type="checkbox"/> Caribbean or Black - Other If your child is of mixed race then tick this box	
	<input type="checkbox"/> Mixed or Multiple Ethnic Group <input type="checkbox"/> Other - Arab <input type="checkbox"/> Other - Other <input type="checkbox"/> Not Known <input type="checkbox"/> Not disclosed	
	<input type="checkbox"/> Other If none of the above is suitable then tick this box	
	<input type="checkbox"/> Not disclosed Tick this box if you are not prepared to provide this information	

<b>12</b>	<b>Declarations</b>	
<b>Please read the declaration statements below and tick the box to confirm that you have done so</b>		
I declare that, to the best of my knowledge, the information provided by me upon this form is correct and accurate at the time of signing.		<input type="checkbox"/>
I confirm that I understand my obligation to notify the school office immediately of any changes to the information recorded on this form		<input type="checkbox"/>
<p><b>Data Protection Privacy Notice</b></p> <p>Comhairle nan Eilean Siar (Council Offices, Sandwick Road, Stornoway, Isle of Lewis HS1 2BW) will use the personal data on this form to the extent that it is necessary in order to provide education and associated services in compliance with its legal obligations and in carrying out its public functions in the public interest.</p> <p>The Comhairle will hold the data securely on SEEMiS, the national schools management information system. The paper form will be kept securely with the Pupil Progress Record (PPR). The data will be shared only with partner agencies which require the information to assist with the provision of the services, or where the Comhairle has a legal obligation to share it or where it is in the public interest to do so.</p> <p>Your data will be kept for the duration of the provision of the service and for any further period for which the Comhairle is required by law to keep it, or considers appropriate in accordance with its file retention policy. You have the right to request access to the data which the Comhairle holds; to request rectification, erasure or restriction of it; and to object to the Comhairle's processing of it. You also have the right to lodge a complaint with the Information Commissioner's Office if you feel that the Comhairle has not handled your data properly.</p> <p>More information on your rights, and how the Comhairle uses personal data, is available at <a href="https://www.cne-siar.gov.uk/your-council/data-protection/">https://www.cne-siar.gov.uk/your-council/data-protection/</a>. Please contact the Comhairle's Data Protection Officer (<a href="mailto:dataprotection@cne-siar.gov.uk">dataprotection@cne-siar.gov.uk</a>) if you have any queries about the Comhairle's use of your personal data.</p>		<input type="checkbox"/>

I am confirming by signature that I have read and understood the declarations above.

<b>Print Name</b>		<b>Date</b>	
<b>Signature</b>			

I am interested in finding out more about the school's Parent Council or Parent Committee

**FOR OFFICE USE ONLY**

<b>Birth Certificate or Home Office Identity Documents checked?</b>				
<b>Date of Admission</b>		<b>Class on Admission</b>		
<b>SCN</b>		<b>Year on Admission</b>		
<b>Leaving Date</b>		<b>House</b>		
<b>Documents Issued:</b>				
<b>School Handbook</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ICT Responsible Use Form</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Photography Consent</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>How We Use Information Factsheet</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>School Transport Application</b> <i>(If Applicable)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Free School Meal Application</b> <i>(If Applicable)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Clothing Grant Application</b> <i>(If Applicable)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Other:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No