

Application form RKBS De Wilgen



RKBS De Wilgen
Femina Mullerstraat 177
2135 MH Hoofddorp
023-5622857
info@bs-dewilgen.nl
www.bs-dewilgen.nl

Dear parents/guardians,

Thank you for choosing our school! This is our application form. We would like to ask you provide the required details about you, your child and any other necessary contact information you feel we need for your child. When we have received this form, we will process the application and we will enrol your child as a student in our school. We value privacy very highly. This is why your personal details will be treated with care and they will be registered in a secured environment.

Are you using the digital form? In that case the instructions for using the form are explained below:

- You have the opened, still blank, form on a device (desktop, laptop, tablet) in front of you.
- Next to or under every question you find a field designated for you answer. You can fill in this field by clicking on it and starting to type.
- Some fields (such as the date and the yes/no field) are accompanied by a small arrow that points downward. If you click the arrow, a multiple-choice menu will open. Choose the answer that applies to you.
- Please sign all different parts of the form. If applicable, this is asked of both parents/guardians. Instructions on digitally signing the forms are given below.
- After you have filled in the full form and you have signed it, please save the form using the "save as" button and the following structure for naming the file: application form – name of school – name of student – date.
- You can choose to send the form to this email address: info@bs-dewilgen.nl or to print it and hand it in at school.

Application form

Last name of student	Prefix	Gender M/F
First name of student	Prefers to be called	
Date of Birth	Place of Birth	
Social security number	Country of Birth	Migrated to the Netherlands
First Nationality	Religion*	
Second Nationality (if applicable)	Ethnic origin*	
Previous school(s) attended School, Kindergarten or elementary school	Name and dates of attendance Pre	
Early Childhood Education and Care (ECEC) yes/no	Name of ECEC if applicable	

Student information

Please fill out this form

Please list your child's strengths, interests and talents.

Are there any assessments, reports, or documentations regarding your child that we should know about?

Please share any additional information you would like us to know about your child or your family, including areas needing special attention, as well as your goals for your child at our school.

Information

<i>Parent/guardian</i>		<i>Parent/guardian</i>	
Last name	Prefix	Last name	Prefix
First name	Initials	First name	Initials
name			
Relation to the student		Relation to the student	
Date of Birth	Place of Birth	Date of Birth	Place of Birth
Country of Birth		Country of Birth	
Occupation*		Occupation*	
Education*		Education*	
Employer*		Employer*	
Cell Phone	Work Phone	Cell Phone	Work Phone
Marital status		Marital status	
Email Address		Email Address	
email		email	
Zip code	Address	Zipcode	Address
Street	Private address? yes/no	Street	Private address? yes/no
City		City	
Phone number at home	Private number? yes/no	Phone number at home	Private number? yes/no

Additional information

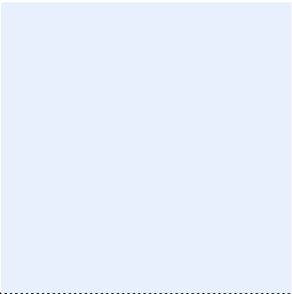
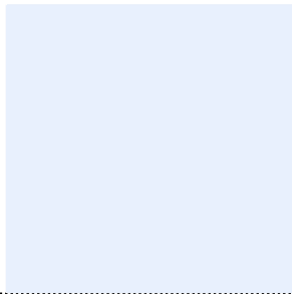
Siblings	Name and date of birth siblings
Aantal	
Language(s) spoken at home	
Name and phone number general practitioner	Name and phone number dentist
Emergency contact name	Emergency phone
What is the relationship between the emergency contact and the child?	

* parent/guardian can choose to provide these details

Parent/guardian declaration

Hereby the parents/guardians declare:

- to respect the school's fundamentals, origins and goals;
- to agree to let their child participate in activities organised by the school;
- to attend (as much as possible) the parent/information gatherings organised by the school;
- to have been informed of the availability of the school's student charter and the regulation of complaints by Meer Primair on the website of Meer Primair – www.meerprimair.nl;
- to give permission to request information about their child with the kindergarten, day care, GGD and/or other external authorities if their child is under the age of 4;
- to give permission to request information about their child with the current primary school if their child is four years old or older;
- that their child, if the child 4 years old or younger, has not been enrolled in another primary school in the six months prior to the child's first day of school at RKBS De Wilgen;
- to give permission for regularly checking their child for head lice;
- to have truthfully filled in the application form, the parent/guardian declaration and the permission of the use of visual materials.

Name parent/guardian 1	Name parent/guardian 2
<p>Signature</p> 	<p>Signature</p> 
Date:	Date:

Add your signature

Use a website : [MyLiveSignature](#) use your mouse to draw a signature, then select 'Create Signature' to save your signature.

Use a smartphone: [SketchPad](#) (iPhone) or [Signature Saver](#) (Android) to make your signature.

Afterwards select your signature and insert this in the form

Appendix 1: Consent form for the course of action in case the child gets ill or injured at school

This is a standard form, which is completed for each student enrolled. This form is an attachment to the formal registration form and contains agreements on how the school will act in case a student falls ill at school. Please note that this form does not concern specific medical situations. As a result of the data entered, conversations may follow with parents / guardians to discuss the specific care needed for a student. This form contains the following information:

Declaration of permission to act in case the student falls ill or is injured at school

It may occur that your child arrives at school just fine and during school hours, for example, becomes ill, gets injured or stung by an insect. In such cases, the school always contacts you as a parent, guardian or a another person designated by you. Occasionally, it happens that all these persons cannot be reached. When this situation arises, the school will consider carefully whether your child benefits from seclusion and needs rest. When in doubt, a doctor will always be consulted. Please inform us about which persons should be contacted consecutively in case the parents / guardians cannot be reached.

The undersigned agrees with the above-mentioned procedure for the benefit of:

Name of student:

Date of Birth:

Name parent/guardian:

(Please note that this parent/guardian is the first to call)

Phone number at home: Cell Phone (private):

Phone number at work: Cell Phone (work):

Name, address, place of residence of the GP:

Phone number:

Persons to be warned in case the 1st parent / guardian cannot be reached:

1. Name:

Phone number at home: Cell Phone:

Phone number at work:

2. Name:

Relationship with student (e.g. father, aunt, neighbor):

Phone number at home: Cell Phone:

Phone number at work:

My child is hypersensitive / allergic to the following:

.....
.....

You, parents / guardians, are obliged and responsible, to ensure that the information on this form is up to date at all times and is present / accessible at school during the whole time your child is enrolled in our school. It is very important for the health of your child that the information remains accurate. For this reason, you declare by signing this form that you will report any relevant changes to the school management immediately.

Signature by parents / guardians:

Name parent/guardian 1

Name parent/guardian 2

Signature

Signature

Date:

Date:

Appendix 2: Permission to use photos and videos

Dear parent(s) / guardian(s),

Since the 25th of May, 2018, the enforcement of the General Data Protection Regulation (GDPR) has started. This new privacy law applies throughout the European Union and aims to improve the protection of personal data. Organizations that work with personal data must ensure that this information is used, managed and stored securely only by those who have a *professional interest* in it.

As a primary school we process personal data of your child(ren) in order to be able to fulfill our obligations as an educational institution. For example, we collect data to register your child as a student at our school and to keep track of their learning development. In addition, we have a legal obligation to forward certain data to other parties, such as DUO (Ministry of Education) and compulsory education. The basic principle is as follows: *solely* in case there is a legal ground to process and share personal data with other organizations and / or persons we are allowed to do so. Therefore, we may organize our information provision in a different way compared to what you may be used to.

In addition to this legal ground, GDPR entails that extra permission must be requested for the use of certain personal data of our students. For children under the age of 16, only the parent(s) / guardian(s) are allowed to sign this permission. As such, we will annually ask your permission for the use of visual material. Our primary school demonstrates to for example (potential) parents / guardians and (potential) students where we are up to by the use of visual material (photos and videos). Recordings are made on various occasions. For example during activities, school trips and lessons. Your son / daughter may be visible in these photos / videos.

Please note that we handle all photos and videos with great care. We do not publish images or videos that could harm students. Moreover, we do not provide photos or videos with names of students. Nevertheless, we are required by law to ask for your permission to use images of your son / daughter as he / she is younger than 16 years.

Your consent only applies to visual material that is made by us or on our behalf. However, other parents may also take pictures during school activities on certain occasions. Although this is outside our school's sphere of influence, we trust that these parents are also reluctant / cautious about posting and sharing those images on the internet.

Please note that you may always withdraw the consent you have given. You may also give permission later. In case we would like to use an image for another purpose than stated in the permission form, we will reach out to you first. In any case, no images of your son / daughter will be used and shared without your permission.

Hereby, we ask you to inform us for what purposes we are allowed to use visual material of your son / daughter. In this permission form we explicated where we may use this material and for what purposes.

Would you be so kind as to submit the permission form at the same time as the registration form?

Thanks in advance for your cooperation.

Sincerely,
Managing Board

Permission form for the use of photos and videos

Publication:	Purpose	Consent*
In the (digital) newsletter	To inform parents and students about activities and developments at and around school.	<input type="checkbox"/> yes <input type="checkbox"/> no
On the private part of the school's website / app	To inform parents and students about educational activities such as school trips, excursions, school parties, etcetera.	<input type="checkbox"/> yes <input type="checkbox"/> no
In the school guide and / or school brochure	To inform (future) parents and (future) students about the school and education and to share an impression about the education at school. In addition, the images are used for PR purposes of the school.	<input type="checkbox"/> yes <input type="checkbox"/> no
On the school's social media accounts (Facebook, YouTube)	To disseminate information and images about activities (such as excursions and school trips) and developments at and around school. Sharing images gives an impression of the education provided at school.	<input type="checkbox"/> yes <input type="checkbox"/> no
On the school's public website	To inform (future) parents, (future) students and other interested parties about the school, the education provided, and various educational activities the school organizes such as school trips, school parties, etcetera. The publication of such images enables the interested parties to construct an impression of the school.	<input type="checkbox"/> yes <input type="checkbox"/> no
For research purposes	To utilize data collected for research purposes, for example cohort studies, by research parties such as Central Bureau for Statistics (CBS), Universities or by our own students.	<input type="checkbox"/> yes <input type="checkbox"/> no
Of the photograph of the class	To make this photograph available to all parents and students belonging to this class as a pleasant memory for later. The school photograph takes this photo. Please note that the class photo will not be published elsewhere.	<input type="checkbox"/> yes <input type="checkbox"/> no

* **Tick to give permission.**

Signature by parent(s) / guardian(s) of: (name student)

Name parent/guardian 1

Name parent/guardian 2

Signature

Signature

Date:

Date: