**SELF–REFERRED STUDENT ENROLMENT FORM, STAG LANE SATURDAY SCHOOL 2020/21**

Please complete in FULL using CAPITAL letters only.

**Surname:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student’s First Name** | **D.O.B.** | **M/F** | **Mainstream School** | **Year Group\*****See notes**  | **Sub Levels** **Maths** | **If known by Parent** **Reading**  | **Writing**  |
| **1st Child** |  |  |  |  |  |  |  |  |
| **2ndChild** |  |  |  |  |  |  |  |  |
| **3rd Child** |  |  |  |  |  |  |  |  |
| **4th Child** |  |  |  |  |  |  |  |  |
| **5th Child** |  |  |  |  |  |  |  |  |
|  |  | **Total** |  |  |
|  |  | **Method of Payment** |  |  |
|  |  | **Amount Paid** |  |  |
|  |  | **Bank Transfer Reference No.** |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **MATHS****Up to Yr 10 only** | **ENGLISH****Up to Yr 10 only** | **DARI** | **PASHTO** | **MUSIC** **Primary Students**  | **DRAMA** **Secondary Students**  |
| **1st Child** |   |  |  |  |  |  |
| **2ndChild** |  |  |  |  |  |  |
| **3rd Child** |  |  |  |  |  |  |
| **4th Child** |  |  |  |  |  |  |
| **5th Child** |  |  |  |  |  |  |

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Borough:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Tel (Work):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Tel (Home):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel (Mobile):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Year family arrived in the United Kingdom** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT DETAILS FOR USE IN EMERGENCY**

If the student enrolling is under 18, this must be a parent or guardian. If over 18, a relative or friend

**NAME: Mr/Mrs/Ms**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Relationship**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address (if different from above)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Tel**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHOTO AND VIDEO CONSENT**

For promotional purposes, Paiwand will sometimes take photos or video footage of students at the school. Please indicate whether you are happy for photos or footage of your child to be used for promotional purposes on flyers and on the Internet.

 I **GIVE CONSENT** FOR PHOTOS OR FOOTAGE OF MY CHILD TO BE USED FOR PROMOTIONAL PURPOSES

 I **DO NOT** GIVE CONSENT

**NEWSLETTER**

Paiwand would like to update you by email or letter about services and events that may be of interest to you. Are you happy to receive occasional emails or letters from us?

 **YES NO**

**ETHNICITY (This helps us to monitor equal opportunities)**

I describe my child (ren’s) ethnic background as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL SUPPORT NEEDS-** (If enrolling more than one child, please specify the name of the child next to each box ticked)

My child has the following need/disability:

Visual Impairment Physical/mobility difficulties Hearing impairment

Mental health difficulties Learning difficulties (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English language needs None of the above

**HEALTH AND SAFETY:** Please give details of any medical condition you feel we should be aware of:

**HOW DID YOU HEAR ABOUT THE SATURDAY SCHOOL?**

 Word of Mouth Publicity. Which? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other. Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION & DATA PROTECTION**- If under 18, parent or guardian, if over 18, applicant

I understand that I must provide accurate information, and that the information I have given is correct to the best of my knowledge. I will update Afghan Association Paiwand if any personal details change. I consent to the personal information provided about me and my children on the application form being held, recorded and processed by Paiwand. This will include information of a sensitive nature, e.g. ethnicity and medical conditions. I understand that the information will be treated in confidence and used internally for specific purposes as laid out in Paiwand’s Data Protection Policy. Paiwand will not be held responsible for any negative consequences arising from information I have withheld.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT PERMISSION - GENERAL DATA PROTECTION REGULATION COMPLIANT**

**How We Use Your Personal Information**

This privacy notice is issued by Afghan Association Paiwand. It is to inform learners/ clients how their information will be used by charity organization Afghan Association Paiwand and any other successor to this organisation. For the purposes of the Data Protection Act 2018, Afghan Association Paiwand is the data controller for personal data.

Your personal information is used by Afghan Association Paiwand/ partners to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a learner profile/ reference. Your information may be shared with third parties for education, training, employment and well-being related purposes, including research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 2018.

Afghan Association Paiwand (or agents acting on behalf) may contact you in order to carry out research and evaluation to inform the effectiveness of training or activities you registered in. Further information about use of and access to your personal data are available at www.paiwand.com as well as at the request to Afghan Association Paiwand.

The information on this application will form the basis of a computer record which will be used to make contact with you through to enrolment by post, email or phone, process your enrolment and contact you while you are a student/ client with Afghan Association Paiwand. Please state that you agree to these conditions.

 □ I agree to the above conditions.

Privacy Statement

We collect personal data obtained on this form under the GDPR Article 6f (Legitimate Interests) in order to be able to provide our education service and training. We will retain this data as long as it is required by our funders to justify the use of the grants provided.

We would love to keep sending you information and updates about our education projects and organisation. We will always treat your personal details with the utmost care and will never sell them to other companies for marketing purposes. Please let us know if you would like us to contact you or not by selecting one of the options below:

 □ yes please I would like to receive useful updates and information by email.

 □ yes please I would like to receive useful updates and information by telephone.

 □ yes please I would like to receive useful updates and information by mobile (text message).

 □ yes please I would like to receive useful updates and information by post.

 □ no thanks, I would not like to receive useful updates and information.

 If you wish to unsubscribe from promotional and informative material you may do so at any time by emailing info@paiwand.com and quoting your name/ address and reference if you have one.

Your Learning Agreement: My signature below indicates that I understand that:

• I show consideration within the Saturday School/ Paiwand and the wider community.

• I will be prepared and on time for all lessons.

• I will behave positively at all times and will not disrupt the learning of others.

• The level of the course I have chosen is appropriate to my initial assessment/ prior learning/experience.

• I am entitled to practical help to complete the course and know how to access it.

• I have been advised of all costs associated with the course and made aware of Paiwand’s policies.

• I am personally liable for all the costs associated with the course. I agree to pay all costs.

• I have read the terms and conditions of Enrolment and Privacy Statement 2020/2021

• I have had the chance to discuss my learning programme and I am satisfied with my choice.

• I agree to Afghan Association Paiwand processing my personal data, including ‘sensitive’ personal data (ethnicity, disability etc) contained on this form or other data that Paiwand may obtain from me or other people whilst I am a student.

• I agree to the processing of such data for any purposes connected with my health and safety whilst on the premises or for any other legitimate reason.

• I agree to Afghan Association Paiwand publishing data on my achievements as a student on the website/ reports to Paiwand’s funders.

• I must follow all Afghan Association Paiwand/ Saturday School regulations.

• To the best of my knowledge, everything I have declared on this form is both true and complete.

Learner/ Parent Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enrolment Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Autumn & Spring Term payment: £70.00

Summer Term payment: £55.00

Total for the year:125.00

Please find below our bank details for the purpose of payment:

Account Name: Afghan Association Paiwand Ltd

Sort code: 40-20-16

Account Number: 91518100

**Please reference bank transfers with your child’s full name.**

Fees:

* Maths & English £5
* Dari or Pashto £5

If your child attend Maths, English and languages classes the fee will be £10 per session.