

M O R N A I N T E R N A T I O N A L C O L L E G E

Personal Information

1st Surname: 2nd Surname:

First Name(s): Date of Birth: (Eg. 13/05/1975)

Year Group: Intended Admission Date: (Eg. 13/05/1975)

Address:

.....

..... Postcode:

Postal Address if Different:

.....

Home Telephone Number: Mobile (s):

E-Mail: Fax:

Nationality: 1st Language:

Additional Spoken Languages:

Siblings

Does your child have any brother(s)/sister(s)?

If yes, please give details...

Name	Date of Birth
1:
2:
3:
4:

What position does your child hold in the family? (Please indicate)	1 st born	2 nd born	3 rd born	4 th born
.....

Parents**Mother****Father**

Surname(s): Surname(s):

First Name: First Name:

Occupation: Occupation:

Work Telephone Number: Work Telephone Number:

Please indicate **Mothers** marital status...

Married	Civil Partnership	Divorced	Single	Widow
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Please indicate **Fathers** marital status...

Married	Civil Partnership	Divorced	Single	Widower
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Is your child adopted? If yes, please provide date of adoption (E.g. 13/05/1975).....

You may be required to provide the school with adoption certificate

Does your child have any other legal guardians?

Surname(s): Surname(s):

First Name: First Name:

Relationship: Relationship:

Telephone Number: Telephone Number:

Please indicate with whom your child lives:

Who will normally take your child to and from school?

Name: Relationship

Name: Relationship

Emergency Contact Numbers (s)

Please provide an additional name(s) and telephone number(s) for us to use in the case of an extreme emergency

Name: Relationship Telephone Number:

Name: Relationship Telephone Number:

Medical Conditions

Does your child suffer from any long-term medical problems? e.g.

Asthma Diabetes

Epilepsy

Other, Please specify:

.....

Does your child have any allergies? If yes, please list and give details:

.....

Does your child take any regular medication? If yes, please list and give details:

.....

In the case of a medical emergency, You would be contacted first – but in the case of not being able to contact you, your child would be taken to “Clinica Vilas” in Ibiza town (either in an ambulance or by a member of staff) where the school has private medical insurance. Several members of staff are qualified First Aiders and may administer basic first aid to an injured child.

I understand the emergency medical procedure

I require a different emergency medical procedure Details:

.....

Educational

Please provide details of your child's last two schools:

1. School Name..... School Address (Town & Country)

.....

Date attended from: Date attended until:

2. School Name..... School Address (Town & Country)

.....

Date attended from: Date attended until:

You are required to supply the school with your child's last school report

Has your child ever experienced learning difficulties in either:

Language Yes No Mathematics Yes No

Has your child received additional tuition or support in any other subject? Yes No

Please give details:
.....

Has your child ever been assessed by a child psychologist for behaviour problems or learning difficulties?

Yes No

If yes, Please give brief details:
.....

You are required to supply the school with psychologists report

Would you agree to your child being photographed or filmed for use in the classroom, school events or publications?

Yes, I agree to the publishing of my photograph.

No, I disagree.

Would you agree that the school provides the parents association with your E-Mail address?

Yes, I agree No, I disagree

Additional Information

Please use the following space for any further details about your child that you feel the school needs to be aware of...

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Declaration

I declare that all the details given in this application form are true and complete.

Mother's signature:

Father's Signature:.....

Date:

Name of Student _____ Year _____ or Waiting List _____

The College undertakes to:

Provide a broad & balanced curriculum, based on the UK National Curriculum with the necessary adaptations to be able to offer an appropriate education to pupils from Ibiza's Spanish and international community.

Provide access to internationally recognised qualifications that will allow pupils to enter higher education.

Provide a safe environment and suitable accommodation for teaching and learning.

Provide teaching and resources that allow pupils to fulfil their potential, developing into confident and independent learners.

Offer a programme in which learning is an enjoyable process and in which pupils feel encouraged and supported, along with sufficient monitoring, tutoring and assessment to ensure that individual needs are recognised and catered for.

Provide an education that encourages self-discipline, tolerance, international understanding, collaboration and care for others. Cater for wider aspects of children's development by supplementing the academic curriculum with sports, cultural and social activities.

Provide sufficient support to ensure that children for whom English is not a first language are able to benefit from all aspects of an English-medium education.

Inform parents about their children's progress and development and ensure that any reasonable concerns are followed up quickly and effectively.

Signed on behalf of Morna International College _____

As a parent, I agree to collaborate by:**Adhering to all school policies, which I understand are available to download from the school website**

Supporting the school rules as explained in the **Primary and Secondary Behaviour Policies** and being fully aware that the school reserves the right to terminate a student's place for serious or repeated breaches of the school rules/code of conduct.

Ensuring that my child attends school regularly and punctually, justifying any unavoidable absences. **See Absence Policy**

Keeping the school informed about any health issues or other circumstances that could affect my child's education, and to any changes in personal details i.e. address, telephone numbers, etc.

Ensuring that my child goes to school dressed in accordance with the school's code of dress and equipped with all the necessary materials.

Paying all school fees at the start of each term, and informing the finance office if any payment will be late. Understanding that this offer of a place is only valid if there are no outstanding debts from other schools. **See Finance Policy**

Meeting the financial obligation, should the school deem it necessary that my child requires extra teaching support in English language or any other form of individual attention or SEN support including testing by an educational psychologist or other practitioner. **See Finance Policy**

Understanding that if my child makes insufficient progress at any time during their studies at the school they may be required to repeat the year, and if upon receiving references or reports from a previous school the school reserves the right to withdraw the offer of a place. **See Admissions Policy**

Providing an adequate space, environment (and supervision if necessary) to ensure that my child can carry out homework assignments effectively.

Parents signature _____

Date _____

As a student, I agree to collaborate by:

Attending school punctually, suitably dressed and with all the necessary books and materials.

Following the school codes of conduct and treating all members of the school community with respect.

Making a consistent effort to learn, completing work on time and to the best of my ability.

Being an active, helpful and supportive member of the school community.

Signed _____

Date _____

Name of Student _____ Year _____ or Waiting List _____

The College undertakes to:

Provide a broad & balanced curriculum, based on the UK National Curriculum with the necessary adaptations to be able to offer an appropriate education to pupils from Ibiza's Spanish and international community.

Provide access to internationally recognised qualifications that will allow pupils to enter higher education.

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Supporting the school rules as explained in the **Primary and Secondary Behaviour Policies** and being fully aware that the school reserves the right to terminate a student's place for serious or repeated breaches of the school rules/code of conduct.

Ensuring that my child attends school regularly and punctually, justifying any unavoidable absences. **See Absence Policy**

Keeping the school informed about any health issues or other circumstances that could affect my child's education, and to any changes in personal details i.e. address, telephone numbers, etc.

Ensuring that my child goes to school dressed in accordance with the school's code of dress and equipped with all the necessary materials.

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Meeting the financial obligation, should the school deem it necessary that my child requires extra teaching support in English language or any other form of individual attention including testing by an educational psychologist or other practitioner. **See Finance Policy**

Understanding that if my child makes insufficient progress at any time during their studies at the school they may be required to repeat the year, and if upon receiving references or reports from a previous school the school reserves the right to withdraw the offer of a place.

Providing an adequate space, environment (and supervision if necessary) to ensure that my child can carry out homework assignments effectively.

Parents signature _____

Date _____

As a student, I agree to collaborate by:

Attending school punctually, suitably dressed and with all the necessary books and materials.

Following the school codes of conduct and treating all members of the school community with respect.

Making a consistent effort to learn, completing work on time and to the best of my ability.

Being an active, helpful and supportive member of the school community.

Signed _____

Date _____

INFORMATION FOR PARENTS CONCERNING THE TREATMENT OF THEIR PERSONAL DATA

M O R N A I N T E R N A T I O N A L C O L L E G E

Name of Student _____ **Year** _____ **or Waiting List** _____

For parents:

In compliance with the provisions of Section 5 of the National Law 15/1999 of December 13th on Personal Data Protection (in Spanish *LOPD*), we hereby expressly, precisely and irrevocably inform you that your personal data shall be stored in files under the responsibility of MORNA VALLEY SCHOOL, S.L., for the purposes of maintenance and fulfilment of the relationship with our entity and enabling us to teach and offer appropriate pastoral care. This includes the distribution of circular letters and information of interest within the framework of the aforementioned relationship.

Therefore, by signing this document, you hereby expressly and irrevocably agree to the use and disclosure of any information, in particular that which is protected (personal details concerning your health) which are essential to the maintenance and fulfilment of the relationship with our entity and enables us to teach and offer appropriate pastoral care. You hereby agree to the distribution of items of communication regarding our entity by means of telephone, ordinary post, fax, e-mail or other equivalent means of electronic communication.

Furthermore, Morna does hereby inform you that your personal details shall be disclosed in any case deemed necessary for the development, fulfilment and management of the relationship with our entity or in any circumstances that the law demands. In this sense, without being of an exclusive or excluding nature, your personal details may be disclosed to local, Autonomous Communities or state public administration authorities whose powers lie within this field.

The refusal to allow the use or disclosure of your personal details may lead to the impossibility of maintaining and fulfilling the relationship with our entity.

For the purposes of complying with the provisions established at Section 4.3 of the National Law on Personal Data Protection, you hereby undertake to communicate to MORNA any change regarding your personal details so that, at all times, the details truly correspond to your current situation.

In compliance with the provisions established in the National Law on Personal Data Protection and the Royal Decree 1720/2007 of December 21st by which the regulation of the aforementioned Law was approved, you may, at any time, exercise the rights of access, correction, cancellation and objection by writing to Morna Valley School S.L., Ctra. San Miguel KM 3.5, Santa Gertrudis, Ibiza- Islas Baleares C.P. 07814 and including a photocopy of your identification card.

Parents signature _____ **Date** _____

For students over 14 years:

In compliance with the provisions of the Spanish National Law on Personal Data Protection, we hereby inform you that your personal details will be collected and kept by Morna Valley School S.L., including the distribution of circular letters and information which might be of interest to you. I hereby agree to the distribution of items of communication regarding our entity by means of telephone, ordinary post, fax, e-mail or other equivalent means of electronic communication.

Furthermore, we hereby inform you that your details shall be disclosed in any case deemed necessary in order to manage your relationship with the school and to carry out teaching and offer appropriate pastoral care or on other occasions that the law demands.

In accordance with the Law on Personal Data Protection, you may access the details we hold on you at any time, modify them should they be incorrect and delete them (in those cases allowed by law) by writing to Morna Valley School S.L., Ctra. San Miguel KM 3.5, Santa Gertrudis, Ibiza- Islas Baleares C.P. 07814 and including a photocopy of your identity card.

I hereby authorise Morna Valley school S.L. to collect, keep and disclose any of my health details which are necessary in order to manage my relationship with the school and to facilitate teaching and the offer of appropriate pastoral care.

Signed _____ **Date** _____

M O R N A I N T E R N A T I O N A L C O L L E G E

Please provide the following documentation with your child's application....

- 1. Completed application form
- 2. Signed Home-School agreement
- 3. Signed Personal data protection
- 4. Photocopy of child's passport or ID card
- 5. Photocopy of mother's Passport or ID Card
- 6. Photocopy of father's Passport or ID Card
- 7. Photocopy of "libro de familia" (Spanish Nationals)
- 8. Photocopy of your child's last school reports
- 9. Trip Authorisation

Extra documentation (applicable in some cases)

- 10. Photocopy of any legal guardian's passport or ID card
- 11. Adoption certificate
- 12. Child Psychologists report



Morna International College

Apartado de Correos 333 · Ctra. San Miguel, Km. 3,5 · 07814 Santa Gertrudis - Ibiza - Balears - Spain

tel. +34 971 197 672

Morna Valley School S.L. · N.I.F. B-07324262

www.micibiza.com

info@micibiza.com

Dear parents,

Throughout the time your child is matriculated at the Morna International College, your child will be invited to take part in many different events outside of school; educational visits, sporting activities and theatre presentations etc. Trips are organised and supervised by Morna staff normally using a private bus company.

To avoid the necessity of completing permission slips on each occasion, we ask that you fill out this single form giving full authorisation that your child may attend events outside of the school campus, during the normal school day and supervised by our teachers. This form is valid during the entire time that your child is matriculated at the Morna International College.

The school will always inform parents of any future trips with full itinerary and information about costings. Payments of any such outings are paid directly to the school office.

Any residential trips will be treated differently and further permission will be sought.

Thank you for your co-operation.

SLT (Senior Leadership Team)

I.....

with passport/DNI.....

Parent/carer of (child's name).....

DOB (child's date of birth)

Give my consent for my child to take part in school excursions outside of school.

Signature: _____

Date: _____

Morna is a progressive, academic and creative school which aims to retain the essence of Ibiza. It creates a safe environment where children feel inspired to learn and take advantage of their natural surroundings in a unique international family.

Motivated Organised Resilient Nurtured Achievers

REQUEST FOR CONSENT FOR HANDLING FINGERPRINT DATA

CONSENT FORM FOR HANDLING FINGERPRINT DATA

Mr./Mrs....., with DNI/ NIE, within the context of the relationship with MORNA VALLEY SCHOOL SL and in compliance with the National Law 15/1999, of December 13, Protection of Personal Data (hereinafter, LOPD),

GIVES FULL AND IMMEDIATE CONSENT

For the handling of the fingerprint of their son, daughter or minor under their custody, in order to be able to manage payment operations of the various products and/or services used at the school.

In compliance with the laws of data protection and the Royal Decree 1720/2007, of December 21, the parent/guardian can exercise, at any time, their rights of access, rectification, cancellation and opposition, by writing to: MORNA VALLEY SCHOOL SL , with address in CRTA. SAN MIGUEL KM 3.5, CP 07814, SANTA GERTRUDIS.IBIZA (Balears (Illes)), attaching a photocopy of their ID.

Signed, in order to confirm full legal recognition of this agreement,

in (Place)..... .

on (Day) (Month) ... (Year).....

Signature of the child's parent or guardian:

Mr./Mrs.....

DNI / NIE / PASAPORTE.....

First and last name of the minor:

Further information regarding biometric identification and Secure Storage

- All data recorded is being stored with Arsys, one of the most reputable and reliable web hosts in Spain.

Arsys is certified by several important companies in the industry, such as Cisco, Microsoft, Dell, IBM, Oracle, Symantec and more. Their data centers and servers are protected by a myriad of security solutions related to both physical security and logical security.

Arsys' main focus is always on security, they have advanced solutions for, amongst others, prevention and intrusion detection, several layers of modern firewalls, continuous analysis and vulnerability management as well as ACL (Access Control List). On top of this, both themselves and external actors continuously perform security audits, to ensure they're staying on top of all the latest risks and vulnerabilities to the security infrastructure.

- **When finger prints are taken and stored in the MySQL database within Arsys, the system never actually saves the whole fingerprint in image format, only unique points are used which are then encrypted into long generated computer code. Therefore, it is IMPOSSIBLE to recreate, copy, duplicate or use the full image of the fingerprint.**
- **Arsys adheres to and works in full compliance with national data protection laws and the Royal Decree 1720/2007.**