

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 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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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 _____

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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.

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 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 _____

Name of Student _____ Year _____ or Waiting List _____

INFORMATION IN ACCORDANCE WITH PERSONAL DATA PROTECTION REGULATION.

Your data and your child’s persona data will be used in order to engage with you and provide you with our services. The data enables us to interact with you, and allows us to make use of your information legally. It may also be used for other activities, such as sending you publicity and information about our activities.

Only authorised staff will have access to this information. Similarly, certain companies might need this information in order to provide you with our services. Furthermore, any public or private companies to which we are obliged to provide your personal data and your child’s persona data pursuant to law will have access to this information.

We will store your data and your child’s persona data for the tenure of our relationship and until we are legally obliged to do so. Once the applicable legal periods have ended, your data will be safely eliminated.







You can contact us at any time, to access your personal information or your child’s information, rectify if it is inaccurate and remove it at the termination of our relationship. You also have the right to request the transfer of your data or your child’s data to another entity (portability). To do so, send a written request to the school, along with a photocopy of your ID or passport.

MORNA VALLEY SCHOOL, S.L.





CTRA. SAN MIGUEL KM 3.5, CP 07814, SANTA GERTRUDIS, IBIZA (BALEARS (ILLES), SPAIN)

If you believe that your rights have been neglected, you can file a claim at the Spanish Data Protection Agency (www.aepd.es)

Specific permits (check the pertinent box if the answer is yes) for the consent of the treatment of the data of my child or minor in my charge:

-  I consent to the use of my child’s **health** data to receive the requested services.
-  I consent to the use of my child’s **fingerprint** to manage the payment operations of the products and/or services acquired in our entity.
-  I consent the use of my child’s personal data to manage his/her subscription to different complementary **educational platforms and apps**.
-  I consent to the transfer of their personal data to **Cambridge/ Edexcel** to issue the corresponding qualifications.
-  I consent to the use of remote communication platforms to provide coherent and effective communication with the student.
-  I consent the use of my child’s personal data to manage his/her participation in the **different extracurricular activities** developed and promoted by the school.

If you do not allow us to use this data we will not be able to provide you with the requested services, as such information is necessary so that we can carry out our activity consistently and effectively.

-  I consent to the publication of my child’s **image/videos** on the Internet/ social media and other similar means to disseminate the activities of the school. The school will not publish his/her name.
-  I consent to the **publication of their image** in the **media** which this entity uses to emit the activities carried out. The school will not publish his/her name.
-  I consent to the publication of their image in MORNA VALLEY SCHOOL SL **premises (notice boards)** to publish the activities of its entity.
-  I consent to the publication of their image in the **yearbook** provided to the students’ parents.

These consents may be withdrawn at any time. If these consents are withdrawn in the future, until then they will continue to be considered lawful, there being permission on your behalf allowing us to act in this manner.

Signature of the person concerned (parent or guardian):

Name and surname:**ID:**

INFORMATION IN ACCORDANCE WITH PERSONAL DATA PROTECTION REGULATION.

Your persona data will be used in order to engage with you and provide you with our services. The data enables us to interact with you, and allows us to make use of your information legally. It may also be used for other activities, such as sending you publicity and information about our activities.

Only authorised staff will have access to this information. Similarly, certain companies might need this information in order to provide you with our services. Furthermore, any public or private companies to which we are obliged to provide your personal data pursuant to law will have access to this information.

It is not foreseeable that your personal data is transferred outside the European Economic Area.

We will store your data for the tenure of our relationship and until we are legally obliged to do so. Once the applicable legal periods have ended, your data will be safely eliminated.





You can contact us at any time, to access your personal information, rectify if it is inaccurate and remove it at the termination of our relationship. You also have the right to request the transfer of your data or your child’s data to another entity (portability). To do so, send a written request to the school, along with a photocopy of your ID or passport.

MORNA VALLEY SCHOOL, S.L.

CTRA. SAN MIGUEL KM 3.5, CP 07814, SANTA GERTRUDIS, IBIZA (BALEARIS (ILLES), SPAIN)

If you believe that your rights have been neglected, you can file a claim at the Spanish Data Protection Agency (www.aepd.es)

Specific permits (check the pertinent box if the answer is yes) for the consent of the treatment of parents persona data:

-  I consent to the use of my telephone number and my email address in order to be contacted, as well as receiving informative communications, images of my child, or child in my care, and activities carried out by the school, improving the efficiency of the different resources and administrative communications.
-  I consent to the use of my **fingerprint** to manage the payment operations of the products and/or services acquired in our entity.
-  I consent to the publication of my **image/videos** on the Internet/ social media and other similar means to disseminate the activities of the school.
-  I consent to the use of my personal data to receive **publicity of your entity**.

These consents may be withdrawn at any time. If these consents are withdrawn in the future, until then they will continue to be considered lawful, there being permission on your behalf allowing us to act in this manner.



In the case of children under the age of 14 or incapacitated, consent should be given by a parent or a guardian.

THERE IS AN EXTENDED VERSION OF THIS INFORMATION AT YOUR DISPOSAL IN OUR OFFICES OR ON OUR WEBSITE.

Signature of the person concerned (or where applicable, parent or guardian):

Name and surname:

ID:

The data protection regulations to which we refer are the following:

- Article 34/2002, July 11, Society Services on information and Electronic Commerce.
- **Ley Orgánica 1/1996**, January 15, on child safeguarding, adjusted to the Civil Code and the Law on Civil Procedure.
- **Ley Orgánica 3/2018**, December 5, on the Protection of Personal Data and guarantee of digital rights.

Regulation (EU) 2016/679 of the European Parliament and of the Council, 27 April 2016, related to the protection of citizens regarding the processing of personal data and the free movement of such repealing regulation 95/46/EC.

INFORMATION IN ACCORDANCE WITH PERSONAL DATA PROTECTION REGULATION.

Your personal data will be used in order to engage with you and provide you with our services. The data enables us to interact with you, and allows us to make use of your information legally. It may also be used for other activities, such as sending you publicity and information about our activities.

Only authorised staff will have access to this information. Similarly, certain companies might need this information in order to provide you with our services. Furthermore, any public or private companies to which we are obliged to provide your personal data pursuant to law will have access to this information.

It is not foreseeable that your personal data is transferred outside the European Economic Area.

We will store your data for the tenure of our relationship and until we are legally obliged to do so. Once the applicable legal periods have ended, your data will be safely eliminated.







You can contact us at any time, to access your personal information, rectify if it is inaccurate and remove it at the termination of our relationship. You also have the right to request the transfer of your data or your child's data to another entity (portability). To do so, send a written request to the school, along with a photocopy of your ID or passport.

MORNA VALLEY SCHOOL, S.L.





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If you believe that your rights have been neglected, you can file a claim at the Spanish Data Protection Agency (www.aepd.es)

Specific permits (check the pertinent box if the answer is yes):

-  I consent to the use of my **health** data to receive the requested services.
-  I consent to the use of my **fingerprint** to manage the payment operations of the products and/or services acquired in our entity.
-  I consent the use of my personal data to manage my subscription to different complementary **educational platforms and apps**.
-  I consent to the transfer of my personal data to **Cambridge/ Edexcel** to issue the corresponding qualifications.
-  I consent to the use of remote communication platforms to provide coherent and effective communication with me.
-  I consent the use of my personal data to manage my participation in the **different extracurricular activities** developed and promoted by the school.

If you do not allow us to use this data we will not be able to provide you with the requested services, as such information is necessary so that we can carry out our activity consistently and effectively.

-  I consent to the publication of my **image/videos** on the Internet/ social media and other similar means to disseminate the activities of the school. The school will not publish my name.
-  I consent to the **publication of my image** in the **media** which this entity uses to emit the activities carried out. The school will not publish my name.
-  I consent to the publication of my image in MORNA VALLEY SCHOOL SL **premises (notice boards)** to publish the activities of its entity.
-  I consent to the publication of my image in the **yearbook** provided to the students' parents.

These consents may be withdrawn at any time. If these consents are withdrawn in the future, until then they will continue to be considered lawful, there being permission on your behalf allowing us to act in this manner.

Signature of the person concerned (children over 14 years of age):

Name and surname: **ID:**

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 | <input type="checkbox"/> |
| 2. Signed Home-School agreement | <input type="checkbox"/> |
| 3. Signed Personal data protection | <input type="checkbox"/> |
| 4. Photocopy of child's passport or ID card | <input type="checkbox"/> |
| 5. Photocopy of mother's Passport or ID Card | <input type="checkbox"/> |
| 6. Photocopy of father's Passport or ID Card | <input type="checkbox"/> |
| 7. Photocopy of "libro de familia" (Spanish Nationals) | <input type="checkbox"/> |
| 8. Photocopy of your child's last school reports | <input type="checkbox"/> |
| 9. Trip Authorisation | <input type="checkbox"/> |

Extra documentation (applicable in some cases)

- | | |
|---|--------------------------|
| 10. Photocopy of any legal guardian's passport or ID card | <input type="checkbox"/> |
| 11. Adoption certificate | <input type="checkbox"/> |
| 12. Child Psychologists report | <input type="checkbox"/> |

Please return this form and documentation to admissions@micibiza.com

Your personal data will be used in order to engage with you and to provide you with our services. This data is necessary to interact with you, allowing us to make use of your information within the law. Furthermore, those entities willing to have access to this information, will be provided with it in order to give our best possible service. We will store your data during the term of our relationship and until we are legally obligated to do so. We are at your complete disposal in case you should wish to know the information we have about you, to rectify it if it is inaccurate and to delete it once our relationship has ended. You also have the right to ask for the transfer of your data to another entity (portability). To exercise any of the rights mentioned above, you can send a written request to our address along with a photocopy of your ID: MORNA VALLEY SCHOOL SL, CRTA. SAN MIGUEL KM 3.5, CP 07814, SANTA GERTRUDIS.IBIZA (Balears (Illes)). In the case of you considering that your rights have been neglected, you can file a claim at the Spanish Data Protection Agency (www.aepd.es).

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



Morna International College

Apartado de Correos 333 · Ctra. San Miguel, Km. 3,5 · 07814 Santa Gertrudis - Ibiza - Baleares - 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:_____

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TREATMENT OF THE FINGERPRINT

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.