

# ADMISSION FORM

## A. PERSONAL DETAILS

SURNAMES \_\_\_\_\_ NAME \_\_\_\_\_ YEAR \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ NATIONALITY \_\_\_\_\_ ID NUMBER / PASSPORT \_\_\_\_\_  
PLACE OF BIRTH \_\_\_\_\_ PROVINCE \_\_\_\_\_  
USUAL ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ POST CODE \_\_\_\_\_  
HOME TEL. NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

## B. FAMILY DETAILS

FATHER (OR GUARDIAN) \_\_\_\_\_ ID NUMBER / PASSPORT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
MOBILE PHONE NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_  
PROFESSION \_\_\_\_\_ COMPANY \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
MOTHER (OR GUARDIAN) \_\_\_\_\_ ID NUMBER / PASSPORT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
MOBILE PHONE NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_  
PROFESSION \_\_\_\_\_ COMPANY \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
LANGUAGES SPOKEN AT HOME \_\_\_\_\_ IF APPLICABLE, CUSTODY AWARDED TO \_\_\_\_\_

## C. SERVICES

SCHOOL LUNCH \_\_\_\_\_  
 TRANSPORTATION: \_\_\_\_\_ ROUTE NUMBER : \_\_\_\_\_ BUS STOP \_\_\_\_\_  
 EXTENDED SCHOOL DAY (SPECIFY) \_\_\_\_\_ BOOKS AND CLASSROOM MATERIA \_\_\_\_\_  
 CONTINUATION OF STUDIES INSURANCE: SPECIFY THE OPTION/S THAT YOU WANT:  FATHER  MOTHER  NONE

## D. OBSERVATIONS

MEDICAL HISTORY OF RELEVANCE \_\_\_\_\_  
MEDICATION TO BE ADMINISTERED AT THE CENTRE (MEDICAL PRESCRIPTION AND FAMILY AUTHORISATION REQUIRED) \_\_\_\_\_  
ALLERGIES (FOOD, MEDICATION, ETC.) (MEDICAL CERTIFICATE REQUIRED) \_\_\_\_\_  
NUMBER OF SIBLINGS (INCLUDING THE PUPIL) \_\_\_\_\_ BOYS \_\_\_\_\_ GIRLS \_\_\_\_\_ BIRTH ORDER OF THE PUPIL \_\_\_\_\_  
ARE ANY OF THEM PUPILS AT THE SCHOOL?  YES  NO NAME (S) \_\_\_\_\_  
YEAR (S) \_\_\_\_\_

## E. PREVIOUS SCHOOLS

NAME \_\_\_\_\_ YEAR \_\_\_\_\_  
NAME \_\_\_\_\_ YEAR \_\_\_\_\_  
NAME \_\_\_\_\_ YEAR \_\_\_\_\_  
NAME \_\_\_\_\_ YEAR \_\_\_\_\_

## F. STATISTICS

HOW DID YOU FIND OUT ABOUT US?  
 RECOMMENDATION FROM: (SPECIFY)  RELATIVES / FRIENDS / ACQUAINTANCES  INTERNET  
 OTHER CHILDREN IN THE SCHOOL  SCHOOL WEBSITE  PROXIMITY  
 A BUSINESS DATA BASE  TELEVISION (SPECIFY) \_\_\_\_\_  RADIO  PRESS  
 OUTDOOR ADVERTISING: BOARDS, AWNINGS, BUSES (SPECIFY) \_\_\_\_\_  OTHER (SPECIFY) \_\_\_\_\_  
WHAT MADE YOU DECIDE ON OUR SCHOOL? \_\_\_\_\_

SIGNATURE FATHER/MOTHER/GUARDIAN

SIGNATURE OF STUDENT  
(MAYOR 14 ANYS)

SIGNATURE AND STAMP OF THE SCHOOL

By means of this Admissions Document, you, the undersigned

**1.** Formally reserve a place in the school. At the time of registration, you will receive the Administrative Rules, the content of which you will expressly state that you know, together with the Educational Plan and Ethos of the school, which are accessible in the CAV, "Comunidad y Aula Virtual" (Community and Virtual Classroom) online platform, to which the school will give you access. While waiting for said access to the CAV, you may request to be sent these documents by e-mail.

**2.** The father, mother or guardian undersigned declares that he has custody of his child (by court order of precautionary measures or by final divorce ruling if this is the case), and that the other parent knows and accepts the enrolment of the child in the Centre and that he is aware that this decision is subject to knowledge and approval of the other parent and, in the event of disagreement, to the decision of the competent court.

**3.** You authorise the School to transfer the student to the nearest medical centre with which the school is affiliated in the event of an accident or illness, always after attempting to contact the parents/guardians by all available means.

#### 4. DATA PROCESSING

##### 4.1 DATA MANAGEMENT

In accordance with current regulations, we hereby inform any interested party that

(hereinafter "The School") is the party responsible for handling personal data. Data is processed both manually and automatically

##### 4.2 USE OF DATA

Data is required for the following reasons:

- Processing Admissions.
- Financial and administrative management.
- Setting up and management of direct debits for your school account.
- To enable the owner of the data to exercise their legal rights.
- Administrative and educational management

##### 4.3 LEGITIMIZATION OF DATA HANDLING

- Consent from the owner of the data.
- Draw up contract between the owner of the data and the school upon admission of the student to the school.

##### 4.4 POTENTIAL RECIPIENTS OF YOUR DATA:

- Bodies associated with the Nace Schools Group in Spain which appear in the following URL: <https://naceschools.com> said bodies being permitted to use said personal data solely and exclusively for the aforementioned purposes.
- The school's banking institution and the banking institution of the data owner in order to process the direct debit instructions in accordance with current regulations.
- Relevant taxation administrations in fulfilment of the necessary legal and fiscal obligations.
- Relevant public educational administrations in line with legal requirements.
- Receiving institutions in the event of a transfer of files.
- During the course of study at an educational institution overseas, student, parent and guardian data can be transferred to said institution for the purposes outlined above.

##### 4.5 COMMERCIAL COMMUNICATIONS

Commercial information that the school might consider to be of interest to you can be forwarded to you by any means, including electronically, to inform you of news, products, services, offers or any commercial content related to the School. You may cancel those communications by sending an email to

In relation to the above, the school informs you that the communications made by the school within the provision of contracted educational services will not be of a commercial nature.

Likewise, the entities of the NACE SCHOOLS Group in Spain that appear in the following URL: <https://naceschools.com> ask for your authorisation to send you commercial communications by any means including the electronic informing you of news, products, services, offers or any other content related commercial **Please check the box if you are interested**

Finally, the School requests authorisation to send commercial communications from third parties on activities related to training, language teaching, sports, music, leisure.

**Please check the box if you are interested**

##### 4.6 LENGTH OF TIME FOR WHICH DATA MIGHT BE HELD

Personal data provided by the interested party will be kept for 10 years from the time at which the final payment is made to the school. If a student is not admitted to the school, data shall be kept for 5 years following non-admission. We would note that, by legal requirement, data constituting a student's academic record shall be held indefinitely.

##### 4.7 RIGHTS OF THE OWNER OF THE DATA

The owner of the data has the right to withdraw their consent to the processing of their data at any time, however, this withdrawal could result in the withdrawal of the provision of educational services and activities. Additionally, the owner of the data can exercise their right to access, correct, delete, suppress, limit and/or withdraw said data. Similarly, should the party concerned consider that the School has violated the rights inherent in the applicable data protection regulations, a complaint can be filed with the Spanish Data Protection Agency. Should the affected party wish either to exercise their legal rights, or to make any query or consultation relating to the management and protection of data, they should contact the Data Protection Representative for the school concerned or for the Nace schools Group:

- Data Protection Representative for Nace Schools Group:

Technical Management Nace Schools: e-mail: [lopd@naceschools.com](mailto:lopd@naceschools.com). C/ Valle de la Fuenfria, 3, 28034, Madrid. Tel.: 91 360 00 35. With regard to data provided for students aged 14 years and over, consent must be obtained from the student themselves in order for the school to use the data for the purposes outlined above.

**5.** You authorise your child's attendance at and participation in the academic and extracurricular activities that the School schedules during the school year, whether these be outings, excursions or trips.

**6.** The parents or guardians signing this document commit to pay the fees established by the centre. Failure to pay two monthly instalments will result in the suspension of the services contracted with the School, until the whole amounts due have been paid in full.

**7.** The School, through the "New Agora Auxiliary Service Society", has contracted a 'Continuation of Studies Insurance' for all NACE Centres which guarantees that every student whose parents are insured (mother, father, or both parents in accordance to the contract) can continue their studies in the School to end of Baccalaureate in the case of death or total and permanent disability. With the objective of covering this type of circumstance, and with the accumulated experience we now have, we recommend everyone to contract this insurance in addition to any other life insurance you may have. It is an annual insurance and covers the whole school year. It should be contracted on the Admission Form or on the Enrolment Reservation Form and will be charged for in the September monthly school fees. There is also an option for paying for the insurance in monthly instalments which will be charged together with the monthly school fees

##### 8. IMAGE RIGHTS

###### 8.1 DATA MANAGEMENT:

In accordance with current regulations, we hereby inform you that The School is the party responsible for handling personal data. Data is processed both manually and automatically

###### 8.2 USE OF DATA:

-Partial or total use of images and recordings (hereinafter "contents") of student data for publication both on and off-line, including, but not restricted to, forums such as Nace Schools Group main website or any of Nace schools websites, publication on current or future social networks for the promotion of various school activities, including end of course photographs, photographs of sporting, cultural or educational events both for promotional and informative purposes in relation to activities undertaken at Nace Schools centres. This authorisation applies to all legally permitted activity, both temporally and territorially, and to all Nace Schools publications, strictly in accordance with Constitutional Law 1/1982, of May 5, relating to civil protection of the right to honour, personal and familial privacy and protection of one's own image, in addition to Constitutional Law 1/1996, of January 15 on the Legal Protection of Minors.

###### 8.3 LEGAL PERMISSION FOR DATA HANDLING

-With consent from the owner of the data.

###### 8.4 POTENTIAL DATA USE

-Bodies associated with the Nace Schools Group in Spain which appear in the following URL: <https://naceschools.com> said bodies being permitted to use the aforementioned personal data solely and exclusively for the purposes outlined above.

###### 8.5 LENGTH OF TIME FOR WHICH DATA IS HELD

If the authorising party is in agreement with the foregoing and does not specifically indicate to the contrary, data shall be held indefinitely in our archives.

###### 8.6 RIGHTS OF THE OWNER OF THE DATA

Additionally, the owner of the data can exercise their right to access, correct, delete, suppress, limit and/or withdraw said data. Similarly, should the party concerned consider that the School has violated the rights inherent in the applicable data protection regulations, a complaint can be filed with the Spanish Data Protection Agency. Should the affected party wish either to exercise their legal rights, or to make any query or consultation relating to the management and protection of data, they should contact the Data Protection Representative for the school concerned or for the Nace schools Group:

-- Data Protection Representative at Nace Schools Group: Technical Management Nace Schools: e-mail: [lopd@naceschools.com](mailto:lopd@naceschools.com). C/ Valle de la Fuenfria, 3, 28034, Madrid. Tel.: 91 360 00 35

For data provided for students aged 14 years or older, consent must be obtained from the student themselves in order for the school to use the data for the purposes outlined above.

##### Father/Mother/Legal Guardian

(cross out those which do not apply)

I agree to the use of my personal data in line with the terms and conditions cited above

##### Student

(14 or over if applicable)

I agree to the use of my personal data in line with the terms and conditions cited above

**9.** The duration of the present document of Admissions, Renewal and Authorisation is one school year, renewable each year by the parties by mutual accord. The parties reserve the right to cancel the present document unilaterally at the end of each school year. In addition, the School reserves the right to cancel the present document during the school year in the specific disciplinary cases contemplated in its Internal Rules of Procedure.

**10.** The parents or guardians declare that they know and expressly accept the contents of this document.

**11.** In order to resolve any discrepancy deriving from the interpretation or application of the present document, the father, mother or if applicable the legal representative of the student expressly accepts to submit to the Courts and Tribunals corresponding to the School's location.

Signature father/mother/guardian

Signature of student  
(Over 14 years of age)

Signature and stamp of the School