

West Hove Parishes

FIRST HOLY COMMUNION Programme 2024/2025

APPLICATION FORM [For those entering Year 3-4 of Primary School in September 2024]

Please select which **Parish** you would like your child to do their First Holy Communion Programme (Please tick):

Our Lady Star of the Sea (St George's / St Theresa's) <input type="checkbox"/>	St Peter's <input type="checkbox"/>	Sacred Heart <input type="checkbox"/>
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Please select which **Church** you would like your child to receive their First Holy Communion (Please Tick):

St George's <input type="checkbox"/>	St Theresa's <input type="checkbox"/>	St Peter's <input type="checkbox"/>	Sacred Heart <input type="checkbox"/>	St Mary Magdalen's <input type="checkbox"/>
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Please complete this form in **BLOCK CAPITALS** and return it to your selected Parish by **Tuesday 24th September 2024**. (Please note: we have limited spaces. Any late applications, may not be considered for this year's programme.)

About the candidate

First Name: **Surname:**

Known As: **Gender:**

Date of Birth:

Have they been Baptised? Yes ☐ No ☐ If **no**; Please speak to your Parish Priest

If yes; Date of Baptism: **Place of Baptism:**
(Please provide a Photocopy of their Baptism Certificate)

Current School: **Year Group (from Sept 2024):**

About the Parents/Guardians

Parent/Guardian 1 First Name: **Surname:**

Religion: **Relationship to the Child:**

Do you have parental responsibility for the child? Yes ☐ No ☐

Parent/Guardian 2 First Name: **Surname:**

Religion: **Relationship to the Child:**

Do you have parental responsibility for the child? Yes ☐ No ☐

Address:
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Phone Number:

***Email Address:**

*Please note that email will be used as the main form of communication during the programme. You will need to provide an active email address that you check regularly.

Mass Attendance

Which Parish do you attend regularly?

Which Mass?

Code of Conduct for children and young people involved in Church activities

Note to Parents/Carers – please share these expectations with your child according to their age and understanding.

Children and young people are expected to:	Children / Young People have the right to:
<ul style="list-style-type: none">• Be friendly and particularly welcoming• Respect the rights, dignity and worth of all• Make your group a fun place to be;• Be supportive and committed to other group members and offer comfort when required;• Be loyal and give friends a second chance;• Be respectful, helpful and trustworthy;• Play a part in keeping themselves safe;• Report inappropriate behaviour• Behave and listen to all instructions from the leaders and helpers and stick to the rules;• Respect group leaders/helpers• Not be violent or aggressive;• Refrain from rough and dangerous play;• Take care of the equipment• Refrain from the use of bad language;• Refrain from bullying; this includes bullying using any form of social media;• Not get involved in peer pressure.	<ul style="list-style-type: none">• Be safe and happy in their chosen activity;• Be respected and treated fairly;• Take part as an equal to other children and young people in the group;• Be protected from abuse by other members or outside sources;• Ask for help;• Be listened to;• Be believed;• Have any concerns taken seriously and acted on;• Be referred to professional help if needed;• Privacy.

Any minor misdemeanours and general misbehaviour will be addressed by the group leader. More serious or persistent misbehaviour may result in short term or permanent exclusion from the group. Parents will be informed at all stages.

Medical information/allergies

Please inform us of any medical information or allergies that we may need to know about.	
Does your child have any special/particular SEND needs that we should be aware of to look after them safely? <i>*Please note, you may speak with the group leader about the special need rather than commit to paper if you prefer.</i>	

Live-Streaming (at the Sacred Heart Church)

Do you give permission for your child to be featured in the live-streaming service?	Yes or No (Please Circle)
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Signature and Commitment by Parent/Guardian

I request that my child be enrolled in the First Holy Communion programme, and I understand that in doing so I am committing myself to ensure that I or another parent/guardian, along with my child, attend all the sessions, Masses, and events that form part of the programme. I also understand it is important, as far as possible, to attend Mass every Sunday with my child.

Signed Date:

By completing this form, you give us permission to hold and process your personal information onto our parish database. Your signature gives us authority to use the information you have given us to organise our service to our parish community. We strictly adhere to the conditions of the Data Protection Register. All the above information will be treated as strictly confidential.

Consent to the Safe Use of Images (Photography and Filming) (Photo 1)

Data Protection

In accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018, all personal data, including images (photographs and films for example), must be processed fairly and lawfully. To comply with this, we are bound to issue a privacy notice and inform you when:

- Photographs and films will be taken
- Why they will be taken
- What will be done with them
- Who may see them
- Any non-obvious consequences; for example, if the image from photographs and films is going to be used on a website, in a newsletter, or on televised programme or on social media.

We will state how long we plan to keep and use the image(s) and will contact you to seek consent if we wish to use the image(s) for another reason than that expressly stated herein.

Privacy Notice

Name of parish that plans to record images:	The Parish of Our Lady Star of the Sea (St George's and St Theresa's), Sacred Heart, St Mary Magdalen's, St Peter's.		
Context for recording images:	First Holy Communion Preparation and Celebration Mass		
The purpose for recording images is:	To share with Parish		
The planned use of these images is:	inclusion on Parish website, newsletters, noticeboards and social media.		
Use may include:	<input checked="" type="checkbox"/>	Use on web pages:	Parish websites
	<input checked="" type="checkbox"/>	Use in the publication:	Parish Newsletter
	<input checked="" type="checkbox"/>	Used to promote:	FHC Programme
We intend to keep these images for a period of:	Two years		
This means that the images will not be used after this date*:	June 2027 * Unless the terms of use are re-negotiated with the subject(s) in the image(s)		

Should you have any questions or concerns, please contact:	Parish Safeguarding Representative
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We will take care to record images that respect the dignity and wellbeing of everyone. Should you have any concerns about the way we handle your information and are not able to resolve these satisfactorily with us, please contact the [Information Commissioner](#) for advice and to [report a concern](#). We recognise that there are some reasons why, for their own safety and/or wellbeing, some individuals will not want their images recorded or kept and we will always respect this.

Statement of Consent of parents/carers for children and young people aged under 16 years, or person who has the legal authority e.g. lasting power of attorney for health and welfare, to make the decision on the person's behalf for young people aged 16-18 and adults who lack capacity to consent.

To be completed by the Parent / Carer

<input type="checkbox"/>	I have discussed the contents of this form with my child, and we agree.
<input type="checkbox"/>	I give my express consent to the person named above, being photographed and/or filmed as detailed in this form.
<input type="checkbox"/>	I understand the ways in which these photographs, films and resulting images may be used and the period of time and way they will be kept.
<input type="checkbox"/>	I know that it is my right to withdraw my consent at any time, without explanation.
Signature:	
Full Name:	
Date:	

Parish of Our Lady Star of the Sea: St Theresa of Lisieux RC Church: Old Shoreham Road, Southwick, BN42 4RY St George's RC Church: Court Farm Road, Hove, BN3 7QR	Sacred Heart: 39 Norton Road, Hove, BN3 3BF
St Mary Magdalen's: 55 Upper North Street, Brighton, BN1 3FH	St Peter's: Portland Road, Hove, BN3 5GD