



# St Peter St Peter's Church of England Primary School

## Pupil Admission Form

FOR SCHOOL USE ONLY

This data is being collected for the purpose of essential school information to comply with legal requirements and is in accordance with the General Data Protection Regulation (GDPR) and DPA 2018. Data on this form may be shared where necessary. Please ensure that this document is read thoroughly and ALL SECTIONS of this form are completed and signed by the appropriate person.

Admission Number	
Year Group	
Reg Group	
Admission Date	

**PLEASE PROVIDE A COPY OF YOUR CHILD'S BIRTH CERTIFICATE  
THIS IS REQUIRED PRIOR TO YOUR CHILD STARTING SCHOOL**

Legal Surname:		Legal Forename:	
Preferred Surname:		Preferred Forename:	
Middle Name:		Gender:	Date of Birth:
Home Address:			
Home Telephone Number:		Main Correspondence e-mail	

Please give details of all persons who have Parental Responsibility and anyone else who may be contacted in an emergency. Please give the number of priority that you wish for them to be contacted in an emergency. Please sign here to confirm that you have the consent & agreement of any person other than yourself whose details you have given.

**Contact Information for Parent/Guardian/Carer**

Title & Surname:		Forename:		Priority
Home Phone:		Work Phone:		<input type="checkbox"/>
Mobile:		E-mail:		
Address:				
Relationship to Pupil:		Parental Responsibility:	Yes / No	

**Contact Information for Parent/Guardian/Carer**

Title & Surname:		Forename:		Priority
Home Phone:		Work Phone:		<input type="checkbox"/>
Mobile:		E-mail:		
Address:				
Relationship to Pupil:		Parental Responsibility:	Yes / No	



### Additional Emergency Contact Information

Title & Surname:		Forename:		Priority
Home Phone:		Work Phone:		<div style="border: 2px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
Mobile:		Relationship to Pupil:		
Address:				

### Where parents live separately we are required to request the following information Name & Address of parent not living in the household

Title & Surname:		Forename:	
Home Phone:		Work Phone:	
Mobile:		E-Mail:	
Address:			Relationship to Pupil:

Do you require additional copies of Newsletters/Reports/Parents Evening Appointments to this address:  
YES/ NO

Are either Parents/Guardians/Step-Parents serving in the regular HM Forces Military units,  
Applies to Personnel 1 and 2 Categories:

Does this child have any siblings at the school?  
If so, please give details:

The persons listed below are also authorised to collect my child from school. They will not be used as emergency contacts & may include friends & other parents who you are happy for your child to go home with. If possible you should send a note or let your child's class teacher know in advance of any change in 'normal' collection, but you should not need to ring in if there is a last minute change so long as the person collecting is on your approved list.

Name	Relationship (ie, Grandma, Uncle John, Friend etc.)	Telephone Number if known (not essential)

How will your child generally travel to school?    Car     Walk     Bus     Taxi     Other  (please state)



Medical Information	
Doctor & Medical Practice Address:	Telephone Number:
Does your child have any medical conditions or health problems that the school should be aware of?	
Do you give permission for us to contact your Doctor?	YES / NO (Please delete as appropriate)
Do you give consent for us to contact other professionals involved with your child?	YES / NO (Please delete as appropriate)
Please give names & contact numbers of any professionals involved with your child, eg, health visitors, speech therapists etc. If you provide these details we will contact them, letting you know of any approach we make	
Dietary Requirements	
Artificial Colour <input type="checkbox"/>	No Dairy <input type="checkbox"/> No Pork <input type="checkbox"/> Gluten Free <input type="checkbox"/> Halal <input type="checkbox"/>
Nut Free <input type="checkbox"/>	Vegetarian <input type="checkbox"/> Seafood Allergy <input type="checkbox"/> Kosher Food Only <input type="checkbox"/> Other (give details) <input type="checkbox"/>
<p>To help identify children with a specific medical or dietary requirements it is helpful to provide a photograph &amp; give your consent for this to be displayed in the staff room/kitchen/office &amp; in a closed folder in their classroom.</p> <p>I give consent for my child's photo &amp; name to be displayed in the staff room/kitchen/office &amp; in a closed folder in the classroom YES / NO</p>	

Cultural Information	
Ethnicity: (Please State)	
I do not wish an ethnic background category to be recorded	<input type="checkbox"/>
Country of Birth: (Please State)	
Nationality: (Please State)	
<p>A First Language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.</p> <p>If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.</p>	
First Language: (Please state)	
Other Languages Spoken: (in order of importance)	
Religion: (Please State)	
This information was provided by:	Parent <input type="checkbox"/> Student <input type="checkbox"/>



Previous School (if applicable)

Name & Telephone Number :

Please advise if there are any Court orders or Residence Orders relating to your child, please give details:

Please use this space to give us any information about your child that you feel we should know about which is not already covered by this form and will enable us to better support your child (continue on a separate sheet if necessary). Please provide contact details if appropriate. If you provide these details we may contact them, letting you know of any approach we make.

Additional Consents Required	YES	NO
Do you give consent for your child to visit local places of interest, within Whetstone, in connection with their work at school, or to the local churches for services or events?		
I give consent for the school to share details of my child's achievements within school by displays, certificates, newsletter or other media which may identify them?		
I give consent for the school to share details of my child in relation to sporting activities undertaken on behalf of the school?		
I give consent for the school to share details of my child with the schools PTA for the purpose of end of term disco's/events and fund raising events ?		
I give consent for the school to share details with third party providers, such as school trip venues, transport, after school clubs, music, sports providers etc.?		
I give consent for the school to use my details, including National Insurance Number, to check eligibility for free school meals/pupil premium funding if requested? Parents can check eligibility themselves at <a href="http://www.childcarechoices.gov.uk">www.childcarechoices.gov.uk</a>		
I give consent for the school to retain this information on file to continue to monitor eligibility		
I wish to be kept informed about school news & events & receive the school newsletter & similar notifications?		
I give consent to the school to use a text message & email service using the details provided for the purpose of school information, newsletters & reminders. I will ensure that I keep the school informed of my up to date mobile number & email address at all times, or if the number/address is no longer in my possession.		

**Please Note that it is your responsibility as the legal parent, guardian or carer to keep the school informed of any changes in circumstances, contact information, medical conditions etc.**

Signed:

(by the person with legal responsibility for the young person)

Print:

Date:



**Using Images of Children - Parental Consent Form**

Name of Child (A pupil at St Peter's CoE Primary School, Whetstone, LE8 6NJ)	
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During our teaching & on school trips we find it useful to take photographs and make videos/webcam recordings for displays and use in school.

We may take photographs of the children at our school. We may use these images, for example, in our schools prospectus or in other printed publications that we produce as well as on our website.

From time to time, our school may be visited by the media who will take photos or film footage, for example of a visiting dignitary or other high profile events. Pupils often appear in these images which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulation (GDPR) and DPA 2018, we need your permission before we can photograph or make any recordings of your child. Please answer all questions below, then sign and date the form where shown.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

		YES	NO
1.	May we use your child's image for school purposes? This may include, but is not limited to; School Prospectus, Handbook, Promotional Material, Newsletter, Website. These may be either printed or electronic & may contain a first name (Jonny in Year 3) or a group name (Class XYZ Science Lesson).		
2a.	Are you happy for your child's image to appear in the media (for example in the local press, radio or TV)?		
2b.	Accompanied by their name?		
3.	Do you consent for a professional photographer to take photographs and release to your family for		
4.	Do you consent for a professional photographer to take group/class photo's of your child. These will then be available for all Parents, Carers or Family Members to buy and will be displayed around school.		
Applicable to 4 & 5:- The Photographer would have possession of the photographs on their own equipment & not the schools. The school is happy to facilitate this photography, however it is essentially an arrangement between the photographer and you as a parent. The school does not hold the negatives or the copyright and is not responsible for your orders, or the future use of the pictures.			
5.	Can your child participate in events and performances (e.g. Christmas Nativity, Carol Concert, End of Term performance) that may be recorded and shared with the school community?		

<b>I have read and understood the conditions of use.</b>	
Signed: _____	
<small>(signed by the person with legal responsibility for the young person)</small>	
Print: _____	Date: _____

**Conditions of Use**

1. It is the responsibility of those with parental responsibly to inform us of any changes you may wish to make regarding the use of your child's image.
2. We will not re-use any photographs or recordings after your child leaves this school. Although if an image is already in use we may continue to use this.
3. We will not use the personal details or full names (which means first names and surname) of any child or adult in a photographic image or video, on our website, in our school prospectus or in any other printed publications, unless we have specific parental permission. We may use first name & surname initial--i.e Johnny B
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and adults that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.



## Acceptable Use Policy - Pupils and Parents

This is the Acceptable Use Policy for our school. The purpose of this policy is to promote positive and responsible network and online behavior, as well as to keep children safe on-line. Please read carefully and sign at the bottom to show you agree to these terms. If this form is not signed and returned, then pupils will be unable to use the schools' IT systems.

### For pupils:

- I will only use the school internet and network for my school work or when a member of staff has given permission.
- I will be careful when opening emails from people I don't know and I will ask an adult if I'm unsure whether to open it.
- I will not share my internet, network or passwords.
- I will not look at or delete other people's work or files.
- I will make sure all my contact with other people at school is responsible. I will not cyber-bully.
- I will check with a member of staff if I think a website might be unsuitable.
- I will not give out my personal details, such as my name, address, school or phone number online.
- I understand that meeting people in real life who I first meet online is dangerous. If someone is asking to meet me in real life I will inform my parents or guardians immediately. I will not arrange to meet them by myself.
- I will not upload or download any pictures, writing or videos which are unsuitable, might upset people or give myself, friends, family or the school a bad name
- I will not try to install software onto the school network
- I will be careful with laptops, IPADS, keyboards, mice, headphones and all other equipment.
- I know that everything I do on the computers at school is recorded and that the school can talk to my parents if a teacher is worried about my online safety.
- I will try to follow these rules all of the time because I know they are designed to keep me and others safe.

Signed - Pupil: \_\_\_\_\_ Date: \_\_\_\_\_

### For parents:

- I understand the key principles of e-safety and agree to support and uphold the values of this statement in relation to my child and their use of the internet, at home and at school
- To support my child and their understanding of the internet and social media, I agree to uphold the principles of this statement in relation to my own use of the internet and social media such as Facebook, when that use is related to the school, employees of the school and other students at the school.
- I respect and understand the school's obligation to protect all children and therefore agree that any images I have taken in school are not to be shared on social media if there is a child in the photo that is not my child.
- I understand that images should only be taken at the school's discretion and at appropriate times. Parents and carers will be informed if photography and filming is appropriate.
- I am aware that in-school images of pupils will only be taken, stored and used for school purposes in line with the school's safeguarding procedures. Images will only be used on the school website, in the press, or in media, with permission.

Signed - Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_