



Etwall Primary School

Admission Form

The information which you enter on this form is required for the efficient organisation of the school and the children's educational needs. It will be stored securely in the office under restricted access and is subject to the provision of the General Data Protection Regulation (GDPR) (EU) 2016/679. The information will be disclosed only to the Education Authority, the Health and Welfare agencies or where a law or an emergency necessitates a disclosure. The information held must be kept up to date by law and so if any of the information which you now supply changes in the future, will you please notify the school in writing or ask for another of these forms. By signing this form you consent to your child's personal information being used for the purpose described above. For more information on how Etwall Primary School uses the data we hold about you, how long we keep it and your rights over relating to it eg, to have it corrected, erased, restricted, transferred or to see your records, go to our website at www.etwall.derbyshire.sch.uk or contact the Headteacher or office staff at the school.

Birth Certificate
Seen
(Office use)

Current Address
Checked
(Office use)

PLEASE COMPLETE IN BLOCK CAPITALS

Surname:	Forenames: <i>(please underline the name by which the pupil is usually known)</i>
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Date of Birth: <i>(in figures please eg, 14 06 1984)</i>	Sex (M/F):
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Home Address:

Postcode:

Home Telephone No:

Brothers and Sisters already at the school if any:

Parents/Guardians living at pupil's home address – relationship to pupil

Parent/Carer 1 – Relationship to pupil: Title: Forename: Surname: Mobile: Email:	Parent/Carer 2 – Relationship to pupil: Title: Forename: Surname: Mobile: Email:
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For contacting in an emergency during the day, please provide whereabouts and telephone number

Whereabouts home/work: Emergency daytime Tel No: Emergency contact 1	Whereabouts home/work: Emergency daytime Tel No: Emergency contact 2
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Additional Parental Contacts		
<p>For the purpose of the school records, a pupil's parent is defined as his/her natural parent and any other person who is his/her guardian who has custody of, or who is likely to maintain him/her and is not included above.</p> <p>Title:</p> <p>Forename:</p> <p>Surname:</p> <p>Relationship to pupil:</p> <p>Home Address:</p> <p>Home Telephone No:</p> <p>Mobile No:</p> <p>Can be contacted in an emergency during the day: Yes / No <i>(delete as appropriate)</i></p>		
Emergency Contacts – other than parents/guardians		
<p>Emergency contact 3:</p> <p>Title:</p> <p>Forename:</p> <p>Surname:</p> <p>Emergency daytime Tel No:</p> <p>Relationship to child: <i>(eg; grandparent/neighbour/friend)</i></p>	<p>Emergency contact 4:</p> <p>Title:</p> <p>Forename:</p> <p>Surname:</p> <p>Emergency daytime Tel No:</p> <p>Relationship to child: <i>(eg; grandparent/neighbour/friend)</i></p>	
Any other relevant family background information? (e.g. separated family)		
<p>If there are any court orders applicable to the child please provide the school with a copy:</p>		
Additional Information		
<p>Medical Details eg; allergies/dietary information <i>(please attach any further information where necessary)</i></p>		
Premature at Birth	Permission to administer First aid/ Call an ambulance in case of an emergency	Permission to contact Doctor/Dentist
Yes / No	Yes / No	Yes / No
<p>Eschools Messaging Priority (email addresses used) (priority person who you would like messages to be sent to: eg; Mother or Father)</p>		
<p>Name of previous school/nursery/pre-school if any: Name/Address:</p>		

Pupil Premium Funding

If you are in receipt of certain benefits/ or have been in the past, the school may be able to receive extra funding for your child. Don't worry if you are not sure. If you can complete the below information, the school will work this out.

Name of Child	Age of Child	
Name of Parent:	National Insurance Number:	Date of Birth (of parent)

Preferred Meal Arrangement

(If your child has any special dietary requirements as agreed by a doctor please ask the school for a dietary request form)

School Meal ☐

Packed Lunch ☐

Mode of Travel

Eg; car/walk

Promoting Disability Equality

Do you consider your child to have a physical, mental or sensory impairment that disables them in society?

Yes / No *(delete as appropriate)*

Note: the definition of disability in the Disability Discrimination Act 1995 is "A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities". This may include learning difficulties, dyslexia, migraine, asthma and other conditions.

Service Personnel

Is your child of Service Personnel: Yes / No *(delete as appropriate)*

Additional Information cont...

Religious affiliation

Please tick the **one** category which best describes your child's religion:

Buddhist

Christian *(please specify):*

Hindu

Jewish

Muslim

Sikh

Other Religion *(please specify):*

No Religion

Main Mother Tongue

Please tick the **one** category which best describes your child's main home language:

Arabic

German

Malayalam

Bengali

Greek

Punjabi

Cantonese

Guajarati

Spanish

English

Hakka

Turkish

French

Hindi

Urdu

Gaelic

Italian

Other *(please specify)*

Country of Birth:

Nationality:

Ethnic Background

(based on the new national population Census ethnic categories)

Our ethnic background describes how we think of ourselves. This may be based on many things, including for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. The Information Commissioner (formerly the Data Protection Register) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision themselves.

Information provided by: Parent ☐ Pupil ☐

ETHNIC ORIGIN

White	British	<input type="checkbox"/>	Asian or Asian British	Indian	<input type="checkbox"/>
	Irish	<input type="checkbox"/>		Pakistani	<input type="checkbox"/>
	Traveller of Irish Heritage	<input type="checkbox"/>		Bangladeshi	<input type="checkbox"/>
	Gypsy/Roma	<input type="checkbox"/>		Any other Asian background	<input type="checkbox"/>
	Any other White Background	<input type="checkbox"/>	Black or Black British	Caribbean	<input type="checkbox"/>
Mixed	White & Black Caribbean	<input type="checkbox"/>		African	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>		Any other Black background	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>	Chinese		<input type="checkbox"/>
	Any other mixed background	<input type="checkbox"/>	Any other ethnic background		<input type="checkbox"/>
			I do not wish an ethnic background category to be recorded		<input type="checkbox"/>

Permission policy

At Etwall Primary School, we use information about your child in a number of different ways and we'd like your consent for some of the ways we use this personal data. We also need to use and store some information about you and your child.

We will contact you using your:

- Home and mobile phone numbers (messaging service – Eschools)
- Email address (messaging service – Eschools)
- Postal address

Using your contact details in these ways helps us to:

- Raise extra money to continue to improve the experience your child has at the school
- Keep you in the loop with what's happening at school
- Let you know about extra-curricular activities on offer for your child

Specific ways we use you and your child's data:

- On the school's Management Information System (RMIntegris). This information is shared with the Local Authority (Derbyshire County Council) and Central Government for statutory census returns.
- On the school's assessment tracker (Insight)
- In School's computerised systems, e.g. Tapestry (Online Learning Journal) Reception Children only, computerised Library system.

(All systems are GDPR compliant)

Please refer to the consents on the separate sheet for specific permissions.

If you're not happy for us to use information in this way, that's no problem – we will accommodate your preferences.

Why are we asking for your consent?

You may be aware that there were new data protection rules put in place from 25 May 2018 onwards. To ensure we are meeting these requirements, we need to seek your consent for some of the ways we use information about you.

Similarly, if you change your mind at any time, you can let us know by emailing enquiries@etwall.derbyshire.sch.uk calling the school on 01283 732301, or just popping in to the school office.

If you have any other questions, please get into touch.

We would appreciate you taking the time to give consent, as we really value being able to use the

information in the ways we do.

Permission Document
(Whilst your child is at Etwall Primary School)

I **give / do not give** permission for my child to take part in local educational (walking) outings during school time. (If transport is involved, a further permission slip will be sent out to parents).

Signed

I **give / do not give** permission for my child to take an active part in lessons where food tasting is involved. Checks on food allergies will be carried out before hand. Please notify the school on this form of any allergies. If allergies change please notify the school directly.

Signed

I **give / do not give** permission for my child to be photographed **individually / groups** or filmed where the pictures are to be displayed within the **school / on the school website / school newsletter / Etwall Express / School Dojo**. (please delete as necessary) No children's names are used alongside pictures.

Signed

I **give / do not give** permission for my child to be individually / In class / groups photographed to send these **home for purchase**.

Signed

I **give / do not give** permission for my child to be photographed, filmed by or for the media (eg, the Press or television) and for the child's first name only to be used alongside it. This may be to celebrate events at Etwall Primary School.

Signed

I **give / do not give** permission for staff to clean my child after a soiling incident (if a parent cannot be contacted or are further than 10 minutes away). Where possible, two members of staff will be present.

Signed

I **give / do not give** permission for my child to use the school's sun cream dispensers at the discretion of the staff. Parents **MUST** ensure a spot test has been done. Ideally parents are requested to apply 8 hour sun cream before school.

Signed

I **give / do not give** permission for my child to watch films or extracts from films which have a PG certificate if their teacher has deemed them appropriate for viewing.

Signed

I have **read and understood** the on-line safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials, but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed throughout the Internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

Signed

RECEPTION YEAR CHILDREN ONLY – I **give / do not give** permission for staff to use **Tapestry** (<https://tapestry.info/>) to record their child's learning journey. This is an online learning journal for EYFS children.

Signed

I **give / do not give** permission for my child to take part in swimming sessions.

Signed

I **give / do not give** permission for my child to be transported in suitably insured cars of staff (e.g. for medical emergencies).

Signed

Home time arrangements 2020/21

We are requesting this information so we can make sure your child goes home with adults authorised by parents/carers to do so. Please make sure all those named below have been made aware of your child's home time arrangements **and agree to these arrangements.**

If your child's arrangements change we require written confirmation of this change. We will not accept changes to arrangements on the verbal advice of the child or other children and/or parents with whom these alternative arrangements have been made.

Pupil Name:		Class:
Parents / Carers		Contact Number/s
1		
2		
All other carers who are authorised to collect pupil – PLEASE GIVE RELATIONSHIP TO PUPIL.		Contact Number/s
Name	Relationship to Child	

*****THIS SECTION MUST BE COMPLETED*****

Home time Arrangements

Collection/Attendance at After School Provision by external providers I.e. after school club / Baytree nursery etc.		ALL OTHER ARRANGMENTS Please give details of arrangements i.e. collected by parents or other named person/s. For older children, please give permission to walk home without an adult (Year 5/6)
Example	A N Other Nursey	Mr Bloggs
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Signed.....Parent/carer Date...../...../.....

Print name.....

DECLARATION

I declare the information on this form to be correct to the best of my knowledge. I give my consent for my child's personal information to be used for the purpose described below. Please note you have the right to withdraw this consent at any time and you can do this by informing the school in writing.

Signed.....(Parent/Carer) Date

Should any of the details change please remember to update the School Office.