



St Mary & St John
CEVA Primary School
& Little Saints

Pupil Admission Form

SCHOOL USE ONLY	
Admission no.	
Year Grp/Reg Grp	
Birth Cert DOB	
Admission Date	
UPN	

Child Details	
Legal Forename: _____	Middle Name(s): _____
Legal Surname: _____	Preferred Surname: _____
Preferred Forename: _____	*Date of Birth: _____ Age: _____
*Please provide the school with sight of your child's birth certificate on the first day of admission. A copy will be retained on your child's record for information.	
Gender (M/F): _____	
House Name: _____	No. _____
Street: _____	District: _____
Town/City: _____	County: _____ Postcode: _____
Home telephone number (including area code): _____	

Contact Information

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place a number from 1-4 in the boxes in the order that you wish for each person to be contacted in an emergency (1= highest priority, 4= lowest priority):

***Parental Responsibility**

The Education Act 1996 and Children Act 1989 define current law on parental responsibility as the biological mother of the child, a father however, has legal responsibility for his child if he is married to the mother when the child is born, or has acquired legal responsibility by a parental responsibility agreement with the mother, jointly registering the birth of the child with the mother, or by an order made through the courts. Adoptive parents must have an adoption order over the child.

Parent/Guardian:	
Title _____ Surname: _____ Forename: _____	Priority
Daytime Tel. No: _____	<input style="border: 1px dashed black; width: 50px; height: 50px;" type="checkbox"/>
Home Phone: _____ Mobile No: _____	
E-mail: _____	
Address (if different to child): _____ _____ Postcode: _____	
Relationship to Pupil: _____ Parental Responsibility*: Yes/ No	

Parent/Guardian:	
Title _____ Surname: _____ Forename: _____	Priority
Daytime Tel. No: _____	<input style="border: 1px dashed black; width: 50px; height: 50px;" type="checkbox"/>
Home Phone: _____ Mobile No: _____	
E-mail: _____	
Address (if different to child): _____ _____ Postcode: _____	
Relationship to Pupil: _____ Parental Responsibility*: Yes/ No	

Non-Parental Contact:	
Title _____ Surname: _____ Forename: _____	Priority <input type="checkbox"/>
Daytime Tel. No: _____	
Home Phone: _____ Mobile No: _____	
E-mail: _____	
Address: _____ _____ Postcode: _____	
Relationship to Pupil: _____	

Non-Parental Contact:	
Title _____ Surname: _____ Forename: _____	Priority <input type="checkbox"/>
Daytime Tel. No: _____	
Home Phone: _____ Mobile No.: _____	
E-mail: _____	
Address: _____ _____ Postcode: _____	
Relationship to Pupil: _____	

Medical Information

Dietary Requirements:			
Artificial Colouring Allergy	<input type="checkbox"/>	No pork	<input type="checkbox"/>
		No dairy produce	<input type="checkbox"/>
Gluten Free	<input type="checkbox"/>	Halal	<input type="checkbox"/>
		Kosher Food Only	<input type="checkbox"/>
No nuts of any type	<input type="checkbox"/>	Vegetarian	<input type="checkbox"/>
		Seafood Allergy	<input type="checkbox"/>
Any other allergy	<input type="checkbox"/>	-Please give details _____	
Medical Practice Name: _____			
Medical Practice Address: _____			
Doctor's Name: _____		Tel. No _____	
Does your child have any medical conditions that the school should be aware of?			

Does your child have an Epipen? _____			
Will your child use an inhaler at school ? _____			
Is your child allergic to plasters? _____			

Cultural Information

Ethnicity: Please select 1 option

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other traveller background
- Any other white background

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background
- Chinese

Black or Black British

- Caribbean
- African
- Any other Black background
- Any other ethnic background

This information was provided by:

- Parent
- Student

Nationality:

- British English Welsh Scottish
- Irish Other (please specify) _____

Religion: Please select 1 option

- Buddhist Jewish Hindu C of E
- Christian Muslim Sikh Other/No religion

Language

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.

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.

First Language: _____

Other Languages Spoken: _____

Additional Information

Are either parent/ guardian servicing in regular HM forces military units?

- Applies to Personnel 1 and 2 categories. Please tick 1 option:

Yes

No

Or

School Meal Choices– Not Applicable To Little Saints Application

Please complete, for each day, indicating if your child will have a School Dinner or Packed Lunch. You can choose a mix of School Meals and/or Packed Lunches across the week. Changes of meal choice can be made with 2 days notice.

Meal Type	Mon	Tue	Wed	Thur	Fri
School Meal					
Packed Lunch					

With effect from September 2014 children in Key Stage 1 (Foundation, Yr 1 & 2) will not have to pay for school meals. If you are entitled to Free School Meals because of your level of income, please log onto myfreeschoolmeals.com and register your entitlement. By registering, you will also enable the school to receive additional funding. If you need any support with this, please contact the school office (01780 720184).

Previous School or Nursery

Name of School :

Date Started

Date Ended

Address :

School Tel No :

Reason for leaving:

Does this child have any brothers or sisters currently at this school?

Yes

Or

No

If yes, please give details (e.g. name and date of birth of each sibling):

Adoption

From April 2014, schools in England can receive the Pupil Premium Plus for children adopted from care, or who left care under a Special Guardianship Order on or after 30 December 2005. Schools can also claim the Pupil Premium Plus for children who left care under a Residence Order on or after 14 October 1991. Parents are requested to self declare if this is the case to enable the school receive the additional funding to support your child. Please indicate below if your child was adopted under the above criteria. We will require sight of the order for our records and the information will remain confidential.

My child was adopted and I enclose a copy of the order _____

Signature & Declaration

I confirm that all information provided on this form is true to the best of my knowledge.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Parental Consent

Digital photos and video are exciting media which can motivate and inspire pupils. Research has shown that using digital images in education can help encourage creativity, motivate pupils and improve communication and team-working skills.

We pride ourselves on the achievements of our pupils and as often as possible would like to publish details of their hard work in the local press. In addition to this the development of our website is providing us with the opportunity to share with you what our pupils have been accomplishing.

We would like to use images in the newsletter, on the website and in the local press providing names when requested by newspapers in order to get photographs published.

When considering the issue of consent, please also take into account;

- Newspapers will often post stories on their website.
- When children are at multi-school events, we have no control of the photo's that are taken.
- The Newsletter is posted on the school website

Please complete the section below, the decision now is a simple yes or no to the use of names and images. Any modifications to the slip will be taken as a "No" answer.

Please **delete** the appropriate section;

1. I have read and understood this form and give my permission for the use of an image and the use of an image in conjunction with name.

OR

2. I do not wish any photographs of my child to be used for any purposes.

Name of child

Class

Name of parent/guardian

Address

.....

.....

Signature

Date

General Parental Consent

From time to time the children will have the opportunity to go on walks around the village as part of their learning. Children may also have the chance to watch PG films during their lessons for which Parental Consent is required.

If you are happy for your child to participate in these activities, please complete the slip below.

Please **delete** as appropriate

Name of child

I give permission for my child to participate in walks around North Luffenham.

OR

I do not give permission for my child to participate in walks around North Luffenham.

I give permission for my child to watch PG films in school.

OR

I do not give permission for my child to watch PG films in school.

Name of parent/guardian

Signature

Date

School Uniform –

All of our school uniform is available from: **Kids & More**, 9 Crown Walk, Oakham, Rutland, LE15 6BZ

Tel: 01572 771 775 www.kidsandmore.co.uk

Boys

- Charcoal grey trousers or shorts
- Navy v necked sweatshirt with logo
- White shirt, long or short sleeved
- The School tie
- Black shoes*
- Wellies

Girls

- Charcoal grey skirt, pinafore or trousers
- White shirt, long or short sleeved
- The School tie
- Navy v necked sweatshirt or cardigan with logo
- Blue & white checked summer dress (optional in Terms 5,6 and 1)
- Grey tights, white or grey socks
- Black Shoes*
- Wellies

PE (Boys & Girls) - Indoors:

- Navy t-shirt with school logo
- Navy shorts
- Black plimsolls

Outdoors:

- Navy hooded top with logo
- Navy tracksuit bottoms
- Trainers (KS2: Football boots optional)
- KS2: Red football socks (Terms 1 - 4), white sports socks (Terms 5-6), shin pads

KS1: book bag, KS2: book bag or small rucksack, KS2: pencil case - pencil, pen, eraser, coloured pencils and felt tip pens

Coats, gym bags, woolly hats and caps are also available but not compulsory

* Boots/sandals may not be worn in school

PLEASE CHECK THAT YOUR CHILD'S CLOTHES AND SHOES ARE ALL NAMED!

Privacy Notice - Data Protection Act 1998

We **St Mary & St John CEVA Primary School** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the School Office (01780 720184). If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

http://www.rutland.gov.uk/council_and_democracy/open_data_including_foi_dat/advice_for_parents_on_privacy.aspx and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%200data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

<ul style="list-style-type: none">• Rutland County Council Catmose Oakham Rutland LE15 6HP Website: http://www.rutland.gov.uk Email: enquiries@rutland.gov.uk Telephone: 01572 722577	<ul style="list-style-type: none">• Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT Website: www.education.gov.uk email: http://www.education.gov.uk/help/contactus Telephone: 0370 000 2288
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