

Admission Form

Pupil Information

First Name: _____

Last name: _____

Preferred name (if different) _____

Gender (M/F): _____

Date of Birth: _____

Previous School: _____

Home Address: _____

Postcode: _____

Home Telephone Number: _____

Email address (main) _____

Email address (alternate): _____

Parental Contact Information

Parent 1 (with title):

Address: _____

Home telephone: _____

Place of Work: _____

Day time Telephone: _____

Days worked if part-time _____

Mobile: _____

Parental responsibility? Yes No

Parent 2 (with title):

Home telephone: _____

Place of Work: _____

Day time Telephone: _____

Days worked if part-time _____

Mobile: _____

Parental responsibility? Yes No

Additional Emergency Contacts

Local people only please and **not** those named above i.e. grandma, auntie, uncle, neighbour, close friend who could be called upon e.g. stuck in traffic, unable to pick-up etc

1. Name: _____

Relationship: _____

Mobile: _____

Home Telephone number: _____

2. Name: _____

Relationship: _____

Mobile: _____

Home Telephone number: _____

Additional Information

	Yes or No
Is your child entitled to Pupil Premium funding?	
Is your child a 'Looked After Child' – i.e. in Local Authority care?	
Is your child adopted?	
Is either parent in the armed services?	
Does your child have an Education and Health Care Plan?	

Doctor	
Medical Practice	
Medical Information e.g. relevant medical conditions, professional agencies involved, allergies, asthma, travel sickness, anaphylaxis, glasses, hearing issues, any impairment which may affect learning or participation etc	
Dietary needs	

Sensitive Information

Any other information of a sensitive nature that you think we should be made aware of e.g. custody arrangements, court orders, change of legal name etc

For more information about how we store and use data, please view our privacy policy on our website.

Ethnicity

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 has recommended 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 for themselves. Please study the list below and **tick one box only** to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

White

- | | |
|--|---------------------|
| • <input type="checkbox"/> White British | Code
WBRI |
| • <input type="checkbox"/> White Irish | WIRI |
| • <input type="checkbox"/> White Traveller / Traveller of Irish Origin | WIRT |
| • <input type="checkbox"/> White Turkish / Turkish Cypriot | WTUR |
| • <input type="checkbox"/> White Eastern European | WEEU |
| • <input type="checkbox"/> White Western European | WWEU |
| • <input type="checkbox"/> White Gypsy | WROM |
| • <input type="checkbox"/> White Roma | WROM |
| • <input type="checkbox"/> White other | WOTW |

Mixed

- | | |
|--|------|
| • <input type="checkbox"/> Mixed White and Black Caribbean | MWBC |
| • <input type="checkbox"/> Mixed White and Black African | MWBA |
| • <input type="checkbox"/> Mixed White and Asian | MWAS |
| • <input type="checkbox"/> Any other mixed background | MOTH |

Asian or Asian British

- | | |
|--|------|
| • <input type="checkbox"/> Indian | AIND |
| • <input type="checkbox"/> Pakistani | APKN |
| • <input type="checkbox"/> Bangladeshi | ABAN |
| • <input type="checkbox"/> Nepalese | ANEP |
| • <input type="checkbox"/> Other Asian | AOTA |

Black or Black British

- | | |
|---|------|
| • <input type="checkbox"/> Black Caribbean | BCRB |
| • <input type="checkbox"/> Black African | BAFR |
| • <input type="checkbox"/> Any other Black background | BOTH |

Chinese

- | | |
|------------------------------------|------|
| • <input type="checkbox"/> Chinese | CHNE |
|------------------------------------|------|

Any other ethnic background

- | | |
|---|------|
| • <input type="checkbox"/> Filipino | OFIL |
| • <input type="checkbox"/> Japanese | OJPN |
| • <input type="checkbox"/> Moroccan | OMRC |
| • <input type="checkbox"/> Thai | OTHA |
| • <input type="checkbox"/> Any other Ethnic Group | OOEG |

- | | |
|---|------|
| <input type="checkbox"/> I do not wish an ethnic category to be recorded | REFU |
|---|------|

Pupil's First Language

Please record a first language, where it is other than English, if your 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 your child was exposed to more than one language (which may include English) during early development, please record the language other than English, irrespective of the child's proficiency in English.

[] My child's first language is English.

[] My child's first language is _____

[] Language spoken at home is _____

[] I do not wish a first language to be recorded.

Religion

Which Religion is the child being brought up in?

1. Buddhist []

2. Christian []

3. Hindu []

4. Jewish []

5. Muslim []

6. Sikh []

7. No Religion []

8. Other [] If ✓ please specify religion: _____

2. Is there anything connected with the pupil's ethnic origin, language or religion that you think the school needs to know? (For example: special diet, holy days etc.)

Specific Consent items

Type of consent	Details/Information	Yes or No
School Visits	Permission to visit local areas e.g. Salisbury Cathedral, St Mark's or St Francis Church etc Leaving the school grounds under staff supervision, usually walking. Children are always accompanied by adults.	
First Aid	<p>Permission to administer emergency first aid should the need arise e.g. clean wound/plaster etc Staff have up to date first aid qualifications.</p> <p>School will phone for emergency assistance e.g. paramedic or ambulance on a case by case basis. In some cases we will contact the parents directly and agree on the next steps e.g. parent will take them to hospital.</p> <p>Wherever necessary parents will be informed as soon as possible by telephone or text to contact us e.g. child may benefit from expert medical assessment/walk-in clinic. Typically we do not inform of minor cuts/grazes to knees/elbows/fingers.</p> <p>Head injuries will be communicated to parents with:</p> <ol style="list-style-type: none"> 1. a special sticker for the child – informing everyone they encounter to keep an closer eye on them 2. a letter to come home 3. In person e.g. on the playground or a telephone call or as a last resort by text 	

Consuming/Tasting Foods

There are several occasions when children try or eat foodstuff e.g. as part of their curriculum topic, treats given out as part of a competition, enterprise events or by visitors e.g. Vicar at the Easter Service, during assembly etc. If the children are having a class treat e.g. popcorn that has been earned/given we will endeavour to contact parents to inform them and allow them the right to withdraw them from participating with the food element.

	Yes or No or N/A
I/We give permission for our child to be involved in any food tasting/consumption	
I/We give permission for our child to be involved in food tasting/consumption but only on the understanding that it does not include the following food stuffs:	

School ICT agreement

The Internet and other communications technologies are powerful tools, which open up opportunities for everyone. These technologies are great for learning as they can stimulate discussion and collaboration, promote creativity and help us find information quickly. This agreement is intended to make sure that we are all aware of our responsibilities and expectations as members of this school community to keep ourselves, others and our equipment safe. We are part of our school community at school and also at home so it is important that we apply these rules at all times and in all places. Circumstances and technologies vary and change and we must think and apply these expectations and our school values to any situation we are in.

School responsibilities and expectations

- *The school will try its best to ensure that you have good access to ICT to enhance your learning.*
- *School will monitor your use of ICT.*
- *School will take action if you are involved in incidents that break this agreement.*

All users of the school systems (Staff, Governor, Visitor and Pupil) responsibilities and expectations

- *I will treat my username and password like my toothbrush - I will not share it or use anyone else's! I will always log out or lock when I leave a computer. I will use suitably complex passwords and change them if I think they may be known to anyone else.*
- *I am aware that the Internet is an amazing resource, but also contains information that is: inaccurate, harmful, illegal, commercial and inappropriate and so I will be careful to avoid such content.*
- *I will always be polite and respectful with others online.*
- *I will make sure people are happy before I take and/or use photos and videos of them.*
- *I will only use the photos and videos I've taken with permission and will not name children in my photos or give any information so they can be identified.*
- *I will keep school data on school devices and system, not saving to personal devices or systems.*
- *I will respect other people's work on the Internet and not copy it without saying where it came from. I will ensure that I have permission to use the original work of others in my own work.*
- *Where work is protected by copyright, I will not download or distribute copies (including music and videos).*
- *I will prevent viruses spreading by only opening emails and attachments from people I trust and using j2e/Google Apps/365 to transfer work from home rather than memory sticks.*
- *I will immediately report any illegal, inappropriate or harmful material or incident.*
- *I will treat school equipment with great care and as directed.*
- *I will immediately report any damage or faults involving equipment or software, however this may have happened.*

Pupil - responsibilities and expectations

In addition to responsibilities and expectations for all users (see above):

- *I will only use computers and devices when I have permission and am supervised.*
- *At home, I will follow family agreements about using computers and devices.*
- *I will agree with my parents a balance of using technology and other activities, bearing in mind the health risks of too much screen time.*
- *I will be aware of stranger-danger when communicating online, for example, I will not share personal information like my surname or a named photograph, address, telephone number, email, school etc or arrange to meet with anyone.*
- *I will immediately report to an adult anything unpleasant or that I know is inappropriate or makes me feel uncomfortable.*
- *I will use sensible names for documents and save regularly to protect my work.*
- *I will try to use websites that my parents/teachers know about and are happy with.*
- *I understand that the purpose of Computing in school is to support my learning and that's what I will use it for.*
- *I will not use any personal device in school to take photos or record media.*

School staff, governors and visitors - responsibilities and expectations

In addition to responsibilities for all users (see overleaf):

- *I will demonstrate high standards and examples in all expectations and responsibilities.*
- *I will embed online safety ideas and skills in my practice and teaching.*
- *I will always supervise and guide children in their use of the Internet.*
- *I will communicate with pupils and parents through official school systems.*
- *I will ensure that any activity in or out of school does nothing to damage the reputation of the school or profession, e.g. content/comments on social media.*
- *I will be systematic in my storage of documents, save regularly and back up my files to protect my work.*
- *I will not take or store photos or videos of children on any personal devices or systems.*
- *I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential (except when required by law or by school policy to disclose such information to an appropriate authority).*
- *I will take care not to overload the school system or equipment with large quantities of files, eg outdated or duplicated files. I will be organised in storing data and regularly check, tidy and delete unneeded files, eg photos and videos.*

Parents - responsibilities and expectations

We appreciate that parents and carers have a crucial role and responsibility to teach children about online safety and behaviour.

- *I will follow our school policy on the use of photos/videos – not sharing photos online that identify children in any way. Not all parents are happy to share children’s photos online. We respect those wishes (which are sometimes for child protection reasons).*
- *I will be careful not to identify children by referring to them by name when commenting on blogs online.*
- *I have read through this agreement with my child and reinforced the importance of online safety at school and home.*
- *We have a family agreement for when and where my child can use the Internet. I will ensure they have a balance of technology and other activities, e.g. physical/social activities. I will bear in mind the health risks related to too much screen time, e.g. near to bed time.*
- *I will talk to my child about their use of technology and show an interest in what they are doing.*
- *I will set a good example to my children by using social media e.g. Facebook in a positive, responsible way.*
- *I will keep myself informed of online safety topics, for example by reading the Vodafone Digital Parenting magazine or visiting links on the Internet eg www.internetmatters.org (There are lots of other links on the school website)*
- *I am aware of the dangers of using computers and the Internet and understand how to take precautions to protect my child at home, for example using children logins, filtering and monitoring, supervised use and family agreements.*
- *I will not send children to school with devices that are enabled to access the phone network or take photos or media, eg smart watches.*

<p>Name(s) (Printed) _____</p> <p>Signed: _____</p> <p>Date: _____</p>	<p>Please tick:</p> <p><input type="checkbox"/> Pupil</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> School staff</p> <p><input type="checkbox"/> Governor</p> <p><input type="checkbox"/> Visitor</p>
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ICT/Photo/Video/Media consent

ICT – We like to celebrate children’s work and achievements on our website. Please take time to carefully read the permissions below and indicate in the adjoining box whether or not permission is given.

Photographs, video, work etc are used in school for many different purposes and these images are used in lots of ways. We use these images as part of our school displays and sometimes in other printed publications. We will also use them on our school websites, on our school twitter accounts etc.

If we use photographs or a video of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. Photographs of individuals, groups or classes of children may appear in school books as evidence of learning and also in children’s learning journeys. From time to time, our school may be visited by the media who will take photographs or film footage of an event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on news websites.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

	✓ or x
I agree for photos and videos of my child and/or their work to be put on our website, blogs, school Twitter account or school YouTube channel as long as they are not identified.	
I agree for my child to use j2e, Google Apps or Education and other online accounts that we have set up.	
I give permission for my child’s image and/or work to be used within school for display purposes.	
I give permission for my child’s image and/or work to be used in books belonging to other children.	
I give permission for my child’s image and/or work to be used on teacher training platforms e.g. Iris Connect.	
I give permission for my child or their work to appear in the media/press.	
I give permission for my child to have a school photograph taken by an approved provider.	
I give permission for my child to watch a PG certified film if I have been notified of the chosen film in advance.	

We will not re-use any photographs or recordings a year after your child leaves this school. Historic photographs will remain on our school website and in printed materials unless requested that they are removed.

Parent/Carer signature _____ Date: _____

Please print name _____

I understand that I can withdraw consent at any time in writing and that this consent is valid for the duration of time that my child attends St. Mark’s C of E Junior School.