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| **SCHOOL ADMISSION FORM** | **ALL SAINTS CE PRIMARY SCHOOL**  **ILKLEY** |  |

Please complete this form, leaving any parts blank that are not relevant.

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| **Details of Your Child** | | | | |
| Forename (as on Birth Certificate) | | |  | |
| Other names (also known as) | | |  | |
| Surname (legal not preferred) | | |  | |
| Date of birth |  | | Legal gender |  |
| For School use only  Proof of birth certificate provided (initial and date) | | |  | |
| Home address | |  | | |
| Postcode | |  | | |

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| **Doctor, Health Care & Other Specific Arrangements** | |
| Name and address of Doctor |  |
| Does your child have any medical conditions requiring treatment or medication, including asthma, eczema? If so, please give details | |
| If your child has a condition requiring lifesaving medication to be kept in school, please also complete the MEDICATION IN SCHOOL FORM and return it with a copy of their Care Plan. | |
| Does your child have any allergies (food, medicine, materials)? If so, please give details | |
| Does your child have any dietary requirements? If so, please give details | |
| Does your child have a disability or a statement of special educational need? If so, please give details | |
| Is your child attending any clinics to assist with difficulties with speech, sight, hearing etc? If so, please give details and list which clinic he/she is attending | |

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| Health problems however small often have an effect on a child’s learning. In order for teachers to help your child it is important that they know of any such problems. I give consent for the School Doctor to pass on any relevant information regarding my child’s medical problems to the Head Teacher | Yes | No |
| The school is annually required to provide contact information for pupils to the School Nurse. This includes: name, date of birth, address and telephone number. I give consent for the School to pass on the above information to the School Nurse | Yes | No |
| I consent to first aid treatment being administered and if necessary an ambulance called | Yes | No |
| **The school requires parental consent to administer medication. Please speak with a member of the office staff if you require information on our policy or a medical consent form.** | | |

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| **Parental Responsibility**  The Education Act 1996 defines a parent to include the natural parents of the child as well as a person:   1. who is not a parent but who has parental responsibility, or (b) who has care of the child | |
| Full Name |  | |
| Title (Mr, Mrs etc) |  | |
| Relationship to child |  | |
| Home address (if different from your child’s) |  | |
| Mobile number |  | |
| Home number |  | |
| Work number |  | |
| Email: |  | |

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| --- | --- |
| Full Name |  |
| Title (Mr, Mrs etc) |  |
| Relationship to child |  |
| Home address (if different from your child’s) |  |
| Mobile number |  |
| Home number |  |
| Work number |  |
| Email: |  |

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| The usual arrangements for your child if living with different parents on different days of the week |
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| Is there any other person who **SHOULD NOT** have access to your child? Please give reason e.g. Court Order | |
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| **Additional Emergency Contacts\***  People other than the above who can be contacted in an emergency  Please provide up to three emergency contacts | |
| Full Name |  | |
| Title (Mr, Mrs etc) |  | |
| Relationship to child |  | |
| Mobile number |  | |
| Home number |  | |
| Work number |  | |

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| --- | --- |
| Full Name |  |
| Title (Mr, Mrs etc) |  |
| Relationship to child |  |
| Mobile number |  |
| Home number |  |
| Work number |  |

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| Full Name |  |
| Title (Mr, Mrs etc) |  |
| Relationship to child |  |
| Mobile number |  |
| Home number |  |
| Work number |  |

*\*By completing this section you are confirming that you have obtained consent from the individuals named above to provide us with this information.*

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| **Educational History** | | | | | | |
| Last school attended - the new school will obtain earlier school records from the school named below | | | | | | |
| School name |  | | | | | |
| Address |  | | | | | |
| Telephone |  | | | | | |
| Dates attended school | From |  | | To |  | |
| Pre-school educational experience – this only needs to be completed for children aged seven or younger | | | | | | |
| Dates | From |  | | To |  | |
| Please circle | Playgroup | | Nursery | At home | | Other |
| If your child has had any gaps in his/her education, please provide details below including start and end dates of the gap(s) and reason(s) are required | | | | | | |

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| **Religion and Language** | |
| Religion |  |
| What is the main language spoken at home? |  |
| Please list any other languages, apart from English that your child speaks or hears at home |  |

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| **Ethnicity – please select appropriate code** | | | | | |
| WCOR | White Cornish |  | MWCH | White and Chinese |  |
| ENG | White English |  | MOTM | Other Mixed Background |  |
| WSCO | White - Scottish |  | AIND | Indian |  |
| WWEL | White - Welsh |  | AMPK | Mirpuri Pakistani |  |
| WOWB | Other White British |  | AKPA | Kashmiri Pakistani |  |
| WIRI | White - Irish |  | AOPK | Other Pakistani |  |
| WIRT | Traveller of Irish Heritage |  | ABAN | Bangladeshi |  |
| WALB | Albanian |  | AAFR | African Asian |  |
| WBOS | Bosnian- Herzegovinian |  | AKAO | Kashmiri Other |  |
| WCRO | Croatian |  | ANEP | Nepali |  |
| WGRK | Greek |  | ASNL | Sri Lankan Sinhalese |  |
| WGRC | Greek Cypriot |  | ASLT | Sri Lankan Tamil |  |
| WITA | Italian |  | ASRO | Sri Lankan Other |  |
| WKOS | Kosovan |  | AOTA | Other Asian |  |
| WPOR | Portuguese |  | BCRB | Black Caribbean |  |
| WSER | Serbian |  | BANN | Black - Angolan |  |
| WTUK | Turkish |  | BCON | Black - Congolese |  |
| WTUC | Turkish Cypriot |  | BGHA | Black - Ghanaian |  |
| WEEU | White Eastern European |  | BNGN | Black - Nigerian |  |
| WWEU | White Western European |  | BSLN | Black - Sierra Leonean |  |
| WOTW | White Other |  | BSOM | Black - Somali |  |
| WROM | Gypsy / Roma |  | BSUD | Black - Sudanese |  |
| MWBC | White and Black Caribbean |  | BAOF | Other Black African |  |
| MWBA | White and Black African |  | BEUR | Black European |  |
| MWAP | White and Pakistani |  | BNAM | Black North American |  |
| MWAI | White and Indian |  | BOTB | Other Black |  |
| MWAO | White and Any Other Asian Background |  | CHKC | Hong Kong Chinese |  |
| MAOE | Asian and Any Other Ethnic Group |  | CMAL | Malaysian Chinese |  |
| MABL | Asian and Black |  | CSNG | Singaporean Chinese |  |
| MACH | Asian and Chinese |  | CTWN | Taiwanese |  |
| MBOE | Black and Any Other Ethnic Group |  | COCH | Other Chinese |  |
| MBCH | Black and Chinese |  | OAFG | Afghan |  |
| MCOE | Chinese and Any Other Ethnic Group |  | OARA | Arab Other |  |
| MWOE | White and Any Other Ethnic Group |  | OEGY | Egyptian |  |
| OFIL | Filipino |  | OIRN | Iranian |  |
| OIRQ | Iraqi |  | OJPN | Japanese |  |
| OKOR | Korean |  | OKRD | Kurdish |  |
| OLAM | Latin/South/Central American |  | OLEB | Lebanese |  |
| OLIB | Libyan |  | OMAL | Malay |  |
| OMRC | Moroccan |  | OPOL | Polynesian |  |
| OTHA | Thai |  | OVIE | Vietnamese |  |
| OYEN | Yemeni |  | OOEG | Other Ethnic Group |  |

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| **Registering for Free School Meals** |
| If your child is in Reception, Year 1 or Year 2, they are eligible to receive a free lunch at school every day as part of the governments Universal Infant Free School Meals initiative. However, some families are also eligible to apply for free school meals benefits. Please check your eligibility below – if you meet these criteria and apply, school will receive extra funding to support your child’s learning.  If your child’s in Year 3 or above, depending on your circumstances, you may still qualify to have school meals for free. It could save you more than £350 a year and you won’t need to worry about making packed lunches every day.  Your child may qualify if you are entitled to receive one or more of the following:   * Income Support * Income-based Jobseekers Allowance * Income-related Employment and Support Allowance * Child Tax Credit with an annual income of less than £16,190, provided you are not receiving Working Tax Credit * The ‘Guaranteed’ element of State Pension Credit * Working Tax Credit run-on - paid for four weeks after claimant stops qualifying for Working Tax Credit * Universal Credit with an annual net earned income threshold of less than £7,400   *\* Parents will need to apply directly to school or call Education Services on 01274 439393.*  ***Why should I apply?***  When you apply for Free School Meals and your application is accepted the school receives additional funding which is used to support your child’s learning.  School is also offering a voucher to the value of £15 which can be used towards an item of school uniform for your child. This will be issued by the school office once your Free School Meals entitlement has been confirmed by Bradford Council.  ***How to apply***  Go to **www.bradford.gov.uk/schoolmeals** to apply online.  Alternatively, you can contact the benefits service by phone on 01274 432772.  If you have any queries, please contact the school office on 01943 607852. |

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| **Information for Additional Funding (please complete)** | | |
| Additional funding is allocated to schools based on the number of children who meet the criteria below. Please help us by providing the information below. If you would like to provide this information in confidence please telephone the Headteacher on 01943 607852. | | |
| Does either parent or guardian serve in the British Armed Force? | Yes | No |
| Has your child received free school meals at any point within the last six years? | Yes | No |

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| **Care History** |
| In order to ensure that all our new parents are fully informed, we would like to make you aware that if your child was adopted from care or left care under a Special Guardianship Order or a Residence Order, the school could receive extra funding to support them through funding streams allocated by the Department for Education.  Should you choose to self-declare this information, the school would be eligible to receive a Pupil Premium payment which would be used to support your child’s learning. To do this, please contact the school office to request a confidential meeting with the Headteacher. We may ask you to provide a copy of the Adoption Order, Special Guardianship Order or Residence Order, but you would not need to provide any other details of the circumstances.  As a school we take our responsibilities with respect to data protection and confidentiality extremely seriously and as such, any information provided will be treated with sensitively and would remain completely confidential.  For further details on how we use our pupil premium funding, please visit our dedicated page on our website at: http://www.allsaintsilkley.bradford.sch.uk/pupil-premium/  Should you have any queries in relation to this, please do not hesitate to contact the school office. |

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| **Young Carers** | | |
| A Young Carer is a child (under 18) who looks after one of their parents or siblings in their household. This may be in doing extra jobs in and around the home, such as cleaning food preparation or helping someone get dressed and move around. As they mature, young carers may also provide increasing emotional support to family members with ‘invisible’ conditions such as life-long diseases or mental ill health conditions. | | |
| Does your child have any close family members who have a disability, long term illness, addiction, or mental health problem? | Yes | No |
| If YES |  |  |
| a) Does your son/daughter help with their care? | Yes | No |
| b) Is the family in touch with/being helped by support services? | Yes | No |

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| **Parental Consent** | | |
| During the school year we require your permission for various in-school activities:   * the use of the internet * the viewing of films * the use of photographs and videos to record images of your child * permission to take children out of the school grounds for local investigations and project work   This section outlines all of these activities and asks for your consent for your child’s involvement. Please consider the different activities and indicate whether you wish to give consent.  This consent will last as long as your child is a pupil at this school, or until you inform us that you want to change your consent.  ***Photos and Videos Containing Images of your Child***  The school wishes to use photographs for the reasons listed below, but we require your consent (agreement) for this. We are particularly keen to gain consent for the first purpose listed as we use photographs carefully to support the school’s health and safety procedures. This helps us to ensure the best possible standards of pupil welfare.  There are occasions when the Ilkley Gazette or other local papers take photographs of children in school e.g. competition winners, sports teams etc. Invariably the children’s names accompany the published pictures. We will respect the wishes of any family who would prefer not to have their children photographed in this way.  We will write to you before your child leaves the school should we want to keep or continue to use any photographs of your child after your child leaves the school.  The taking of photographs or videos of children without school’s permission is not permitted. Please can we also remind parents that they should follow any guidance at school events about taking photographs or videos to ensure that privacy wishes are respected. | | |
| * I consent to the school using a photograph of my child to support the school welfare procedures | Yes | No |
| * I consent to the school using photographs and videos of my child to celebrate achievements in the classroom | Yes | No |
| * I consent to the school using photographs and videos of my child to celebrate achievements in the school | Yes | No |
| * I consent to the school using photographs and videos of my child to share and support learning via our digital learning platform | Yes | No |
| * I consent to the school using photographs and videos of my child to celebrate achievements beyond the school, in the press, online and the school website | Yes | No |
| ***Use of the Internet***  As part of pupils’ curriculum enhancement and development of ICT skills, we provide supervised access to the Internet in school and later in the school journey, usually Key Stage 2, email. Our school Internet access provider operates a filtering system that restricts access to inappropriate materials, in addition we have our own caching server where we set tight permissions.  Every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials. The children also complete an e-safety programme in Year 3/4 and again in 5/6. A copy of the Rules for Responsible Internet Use that we operate at school can be found on the school website. Internet Acceptable Use Policy will be discussed with children and your child will need to accept the rules before they can access the school network. This discussion takes place at the beginning of each term. Policy details are available on the school website under ‘E-safety’. | | |
| I consent to my child accessing the Internet in school | Yes | No |
| ***Local Investigations***  Throughout the year, we will be using our local environment to study various parts of the curriculum. Outings will involve walking to local sites during school times. We will, of course, notify you beforehand if any additional footwear/rainwear is required and always adhere to our Risk Assessment Policy before setting off on any excursions. Please indicate whether you consent to your child’s participation in local investigation outings. | | |
| I consent to my child participating in walking to local sites | Yes | No |
| ***Viewing of Films***  Occasionally we use films in school to support our learning. from Foundation through to the end of Year 4 these are always classified ‘U’. In Years 5 and 6 we occasionally use films categorised as ‘PG’. These films will invariably be used for curriculum support and are always carefully vetted before use. Examples of ‘PG’ films in Year 5/6 include Goodnight Mr Tom, Carrie’s War, The Lion the Witch and the Wardrobe and The Iron Man. | | |
| I consent to my child viewing ‘U’ films and when my child reaches Year 5/6 certain ‘PG’ films in school, only when vetted by school staff | Yes | No |
| ***RM Unify, School Email Addresses and Teams***  Upon joining school every pupil is given login access to RM Unify and a school email address. RM Unify is a secure platform from which children can access various online learning aids which are used by school. Pupils will access this platform whilst in school but they can also access it remotely from outside the school setting.  Teams is used by school to set some homework. It is also the platform school uses to deliver remote lessons as and when required. Occasionally it will be used to share school work, photos and videos. | | |
| I consent to my child using RM Unify and Teams as set out above | Yes | No |
| ***General Data Protection Regulation (GDPR) and data held at School***  We would also like to bring to your attention our ‘Privacy Notice’ document, which outlines why we hold certain data about our pupils in school and process personal information for pupils and parents, and which other agencies have access to it. A copy of this document can be found on our website at: http:// www. allsaintsilkley.bradford.sch.uk/privacy-notice/. If you require a paper copy please contact the school office. | | |
| I acknowledge the ‘Privacy Notice’ document and understand that the school works within the direction of the GDPR, 2018 | Yes | No |

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| ***Communication***  We use “Arbor”, an online system to send emails and SMS communications to parents/carers and to enable payments for school meals, class visits etc. Please indicate your available means of receiving communications from school: | | | | | |
| I have access to a computer and the Internet to receive emails via Arbor | | | | Yes | No |
| I have no computer/internet access and will require a paper copy of all communication to be sent home with my child | | | | Yes | No |
| An email will be sent with detailed instructions to activate your Arbor account. | | | | | |
| The information you have given on this form will be held by the school and Bradford Metropolitan District Council Children’s Services. It will be shared within Bradford Metropolitan District Council and its contractors in order to provide and plan services e.g. School Transport. It will be used to administer health, social and welfare care and will be shared with healthcare advisors, practitioners and other relevant agencies such as Children’s centres to inform their practice. It will be used as necessary to support the school’s own contractual requirements. It will be forwarded to your child’s new school if and when he/she changes school. It will also be used for statutory returns and for research purposes.  All information given will be held in the strictest confidence under the requirements of the General Data Protection Regulations (GDPR) 2018 as detailed in our Privacy Notice. | | | | | |
| By signing this form:   * You agree to the above statements * You confirm that you have parental responsibility for this child * You confirm the information provided in this form to be correct as of this date * You confirm that you have obtained consent from the individuals noted in the Additional Emergency Contact section to provide us with this information * You agree that you will inform the school of any changes that may occur to the above information whilst your child attends this school | | | | | |
| Signed (parent): |  | Date: |  | | |