



ADMISSION FORM - CONFIDENTIAL

To ensure we have the correct legal name, it would be helpful if you would bring us your child's full birth certificate, or adoption certificate if this is appropriate. If you wish, we can take a copy for your child's record, but there is no obligation on you to do this. You can ask what details we hold on your child at any time.

PERSONAL DETAILS FOR YOUR CHILD - MANDATORY

Legal Surname of child: (as on birth certificate)	Birth Certificate attached YES/NO
Preferred Surname: (if different from above – all persons with parental responsibility must agree to this, tick box) <input type="checkbox"/>	
Forenames:	
Preferred Forename: (if different from above)	
Date of birth:	Country of Birth
Gender: male / female	
Your child's full address: Postcode: (Important: this must match that on the Post Office website)	
Home telephone number:	
Parent/Carer Mobile telephone number *:	
Parent/Carer Work telephone number:	
Parent/Carer Email address: (please print clearly)* *IMPORTANT: This will be where we will send out text/email messages/Parent Portal information so should be the first contact parent/carer where the child lives.	

PREVIOUS SCHOOL DETAILS (if applicable) - MANDATORY

School name:
(If outside local area) - Address:
Telephone number:



PARENT/CARER CONTACT DETAILS - MANDATORY

These are very important to us. If your child becomes ill during the day, we need to be able to contact you, or someone acting for you, who is able to collect your child. Please give at least two emergency contact numbers. We suggest the telephone numbers of any place of work and one other emergency contact, perhaps a grandparent if they live close by. If you have no relatives in the area, then ask a friend, neighbour or childminder if they would be willing to act as an emergency contact.

1st Parent/Carer Contact - This should be the **Parent/Carer** with whom your child resides for the majority of the week and where text messages/emails will be sent.

Name:	Relationship to child:	Parental Responsibility : YES / NO
Full Address:		
Postcode:		
1st contact number:		
2nd contact number:		
Email: (please print clearly)		

2nd Parent/Carer Contact

Name:	Relationship to child:	Parental Responsibility : YES / NO
Full Address: (if different from child's home address)		
Postcode:		
1st contact number:		
2nd contact number:		
Email: (please print clearly)		

3rd Contact – this person will be contacted in an emergency if parents/carers are not available

Name:	Relationship to child:	Parental Responsibility : YES / NO
Full Address: (if different from the child's home address)		
Postcode:		
1st contact number:		
2nd contact number:		



4th Contact – this person will be contacted in an emergency if parents/carers are not available

Name:	Relationship to child:	Parental Responsibility : YES / NO
Full Address: (if different from the child's home address)		
Postcode:		
1st contact number:		
2nd contact number:		

Family Details - Mandatory

Details of Other Children in Family

Name	Date of Birth	School/College (if applicable)

When the child lives with someone other than his or her parents(s), the school needs details of those persons who have parental responsibility. This is always the birth mother and, where the father is named on the birth certificate, he also retains parental responsibility. In the case of an adoption certificate, parents named will have parental responsibility

1.
2.

If parents are separated or divorced, has a court order in relation to the child been issued? YES/NO

Does your child require a copy of reports to be sent to other parents? If yes, please give full details (including address where to send): YES/NO

Name:

Address:

.....



Medical Details - Mandatory

Name of doctor/surgery:
Telephone number:
Medical condition of child: Does your child have any medical condition (including ASTHMA or ALLERGIES) that we need to be aware of? If so, please provide full details including any medication that is being taken orally or by injection. Where appropriate school will ensure that pupils with a medical need have a Health Care Plan.
Emergency Medical Aid: In the event of an emergency I give permission for my child to receive first-aid treatment prior to the arrival of emergency services <u>or</u> parent/carer. YES / NO (please delete as appropriate) (If no, please give details as to what you would allow under this consent).
If your child is prescribed with medicine to be taken FOUR times a day, by a doctor, and he or she is well enough to attend school, please request a medicine form from the school office. When the form has been completed, the medicine must be brought to the office in a sealed, labelled container and staff will be able to administer it to your child on your behalf.

Has an Education Health Care Plan been issued in respect of your child?		YES/NO					
Does your child wear glasses?		YES/NO					
Type of meal required: Optional (please tick)	School meal		Sandwiches		Free meal		Home*
Travel information: Mandatory (please tick)	School coach	Walk	Car	Cycle	Taxi	Public Transport	Other

* If you wish your child to go home at lunchtime we will send a permission slip for you to complete.

Other Information

MANDATORY	
1. Are you a member of the armed forces? Your classification will be either PStat Cat 1 or 2; please note this only refers to regular forces and not the territorials	YES / NO Classification:
2. Has your child been registered as a service child?	YES / NO
3. Is your child entitled to any pension under AFCS or WPS?	YES / NO



On the next couple of pages we ask you about your child’s Ethnicity, Religion, Language and how your child normally travels to school. You have every right to refuse to give any of the following information and any information given can be retracted at a later stage by informing the school. However, if you complete each section in a positive way, it may result in additional resources for the school and authority. In relation to the mode of travel please be honest about this and where, for example, part of the journey is by car and part, say, is walking, please list the mode of transport used for the majority of the journey to school. This information is shared with the Local Authority and can be used to great advantage for us when working on School Travel Plans and seeking help address local road safety issues.

(A). Ethnic background (based on the 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.*** Please study the list below and tick one box only to indicate the ethnic background of your son or daughter named above.

White	School use (SIMS codes)
◆ English	<input type="checkbox"/> WENG
◆ Scottish	<input type="checkbox"/> WSCO
◆ Welsh	<input type="checkbox"/> WWEL
◆ Cornish	<input type="checkbox"/> WCOR
◆ White Eastern European*	<input type="checkbox"/> WEEU
◆ White Western European**	<input type="checkbox"/> WWEU
◆ Other White British	<input type="checkbox"/> WOWB
◆ Irish	<input type="checkbox"/> WIRI
◆ Traveller of Irish Heritage	<input type="checkbox"/> WIRT
◆ Gypsy/Roma	<input type="checkbox"/> WROM
◆ White – Other	<input type="checkbox"/> WOTW
Mixed	
◆ White and Black Caribbean	<input type="checkbox"/> MWBC
◆ White and Black African	<input type="checkbox"/> MWBA
◆ White and Asian	<input type="checkbox"/> MWAS
◆ Any other mixed background	<input type="checkbox"/> MOTH
Asian or Asian British	
◆ Indian	<input type="checkbox"/> AIND
◆ Pakistani	<input type="checkbox"/> APKN
◆ Bangladeshi	<input type="checkbox"/> ABAN
◆ Any other Asian background	<input type="checkbox"/> AOTH
Black or Black British	
◆ Caribbean	<input type="checkbox"/> BCRB
◆ African	<input type="checkbox"/> BAFR
◆ Any other Black background	<input type="checkbox"/> BOTH
Chinese	<input type="checkbox"/> CHNE
Any other ethnic background	<input type="checkbox"/> OOTH
I DO NOT wish to give this information	<input type="checkbox"/> REFU



* White Eastern European includes those from Belarus, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Moldova, Poland, Romania, Russia, Serbia & Montenegro, Slovak, Slovenia and Ukraine. ** White Western European includes those from Austria, Belgium, Denmark, Finland, France, Germany, Holland, Italy, Luxembourg, Malta, Norway, Portugal, Spain, Sweden and Switzerland. **Please do not use WOTW if you can tick WEEU or WWEU.**

(B). Please would you let us have your family’s religion by ticking one box below?

- | | | | |
|--------------|--------------------------|-------------------|--------------------------|
| 1. Christian | <input type="checkbox"/> | 5. Sikh | <input type="checkbox"/> |
| 2. Hindu | <input type="checkbox"/> | 6. Buddhist | <input type="checkbox"/> |
| 3. Jewish | <input type="checkbox"/> | 7. No Religion | <input type="checkbox"/> |
| 4. Muslim | <input type="checkbox"/> | 8. Other Religion | <input type="checkbox"/> |

I DO NOT wish to give this information **REFU**

(C). First Language

First language is the language to which your child was initially exposed during early development and continues to use this language in the home or the community. If a child acquired English, subsequent to early development, English cannot be denoted as their first language no matter how proficient they have become. On this basis, please tick the appropriate box for what you therefore consider to be your child’s first language:

- | | | |
|--|--------------------------|------------|
| 1. English | <input type="checkbox"/> | ENG |
| 2. Other than English | <input type="checkbox"/> | OTH |
| 3. I DO NOT wish to give this information | <input type="checkbox"/> | REF |

If you ticked 2 above, please would you tell us the most appropriate language you regard as your child’s first language? (If we are unable to find this on our extensive listing of languages we may contact you for further clarification).

(D). Home Language

Please state your child’s home language which is presently used in the home or in the community:

(E). Adopted from Care

Children adopted from care on or after 30 December 2005, as well as those who left care under a special guardianship order or residence order (now known as a child arrangements order) attract a significant sum of additional funding to schools to be used to help support your child’s academic progress and attainment. If this is applicable to your child, we would be grateful if you could indicate (with a tick) which category below he/she falls into. It should be emphasised that the offering of this information is purely voluntary and parents are under no obligation to do so:

<input type="checkbox"/>	Ceased to be looked after through adoption
<input type="checkbox"/>	Ceased to be looked after through a Special Guardianship Order (SGO)
<input type="checkbox"/>	Ceased to be looked after through a Residence Order (RO)
<input type="checkbox"/>	Ceased to be looked after through a Child Arrangement Order (CAO)

