

Clapham Terrace Community Primary School and Nursery Admission Form

Please complete this form in **BLOCK CAPITALS**

All personal information collected is held and processed in accordance with data protection legislation. Please refer to the Privacy Notice (located on our website) for details of how personal information is used.

PUPIL INFORMATION		
Surname:		Gender:
Forename:		Middle name:
Home Address:		
Post Code:		Home Phone no:
Date of Birth:		Place of Birth:
Ethnicity : White UK, White European, White Other, Black Caribbean, Black African, Black Other, Indian, Pakistani, Bangladeshi Chinese, Other (please state)		Nationality:
Home Language:		Religion:

Please give details of everybody who has parental responsibility for your child. Please also give details of anyone else who can be contacted in an **emergency**. Please place them in the order that you wish them to be contacted.

CONTACT INFORMATION		Adults with parental responsibility and other contacts as required in priority contact order (continue overleaf if necessary)			
Priority	Contacts	Home contact details	Work contact details	Permission to be contacted in an emergency contact	Permission to be contacted by email/text for routine school communications
1	Mother (name) Parental responsibility? YES / NO	Address: Tel: Mobile: Email:	Place of work: Tel: Email:	YES/NO	YES/NO
2	Father (name) Parental responsibility? YES / NO	Address: Tel: Mobile: Email:	Place of work: Tel: Email:	YES/NO	YES/NO
3	Other (name) and relationship to child	Address: Tel: Mobile:	Place of work: Tel:	YES/NO	YES/NO
4	Other (name) and relationship to child	Address: Tel: Mobile:	Place of work: Tel: Mobile	YES/NO	YES/NO

TRAVEL ARRANGEMENTS

Please tick to indicate how your child travels to school

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bicycle	Train	Car	Walk	Taxi	School Bus	Car Share		

DIETARY ARRANGEMENTS

Dietary Requirements:

Food Allergies:

Meal Plan:

Type of meal	Tick
School Meal	<input type="checkbox"/>
Packed Lunch	<input type="checkbox"/>
Home	<input type="checkbox"/>

MEDICAL INFORMATION

Medical Practice:

Address:

Telephone Number:

Medical Condition(s):

OTHER INFORMATION

Previous School:

Special Educational Needs:

Data Protection Legislation: The school is registered with the Information Commissioner for holding and processing of personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with other agencies including Warwickshire County Council and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information.

Please note that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfill our legal duties. You can notify us of a withdrawal of or any changes to your consent in writing by contacting (insert relevant school email address).

Name:

Date:

Signature:

SCHOOL VISITS

We often take the children off site when opportunities arise for the class or individually for certain events. It is important that we have general permission. We will notify you with a separate letter of any trips or visits.

Please indicate your preference for each individual trip, visit or sporting event			
Visit or Event	Please specify for each visit or event		Signed to confirm
Visit to local attractions within walking distance	YES	NO	
Sporting activities off site e.g. tag rugby, swimming, cross country at local facilities within walking distance.	YES	NO	

PHOTOGRAPHS

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion on our website.

The school may also invite an external photographer to the school each year to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school.

This table sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate whether or not you give consent for use in these circumstances. By indicating 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties. N.B. We will never identify your child and only use first names and initials of surname. We take lots of photographs in school to celebrate the children's learning. Please can you provide us with information with regard to your preference on how we use these photographs. It is vital important that we gather this information as Safeguarding Children is paramount to us.

1.	For official school photographs, with images taken by Andrew Craner and available for purchase by parents, and held by the school for identification purposes with names attached	YES/NO
2.	For use on internal school displays	YES/NO
3.	For use on the school's website	YES/NO
4.	For use on the school's Twitter page	YES/NO
5.	Occasional sharing of images of your child taken for internal purposes with external media organisations, such as Leamington Courier, Observer, CWSS Sport Partnership, HSA or inviting such media organisations to take photographs of pupils (including your child) engaged in school activities or events for publication	YES/NO
6.	Using images of my child in marketing material, e.g. the school brochure and prospectus which are kept for 3 years after your child leaves.	YES/NO

Clapham CARL

Caring - Achieving - Respectful - Learners

Declaration

I, _____ (name of parent), understand:

- why my consent is required.
- the reasons why Clapham Terrace Community Primary School and Nursery uses images and videos of my child.
- which other organisations may use images and videos of my child.
- the conditions under which the school uses images and videos of my child.
- that I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- that I will be required to re-provide consent where any circumstances change.
- that I can amend or withdraw my consent at any time and must do so in writing.

Signed: (Parent/Guardian)	Date:
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We also understand that there are times when you would like to photograph your child and we ask that these images are used for your personal use only and ask that you sign the agreement below to comply with our consent

I agree that any photographs of my child that I take at school events, where photography is allowed, such as Sports Day, Assemblies and productions, are taken on the understanding that I will NOT post them on any Social Media (e.g. Facebook) if they include anybody else's child.	
Signed: (Parent/Guardian)	Date:

Refreshing your consent

This form is valid for the whole time your child is a pupil at Clapham Terrace Community Primary School and Nursery.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher.

A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

Eligibility for Pupil Premium Funding

Please answer the following questions to determine whether your child is eligible for Pupil Premium Funding.
We can help you apply for this funding via the Warwickshire County Council website.
Please contact the office who will assist you.

Question – Do you receive?	Yes / No
Child Tax Credit with an annual income assessed by HMRC of less than £16,190 <i>(If either of you or your partner are entitled to Working Tax Credit you do not qualify for free school meals regardless of income)</i> <i>(Where a claimant receives a 4 week 'run on' of Working Tax Credit they become eligible to claim free school meals for that 4-week period only – please tell us if this is why you are applying)</i>	
Income Based Job Seekers Allowance	
Income Related Employment Support Allowance <i>(Contribution-Based JSA and ESA only qualifies if receiving equal amount or lower or Income Related JSA/ESA)</i>	
Income Support	
Guarantee Element of State Pension Credit	
Support under Part VI of the Immigration & Asylum Act 1999	
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Signed: <i>(Parent/Guardian)</i>	Date: