



Ellenbrook

COMMUNITY PRIMARY SCHOOL

CONFIDENTIAL PUPIL ADMISSION DETAILS

1. Child's Main Details			
Legal Surname (Shown on Passport/Birth Certificate)			
Legal Forename (Shown on Passport/Birth Certificate)			
Chosen Surname			
Chosen 'To be known as' Forename			
Middle name(s)			
Date of Birth	(Day-Month-Year): / /		
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Sibling(s) at Ellenbrook	Name:	Class:	
	Name:	Class:	

2. Child's Home Details	
Child lives with (e.g. Mother, Father, Grandparent, Foster Parent, etc.)	
House name or Flat number (if applicable)	
House number and road	
Town	
County	
Post Code	
Home landline telephone number	

3. Mother or Carers Home Details (Usually 1st Priority Contact)	
Mother's Title	<input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other ()
Mother's Initial or Forename	
Mother's Surname	
House, Flat, House number and road	
Town	
County	
Post Code	
Home landline number	
Work Telephone Number (which days?)	
Mobile Telephone Number	
E-mail Address	
<i>If another adult with Parental Responsibility is not at home address, should we email a copy of main letters and child reports to them?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Father or Carers Home Details (Usually 2nd Priority Contact)	
Father's Title	<input type="checkbox"/> Mr <input type="checkbox"/> Other ()
Father's Initial or Forename	
Father's Surname	
House, Flat, House number and road	
Town	
County	
Post Code	
Home landline number	
Work Telephone Number (which days?)	
Mobile Telephone Number	
E-mail Address	
<i>If another adult with Parental Responsibility is not at home address, should we email a copy of main letters and child reports to them?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Additional Contact Person	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Other ()
Initial or Forename	
Surname	
House, Flat, House number and road	
Town	
County	
Post Code	
Home landline number	
Mobile Telephone Number	
Work / Daytime Telephone Number	
Relationship to Child	
<i>Does this person have Parental Responsibility?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Contact Person	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Other ()
Initial or Forename	
Surname	
House, Flat, House number and road	
Town	
County	
Post Code	
Home landline number	
Mobile Telephone Number	
Work / Daytime Telephone Number	
Relationship to Child	
<i>Does this person have Parental Responsibility?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Contact Notes	
In the case of an emergency who do we contact first?	Name:.....
Alternatively, who should we contact next?	Name:.....
Or, failing to contact these, who else?	Name:..... Number :.....
Please explain if there are any specific contact issues we should bear in mind when we contact you?	
Please inform us if there are any confidentiality requirements between relatives or contacts.	

7. Court Order	
Is there a court order in place which affects the child named in Section 1?	<input type="checkbox"/> Yes, there is a Court Order <input type="checkbox"/> No, Court Order
<p>Please include a copy of the relevant Court Order document with this application or post it to the 'Headteacher' at Ellenbrok Primary School with a covering note. If you prefer, we can take a copy if you bring the original into school.</p> <p>Please inform us immediately if the nature of the Court Order changes or a Court Order is introduced whilst your child is at school with us.</p>	

8. Medical Details	
<p>Information in this section will be used for general child/medical welfare and when planning school trips (both day trips and residential trips). It is the responsibility of the parent/carer to advise the school of any changes to the medical information at any time during the year.</p> <p>Under GDPR regulations, explicit consent is required to share any medical information with either venues or providers during education day or residential trips. Please tick the box below to agree to this information being shared with venues or providers. The school will ensure all venues and providers handle this information in line with their GDPR responsibilities.</p> <p>If permission is not given, we will contact you directly if an issue occurs on a trip.</p> <p> <input type="checkbox"/> Yes I give consent for relevant medical information to be shared with venues or providers <input type="checkbox"/> No I do not give consent for relevant medical information to be shared with venues or providers </p>	
Doctor's Name	
Doctor's Surgery Name	
Road Name of Surgery	
Town	
County	
Postcode	
Contact Telephone Number	
NHS Number (this can be obtained from your doctor's surgery):	

Do any of the following apply to your child? Please tick all relevant boxes					
Condition	Yes	No	Condition	Yes	No
Asthma or Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	Allergies to any known medications	<input type="checkbox"/>	<input type="checkbox"/>
Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>	Any other allergies (e.g. Latex, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Seizure/Fainting/Blackouts	<input type="checkbox"/>	<input type="checkbox"/>	Other illness or disability	<input type="checkbox"/>	<input type="checkbox"/>
Severe Headaches	<input type="checkbox"/>	<input type="checkbox"/>	Travel sickness	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Regular medication	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Aid worn	<input type="checkbox"/>	<input type="checkbox"/>	Glasses worn	<input type="checkbox"/>	<input type="checkbox"/>
Been given specific advice to follow in emergencies	<input type="checkbox"/>	<input type="checkbox"/>	Is currently in receipt of medical or surgical treatment from a doctor or hospital	<input type="checkbox"/>	<input type="checkbox"/>
If you answered 'yes' to any of the above, please give details (including names and dosage of medicines/tablets)					
Has your child received vaccination against Tetanus in the last 10 years?			<input type="checkbox"/>	Yes	<input type="checkbox"/>
No					
Any relevant past medical history you are happy to share with the school?					
<p>Please note that it is the parent/carer's responsibility to ensure that any medication required for a school trip is brought in to school and handed over to the member of staff in charge. This would include such items as inhalers, epipens, migraine medication, antihistamine and other medication your child may need. Please contact the school if this presents any difficulty.</p> <p>In the event of an accident whilst at school or on a school trip, and not being able to contact a parent or guardian, I consent to any necessary emergency medical treatment which might include the use of anaesthetics in hospital.</p> <p>By signing the application at the end of this form, the parent agrees to inform the school of any medical changes as soon as reasonably possible.</p>					

Signature:.....

9. Ethnic, Welfare, Cultural & Social Information																
In which country was your child born?																
<p>Our ethnic background describes how we think of ourselves. However, ethnic background is not the same as nationality or country of birth.</p> <p>Please study the list below and tick <u>one box only</u> to indicate the ethnic background of the child named above.</p>	White British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Any other background	<input type="checkbox"/>										
	White Traveller	<input type="checkbox"/>	Chinese	<input type="checkbox"/>												
	White Irish	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>										
	White European	<input type="checkbox"/>	White and Black	<input type="checkbox"/>												
	Bangladeshi	<input type="checkbox"/>	African	<input type="checkbox"/>												
	Indian	<input type="checkbox"/>			I do not wish an ethnic background category to be recorded	<input type="checkbox"/>										
	Pakistani	<input type="checkbox"/>	White and Black	<input type="checkbox"/>												
African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>													
What religion is your child?																
Which language(s) did your child first speak?																
Other Language(s) Spoken At Home																
<table border="0" style="width:100%"> <tr> <td style="width:33%">1.</td> <td style="width:33%">2.</td> <td style="width:33%">3.</td> </tr> </table>							1.	2.	3.							
1.	2.	3.														
<p>Young Carer</p> <p>Does your son/daughter play a significant role in the care of an unwell, emotionally vulnerable or disabled member of the family?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>This information will be treated as strictly confidential but could be used to inform future provision in the school.</p> <p>Do you consent to this information being shared with third parties (e.g. the Local Authority or local charity groups) to support your child's education?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>															
<p>Service children</p> <p>Please indicate whether your child has a parent or step-parent who is Service Personnel or designated as Personnel Category 1 or 2 as shown on the MoD website, serving in regular HM Forces military units of all forces and exercising parental care and responsibility.</p> <p>You have the right to refuse to give this information. Data on individual students is not shared with the MoD. The statistical information is used to provide additional school funding.</p>	<p>Service Child?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, never</p> <p><input type="checkbox"/> Not now but yes in the last 4 years</p> <p><input type="checkbox"/> I would rather not say</p>															
How will your child normally travel to school?	<p>Please select only one</p> <table border="0" style="width:100%"> <tr> <td><input type="checkbox"/> car (only one Ellenbrook pupil in the car)</td> <td><input type="checkbox"/> car share (more than one Ellenbrook pupil)</td> </tr> <tr> <td><input type="checkbox"/> cycle</td> <td><input type="checkbox"/> bus</td> </tr> <tr> <td><input type="checkbox"/> taxi</td> <td><input type="checkbox"/> Walk</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Train</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Car then walk</td> </tr> </table>						<input type="checkbox"/> car (only one Ellenbrook pupil in the car)	<input type="checkbox"/> car share (more than one Ellenbrook pupil)	<input type="checkbox"/> cycle	<input type="checkbox"/> bus	<input type="checkbox"/> taxi	<input type="checkbox"/> Walk		<input type="checkbox"/> Train		<input type="checkbox"/> Car then walk
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<input type="checkbox"/> taxi	<input type="checkbox"/> Walk															
	<input type="checkbox"/> Train															
	<input type="checkbox"/> Car then walk															

10. Visits to the Local Area

<p>Throughout the school year, we sometimes take the children off site in the local area. These trips will usually be to St Marys Church or Ellenbrook Woodland walk. In order to do so, we need you to sign to give us permission for your child to take part in such visits.</p>	<p>Signature:.....</p>
<p>On occasion, the children undertake visits further from school such as Bring Yer Wellies, sporting events etc. In order to do so, we need you to sign to give us permission for your child to take part in such visits.</p>	<p>Signature:.....</p>

11. The Use of Photographs or Video Images of Students

During both normal and special activities at school it is not unusual for staff to take photographs of children. These photographs may be used in wall displays, or some other printed publication, on our website or in a presentation. To comply with the Data Protection Act we would use these images in accordance with the School’s Data Protection Policy and Privacy Notice. Names are never disclosed in these reports.

Please consider the policy outlines given below and then answer the questions. These guidelines are in-keeping with national guidelines and the General Data Protection Regulation (GDPR).

<p>The permission you give here lasts for a maximum of 4 years. Should your child leave the school before Year 6 then we would assume that we may continue using any image previously included in documents like our School Prospectus or other printed and digital materials until the publication was updated.</p>	<p><input type="checkbox"/> I give permission for the school to use images of my child up to a maximum of 4 years to be included in documents like the School Prospectus or other printed and digital materials until the publication was updated</p> <p><input type="checkbox"/> I Do Not give permission for the school to use images of my child up to a maximum of 4 years to be included in documents like the School Prospectus or other printed and digital materials until the publication is updated</p>
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Under GDPR regulations, specific permission is required for the use of your child’s image or words as described above. The school agrees to always abide by its policies in relation to the gathering and processing of this data in line with its Data Protection policy.

Please tick the appropriate boxes below to record whether you permit us to use images of your child as described above, or not. As long as we comply with our Policy, may we...

<p>Use your child’s image on printed materials used internally in the school.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Use your child’s image on printed materials used externally (e.g. prospectus, reports, etc.).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Use your child's image on our website/blog.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recordings of your child's image or voice on video or webcam	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use of your child's image in the media (e.g. local newspaper, local TV news, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I agree for my child to be filmed or photographed by other parents (during assemblies, productions, sports day, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I agree that any images of children other than my own (that I or other relatives I am with) have filmed will not be made public including uploading to the internet via social media websites.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please sign to confirm you agree with the terms of image use.	Signature:.....	

12. Children's Work

I give permission for my child's work to be used in school and online(eg, school website, blog) and externally, such as in the local press

Yes No

13. Internet Access

Under supervision and guidelines, the children can access the internet in school. Appropriate filters and firewalls are provided by Salford Council. You and your child will be required to sign a full internet use agreement prior to be granted access. (Sept 2018)

I give permission for my child to have access to the internet in school.

Yes No

14. Home School Agreement

The purpose of the Home School Agreement is to explain the school's aspirations for your child and to set out ways in which you can help us to reach them. The agreement sets out to strengthen that relationship by the willingness of all concerned working together for the benefit of all children in the school.

I have read the Home School Agreement and agree to work with school to support the aims of that agreement.

Yes No

15. Medical Emergency

In an emergency situation, we may need to carry out first aid, seek medical advice, arrange for your child to be taken to hospital and/or for him/her to receive treatment. In an emergency situation, a member of staff will contact you as quickly as possible.

I give permission for Ellenbrook Primary School Staff to respond appropriately if a medical emergency situation arises.

Yes No

16. Free School Meals

Please see details below regarding eligibility for Free School Meals and school Pupil Premium funding. It is extremely important that the school is aware that you are / were entitled to Free School Meals as the additional funding the school receives will have a direct impact on your child.

Parents can check their eligibility to Free School Meals/Pupil Premium by visiting <https://www.gov.uk/apply-free-school-meals> and enter the required information.

Pupil Premium is only payable for those children whose parents meet the eligibility criteria, but it is important for schools to be able to make use of all available resources to support your child. For every eligible child the school will receive a significant sum per year to improve learning and this funding continues to be payable in successive academic years, even if your financial situation changes and you become no longer eligible.

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)*
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child might also get free school meals if you get any of these benefits and your child is both:

- younger than the compulsory age for starting school
- in full-time education

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

*Parents who are made redundant or start working less than 16 hours per week, may find their children are entitled to free meals for a limited period.

Is your child entitled to a Free School Meal?

Yes No Used to be until –
(Date) / / .

17. Food Allergies

Each year group have various food tasting activities and due to health & safety regulations, we need to request permission for your child to taste food.

We would be grateful if you could confirm that you are happy for your child to take part in food tasting activities and indicate in the box below if your child has any food allergies. It is the parents' responsibility to keep the School informed of any changes to their requirements.

All children will participate in cooking lessons during the school year which they thoroughly enjoy.

The emphasis in these sessions will be on developing basic cooking skills whilst learning about healthy eating. The end result is often brought home for the family to share.

Please state if your child has a food allergy (not that they don't like something!).

We may need to request a medical note for our records.

Please give information regarding any food allergies:

Signature:.....

18. Parental Consent for Internet Access

I have read and understood the school Rules within the Acceptable Use Policy and give permission for my child to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities. I am aware this consent also covers Before & After School Club .

Parent's Signature:..... Print Name:..... Date:.....

19. Main Details Document – Confirm & Sign

The information which you provide on this form will be treated in the strictest of confidence.

As the parent /guardian of this child I promise to inform the School, as soon as is practical, of any change in information provided here.

Signature:..... Print Name:.....

Relationship to child:.....

Date:.....

Thank you for completing this form. Please check that the details are complete and accurate.

The School will store these details electronically and you are entitled to review them at any time. If required, please write to the school asking for a copy. Each year around October you will be asked to check, sign and return a Data Check Sheet with these details presented.

Please ensure you inform the School in writing if any details change at any other time.

School Lunch Special Diet Request Form

SPECIAL DIETS REQUEST FORM

Child's name: **Year Group:**

Please specify type of diet requested:

Medical (e.g. Nut/ Gluten Allergy):

Religious (e.g. Muslim):

Ethical (e.g. vegetarian = eats no meat or fish):

Please print specific details. Identify food that the child is / is not allowed to eat.

<i>Non Suitable Foods</i>	<i>Suitable or Substitute Foods</i>

DOES YOUR CHILD HAVE A SIGNIFICANT OR LIFE THREATENING FOOD ALLERGY?

(PLEASE TICK)

YES

NO

The following is required for medical diets only and should be copied by the school representative (who signs below) from the pupil's individual treatment plan. N.B. This is essential to avoid misinterpretation.

<p>EMERGENCY PROCEDURES FOR USE OF A PRELOADED ADRENALIN INJECTION</p> <p>WHERE IS THE PRELOADED ADRENALIN INJECTION LOCATED?</p> <p>ADMINISTERED BY WHOM?</p>	<p>Details: (school to complete)</p>
<p>LOCAL ARRANGEMENTS FOR IDENTIFICATION OF CHILD AGREED AND EMERGENCY PROCEDURE IN PLACE</p>	<p>Details: (school to complete)</p>

Signature:
Parent

Print Name:
Parent

Signature:
School Representative

Print Name:
School Representative

Position:

Signature:
Catering Team Representative

Print Name:
Catering Team Representative

Date:

This form should be held with the child's individual treatment plan within the school office and a copy passed to the Ellenbrook Catering Team.