



School admission form

The information which you give on this form will be transferred to the school's office computer.

PLEASE USE CAPITAL LETTERS

1. ABOUT YOUR CHILD

Surname:

First Name: Other Name(s):

If your child likes to be known by a different name, please print it here:

Gender: Male / Female: Date of Birth:

Position in Family (i.e. 1/3 is eldest child of 3) Religion:

Nationality: Ethnic origin:

NHS Number (for nursery admissions only).....

2. FAMILY INFORMATION

Home address:

..... Postcode:

Home Telephone No.:

Parent/Carer 1:

Parent/Carer 2:

Relationship to child:

Relationship to child:

Full Name:

Full Name:

Address:

Address:

.....
(if different from above)

.....
(if different from above)

Postcode:

Postcode:

Telephone:
(if different from above)

Telephone:
(if different from above)

Mobile Tel. No.

Mobile Tel. No.

Work Telephone No.:

Work Telephone No.:

Email address:.....

Email address:.....

Are there any court orders applied to the child?

Yes

No

3. ALTERNATIVE CONTACT INFORMATION – IN CASE OF AN EMERGENCY

It is important for us to have alternative **local** contact information if parents are unavailable. This might be childminders, grandparents, other close relatives or neighbours, who will undertake to be responsible for your child during your absence. **(for safeguarding reasons we must have at least 1 alternative contact for each pupil)**

Contact 1

Name:

Address:

.....

Home Tel. No.:

Work Tel. No.:

Relationship to Child:

Contact 2

Name:

Address:

.....

Home Tel. No.:

Work Tel. No.:

Relationship to Child:

Contact 3

Name:

Address:

.....

Home Tel. No.:

Work Tel. No.:

Relationship to Child:

Contact 4

Name:

Address:

.....

Home Tel. No.:

Work Tel. No.:

Relationship to Child:

4. LANGUAGE

We like to celebrate diversity within our school. Please share with us the languages your child is exposed to at home.

Language	My child understands this language	My child can speak this language

My child predominately speaks.....

5. ETHNICITY INFORMATION

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 DfES recommends that those with parental responsibility decide the ethnic background for primary pupils. The Information Commissioner (formerly the Data Protection Registrar) recommends 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.

(a) White

- British
- Irish
- Traveller from Irish heritage
- Gypsy/Roma
- Any other White background
- Italian
- Turkish

(b) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

(c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

(d) Black or Black British

- Caribbean
- African
- Any other Black background

(e) Chinese

(f) Any Other Ethnic Group

I do not wish an ethnic background to be recorded

This information was provided by:	Parent <input type="checkbox"/>	Pupil <input type="checkbox"/>
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(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools to save it having to be asked for again).

6. MEDICAL INFORMATION

Please give details if your child suffers from any of the following conditions: (please select)

Asthma:	Yes/ No	Epilepsy:	Yes/ No
Eczema:	Yes/ No.	Hearing Problems:	Yes/ No
Poor eye sight:	Yes/ No	Diabetes	Yes/ No
Speech Problems:	Yes/ No	Heart Condition:	Yes/ No
Allergy to Plasters	Yes/ No	Allergy to Penicillin	Yes/ No

Any other medical conditions / allergies:

.....
.....
.....
.....

Is your child receiving any treatment? Yes/ No

Details of condition:

.....

If you have answered 'yes' to any of the above medical conditions, please contact the school office to complete a Healthcare Plan.

Doctor's Surgery

Address:

.....

Telephone:

6. PRE-SCHOOL INFORMATION

Previous School / Nursery / Playgroup:

Address:

Telephone No.: No. of terms attended:

Does your child have any Special Educational Needs? Yes / No

If yes, please give further information and let us know the details of any additional professional support you are receiving at the moment. This will help us to identify any additional needs as quickly as possible and plan to meet them as appropriate. It also enables us to work with the professionals working with your child to ensure the transition is as seamless as possible.

Details:

P.T.O

6. PRE-SCHOOL INFORMATION (cont.)

.....
.....
Has your child been in receipt of Early Years Pupil Premium?

Yes / No

Is there any other information that you feel we should have to help us support your child in school? Yes /No

If yes, please give further details or arrange to meet with the Inclusion Manager:

I give permission for Cassiobury Infant and Nursery to liaise with my child's preschool / nursery / playgroup setting to support with a smooth transition.

Signed:..... (Parent / Carer) Print Name:

7. DIAGNOSED DIETARY ALLERGIES (please note this is medically diagnosed allergy not preference)

Please give full details below of any medically diagnosed food allergies your child has. If you would like your child to have school meals and they have a food allergy you must complete Herts Catering Ltd online form available on their website. <https://hcl.co.uk/allergy-overview> You will be asked to provide medical evidence. Until you have registered with and received confirmation from HCL, you will need to provide a packed lunch for your child.

My child has the following food allergy:-

My child does NOT have any food allergies.....

If required, I will provide an EpiPen / Jext Pen to be kept in school: **YES / NO**

8. SCHOOL LUNCH (Reception children only)

Currently all infant school children are offered a universal infant free school meal (this may be subject change in line with government legislation). Please indicate any dietary requirements as appropriate:

If having a school lunch, please indicate if your child requires the following:

Vegetarian No Pork No Beef Gluten Free Lactose Free

None of the above

PLEASE SIGN BELOW:

The information given is accurate and I take responsibility for informing the school of **any changes** to the above. Please note that if false information is provided this may lead to the offer of a place being withdrawn. I understand that the Education Department may check any of the information provided.

Signed: (Parent/Carer) Print Name:

Date:

If you have any additional information you would like to provide, please use this space.

Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Cassiobury Infant School, are the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Digital recordings/videos

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule (adopted from the Information and Records Management Society's toolkit for schools.) sets out how long we keep information about pupils. A copy of this can be obtained from our website.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The pupil's family and representatives*
- *Educators and examining bodies*
- *Our regulator –Ofsted*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Survey and research organisations*

- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the school office.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: carole@schoolDPOservice.com

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.