



Admission Forms

Please Complete and Return This Booklet To The School

Pupil's Name _____

Date of Birth _____

Pre School/Nursery attended _____

Brothers/Sisters currently attending Hemblington Primary School _____

I confirm that I have read the enclosed booklet and the enclosed information I have provided is correct.

Name _____ Signature _____

Relationship to Student _____ Date _____

Hemblington Primary School Admission Form

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

PUPIL DETAILS:

Legal Surname _____ Legal Forename/s _____
Preferred Forename _____ Date of Birth ____/____/_____
Address _____ Home Telephone _____
_____ Mobile _____
_____ Work _____
Postcode _____ Gender Male/Female _____
Services Child YES/NO (Does your child have a parent (or parents) who is a current serving member of the regular HM Services, and is of Personal Marital Status Cat 1 or Cat 2?)

Details of the people who have legal parental responsibility for this child (see <https://www.gov.uk/parental-rights-responsibilities> for further details). We require this information to allow us send information to you and to contact you, for example, to keep your child safe in the case of an emergency (Please list in order of priority for contact during the school day) .

PARENT DETAILS: Relationship to your child: _____

Full Name: Miss/Mrs/Ms _____ Email Address: _____
Address* _____ Home Telephone _____
_____ Mobile _____
_____ Work _____
Postcode _____ * If different from the pupil

PARENT DETAILS: Relationship to your child: _____

Full Name: Miss/Mrs/Ms _____ Email Address: _____
Address* _____ Home Telephone _____
_____ Mobile _____
_____ Work _____
Postcode _____

PARENT DETAILS: Relationship to your child: _____

Full Name: Miss/Mrs/Ms _____ Email Address: _____
Address* _____ Home Telephone _____
_____ Mobile _____
_____ Work _____
Postcode _____

IN CASE OF EMERGENCY:

Should an emergency arise and the above people are unavailable, who would you like us to contact?

Name _____ Contact Number _____ Relationship to Student _____

HEALTH DETAILS:

Name and Address of Doctor's Surgery _____ Telephone Number _____

Are there any medical conditions the school should be aware of? _____

INHALERS: Does your child use one? YES/NO If yes, please ask for a Asthma Form. This must be completed and handed into school in order for the school to hold and administer your child's inhaler/s.

Does your child have a statement of Special Education Needs? YES/NO

We seek your agreement to use and share the following details with the Department for Education (DfE) and Norfolk County Council to assist in the completion of the school's census under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This information allows the DfE to better plan to meet needs within the school system. For example, what extra support the DfE may need to provide to schools with high numbers of children who do not speak or understand English sufficiently to access the curriculum and the associated needs in the school system helps the DfE ensure that all children, wherever they are from, have the best possible education.

You do not have to give consent to do so and it will not affect the education that your child receives from the School.

Ethnicity (The school can only record what information the parent declares in this section.)			
Please tick the box that you believe best describes your child's ethnicity:			
White			
British	<input type="checkbox"/>		<input type="checkbox"/>
Irish	<input type="checkbox"/>	Sri Lankan	<input type="checkbox"/>
Gypsy	<input type="checkbox"/>	Other	<input type="checkbox"/>
Gypsy / Roma	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
Other Gypsy/Roma	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Traveller of Irish heritage	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Albanian	<input type="checkbox"/>	Black or Black British	<input type="checkbox"/>
Bosnian-Herzegovinian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Croatian	<input type="checkbox"/>	Angolan	<input type="checkbox"/>
Greek	<input type="checkbox"/>	Congolese	<input type="checkbox"/>
Greek Cypriot	<input type="checkbox"/>	Ghanaian	<input type="checkbox"/>
Italian	<input type="checkbox"/>	Nigerian	<input type="checkbox"/>
Kosovan	<input type="checkbox"/>	Sierra Leonean	<input type="checkbox"/>
Portuguese	<input type="checkbox"/>	Somali	<input type="checkbox"/>
Serbian	<input type="checkbox"/>	Sudanese	<input type="checkbox"/>
Turkish	<input type="checkbox"/>	Other Black African	<input type="checkbox"/>
Turkish Cypriot	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>
Eastern European	<input type="checkbox"/>	Other ethnic groups	<input type="checkbox"/>
Western European	<input type="checkbox"/>	Afghan	<input type="checkbox"/>
White Other	<input type="checkbox"/>	Arab other	<input type="checkbox"/>
Mixed	<input type="checkbox"/>	Egyptian	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>	Filipino	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Iranian	<input type="checkbox"/>
White and Pakistani	<input type="checkbox"/>	Iraqi	<input type="checkbox"/>
White and Indian	<input type="checkbox"/>	Japanese	<input type="checkbox"/>
White and any other Asian background	<input type="checkbox"/>	Korean	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>	Kurdish	<input type="checkbox"/>
Asian and Asian British	<input type="checkbox"/>	Malay	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Moroccan	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Thai	<input type="checkbox"/>
Other Pakistani	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	An ethnic group not listed here:	<input type="checkbox"/>
		I do not wish to provide this information	<input type="checkbox"/>

What is the main language spoken at home? _____

Country of Birth: _____

We seek your agreement to use and share the following details with the school. It will not be shared with the Department for Education (DfE) This information allows the school to better plan to meet needs within the school system, for example, dietary requirements, religious education, etc.

You do not have to give consent to do so and it will not affect the education that your child receives from the School.

Religion: _____

GENERAL PERMISSIONS AND OTHER HELPFUL INFORMATION

Child's name _____ Class _____

Parent/Guardian signature _____

Allergies and religious dietary requirements - should your child require an amended school lunch menu please complete the required form, this can be collected from the school office:

Please give details below of any allergies or religious dietary requirements:

	YES	NO
Treats and Cooking I give permission for my child to share in occasional treats such as a birthday or celebration cake, and to sample items produced in cooking sessions.		
Anti-histamine cream I give permission for anti-histamine cream to be used in the case of insect stings/bites.		
Plasters I give permission for plasters to be used for cuts and grazes where necessary.		
Films I give permission for my child to view PG-certificate films and extracts from other films deemed appropriate by the class teacher for curriculum purposes.		
Medical Treatment I give permission for my child to be given emergency first aid or urgent medical treatment during any school trip or activity at school.		
Library Books I agree to monitor my child's library books and ensure their prompt return. I understand that I will be asked to pay for any that are lost.		
PAT dog I agree to my child reading to the PAT dog		
<u>Year 5 and 6 ONLY</u>		
I allow my child to walk home unsupervised at 3.15 pm.		
I allow my child to walk home unsupervised after an after-school activity.		

DATA PROTECTION

Please refer to the Data Protection Policy and Privacy Notice available on the school's website for details on how your data is processed.

PHOTOGRAPHY AND VIDEO PARENTAL CONSENT FORM

This form explains the reasons why and how Hemblington Primary School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

We request the consent of parents on an annual basis to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do we use images and videos of your child?

We use images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media (including facebook and twitter) and on the school's website; and for other publicity purposes in printed publications, such as newspapers and marketing leaflets.

Where the school uses images of individual pupils, the name of the pupil will not be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil will not be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, separate consent will be obtained prior to this.

We may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press who take images or videos of school events such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

Archant Group including:

Eastern Daily Press

Eastern Evening News

Hobice

Norfolk Museums Service

Hemblington Church

How Hill

Friends

Where any organisation other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

What are the conditions of use?

This consent form is valid for the current academic year.

It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.

The school will not use the personal details or full names of any pupil in an image or video on our website, social media, in our school prospectuses or any other printed publications.

The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.

The school may use pictures of pupils and teachers that have been drawn by pupils.

The school may use work created by pupils.

The school may use group or class images or videos with general labels, e.g. 'sports day'.

The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.

The school will take class images of your child which are available to purchase annually.

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for every criterion.

I provide consent to:	Yes	No
Photographing and videoing my child.		
Using <u>images</u> of my child on the school website.		
Using <u>videos</u> of my child on the school website.		
Using <u>images</u> of my child in the Year 6 Leavers Book		
Using <u>images</u> and <u>videos</u> of my child on Tapestry (Reception Only)		
Using <u>images</u> of my child on social media, including the following: Twitter Facebook		
Using <u>videos</u> of my child on social media, including the following: Twitter Facebook		
The local media using <u>images</u> of my child to publicise school events and activities (only including the organisations outlined above).		
The local media using <u>videos</u> of my child to publicise school events and activities (only including the organisations outlined above).		
Using <u>images</u> of my child in marketing material, e.g. the school brochure prospectus and marketing leaflet.		
Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: Name Class Roll number Please note: If you tick no, your child will <u>not have an individual or class photograph taken.</u>		

Consent will be refreshed where 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 Executive headteacher.

DECLARATION

I _____ (**name of parent**), **understand:**

Why my consent is required.

The reasons why Hemblington Primary School 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.

I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.

Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.

I will be required to re-provide consent where any circumstances change.

I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Parent's signature _____ **Date** _____

If you have any questions regarding this form, please do not hesitate to contact the school office.

AGREEMENT FOR RESPONSIBLE INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) USE AND E-SAFETY RULES

- I will use IT in school only for school work and homework.
- I will not share my IT passwords.
- I will only open or delete my own files.
- When e-mailing I will use my school or class email address and I will only email people I know or who my teacher has approved.
- I will make sure IT communications with other pupils and adults are polite and responsible.
- I will not send pupils or adults any content which is unpleasant. If I find something like this, I will report it to my teacher.
- I will not share details of my name, home address or telephone number or arrange to meet someone unless it is part of a school project and is supervised by a staff member.
- I will not download program files from the internet or upload images, sound, video or text content that could upset others.
- I will not bring any portable data storage into school.
- I will ask permission from a staff member before using the internet and I will only access websites that have been authorised by the teacher.
- I am responsible for my behaviour whilst using IT.
- To protect other pupils and myself, I will inform a teacher if I see anything online that makes me feel unhappy, uncomfortable or if I receive messages I do not like.
- I understand that my use of IT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my e-safety.

AGREEMENT FOR RESPONSIBLE ICT USE AND E-SAFETY RULES

The use of ICT including the internet, e-mail, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Our school internet access provider operates a filtering system that restricts access to inappropriate materials, and e-mail is operated only through approved accounts on the school system.

As part of our carefully planned and supervised computing curriculum we use IT, the internet and email to enhance pupils learning. Children will be expected to play a part in being responsible and safe when using IT resources and the internet at school. Please read through these rules and reinforce them with your child. Please sign and return the agreement slip below.

Our e-safety policy is available to read if you would like to, it can be found on the school website.

E-SAFETY ACCEPTABLE USE AGREEMENT

Child's name

We have discussed these rules and _____ (child's name) agrees to follow the e-safety rules and support the safe use of IT at Hemblington Primary School.

Parent/Carer signature Date

