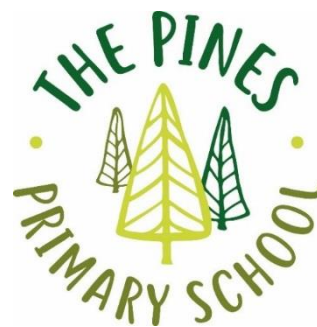


THE PINES PRIMARY SCHOOL
Headteacher: Mrs Kerry Darby



ADMISSION PACK – PLEASE COMPLETE AND RETURN TO THE OFFICE

ADMISSION FORM

Please complete all four sides then sign the last page.

The Data Protection Act (1998) and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the school's student records database. The information on ethnic origin and first language is needed by the school and by the County Council (the Children's Services Authority). This is to ensure that resources are made available when required and that the Education Service offers real equality of opportunity for all pupils.

The sections marked * are non-compulsory. If supplied, this information will be shared with Suffolk County Council and other relevant bodies administering public funds.

By signing this form, I/we give permission for the data to be shared as appropriate to enable: determination of the support available; verification of any entitlement to Free School Meals/Pupil Premium; prevention and detection of fraud in connection with any claims; periodic checks by the Education Welfare Benefit Service to confirm entitlement to education benefits.

For further information on the handling of personal data, please see a copy of the Privacy Notice at:

<https://www.thepinesprimary.co.uk/policies/>

Legal Surname:(as it appears on student's birth certificate)

Legal Forename:(as it appears on student's birth certificate)

Middle name(s):.....

Known as:..... Gender.....Male / Female

Date of Birth:

Home Address

.....

Postcode Telephone number

In Local Authority Care Yes / No If Yes, Name of Care Authority

Name & address of previous school.....

.....

Reason for leaving

If this school is overseas, please give name and address of any previous UK school attended (primary or secondary)

.....

SERVICE CHILDREN IN SCHOOL

Schools are now required to indicate whether a child has a parent(s)/guardian(s) currently serving in regular military units of any of the armed forces, and designated as Personnel Category 1 or 2. Please could you indicate if your child is a 'service child in education' by ticking one of the boxes below. **Service children attract extra school funding.**

No	Yes	I do not wish a service indicator to be recorded
----	-----	--

USAF Personnel? (tick if yes)	If yes, please give expected end date of deployment:
--------------------------------------	--

CONTACT INFORMATION

Please provide details of **three** parents/guardians/contacts below and place them in the order you wish them to be contacted in an emergency.

Please tell us if the information changes; we need to be able to contact you quickly if your child is ill.

PRIORITY 1 CONTACT

Title..... Surname Forename.....

Relationship to child Parental responsibility.....YES / NO

Date of Birth..... NI Number

Home address

..... Postcode.....

Home telephone number Home email.....

Work telephone number Work email.....

Mobile telephone number

Place of work & address.....

PRIORITY 2 CONTACT

Title..... Surname Forename.....

Relationship to child Parental responsibility.....YES / NO

Date of Birth..... NI Number

Home address

..... Postcode.....

Home telephone number Home email.....

Work telephone number Work email.....

Mobile telephone number

Place of work & address.....

PRIORITY 3 CONTACT

Title..... Surname Forename.....

Relationship to child Parental responsibility.....YES / NO

Date of Birth..... NI Number

Home address

..... Postcode.....

Home telephone number Home email.....

Work telephone number Work email.....

Mobile telephone number

Place of work & address.....

SEPARATED PARENT INFORMATION – For parents not living with the child
Please specify contact priority (if any)

Under the 1989 Children's Act all parents have the right to receive information about their child's progress.
School is required to hold this information even if the child has no contact with this parent.

Title.....SurnameForename.....

Relationship to child Parental responsibility.....YES / NO

Date of Birth..... NI Number

Home address

.....Postcode.....

Home telephone number Home email.....

Work telephone number Work email.....

Mobile telephone number

Place of work & address.....

Court Case Yes / No Address can be Disclosed Yes / No

MEDICAL DETAILS

Doctor

Address and telephone number

Please state any medical conditions of which you wish the school to be made aware, (e.g. asthma, epilepsy, allergies)

.....

.....

Does your child have any Special Needs Provision **YES / NO** If YES ***EHCP / SEN ?** (*Please delete accordingly)

Please give details.....

PERSONAL INFORMATION

To help us and the local authority in monitoring equal opportunities you are asked to complete the following:

1. Child's Country of birth..... Child's Nationality.....

2. Family's Ethnic Origin.

(Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.)

White – British		Black or Black British -Caribbean	
White – Irish		Black or Black British -African	
White – Traveller of Irish Heritage		Any other Black background	
White – Gypsy/Roma		Chinese	
White – Any other White background		Any other ethnic group – please state. (This includes Afghan, Arab, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin American, Lebanese, Libyan, Malay, Mauritian, Moroccan, Polynesian, Thai, Vietnamese, Yemeni)	
Mixed – White and Black Caribbean			
Mixed – White and Black African		I do not wish an ethnic background to be recorded	
Mixed – White and Asian			
Mixed – Any other mixed background			
Asian or Asian British -Indian			
Asian or Asian British - Pakistani			
Asian or Asian British - Bangladeshi			
Any other Asian background (This includes African Asian, Nepali, Sinhalese, Sri Lankan Tamil....)			

3. Date of arrival in UK (if applicable)
4. First language: Other home language(s).....
5. Religion:.....
6. If there are any religious or cultural practices of which the school should be aware, please specify:
.....
7. Lunch arrangements: School Meal Packed Lunch Home
8. Please give the name, gender and date of birth of any other children in your family:
- Name: Date of Birth: Male/Female
- Name: Date of Birth: Male/Female
- Name: Date of Birth: Male/Female

TRAVEL ARRANGEMENTS

Linked to the Government's Travel to School Initiative, we are currently refining a school travel plan, which details how our pupils travel to and from school. We would be grateful if you could tell us what mode of transport your child normally uses. Where he/she uses more than one mode of travel for each journey to school, you should tell us the most frequently used and/or the longest element of the journey by distance.

School Bus		Public Transport Bus		Bicycle		Walking		Train	
Taxi		Car/Van		Car Share				Other	

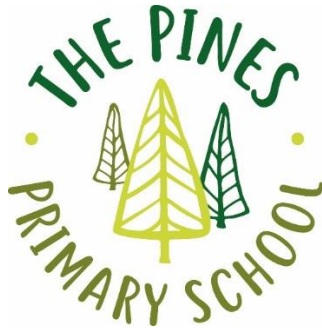
Any additional information:

.....

I certify that, to the best of my knowledge, the information on this form is correct.

Signature: Parent/Guardian

Date:



The Pines Primary Pupil Acceptable Use Policy

This is to be read through with your child and then signed. They will be allowed Internet Access after this is returned to school.

- I will use the school's ICT equipment and tools (including computers, cameras etc.) for schoolwork. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only use the internet or online technologies when an adult is nearby.
- I will not share my passwords with other people and will tell my teacher if I think someone else knows them.
- I will not share details about myself such as surname, phone number or home address.
- I will ask if I need to look at other peoples' work on the computer.
- I will try my hardest to only send messages which don't upset other people.
- I will ask my teacher before using photos or video.
- I will not download files or programmes to the computer from the Internet.
- If I see something on a screen which upsets me, I will always tell an adult.
- I will not bring my own mobile devices into school without prior permission from a member of staff. These will then be kept securely in the school office.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, I know that my teacher may stop me using technology at school and talk to my parents about how I use technology.

Name of child: _____

I have read through this agreement with my child and agree to these safety restrictions.

Signed: _____ (Parent/Responsible Adult)



The Pines Primary school
PARENTAL PERMISSION FORM
Important Privacy Information

To comply with GDPR consent requirements, we need you to confirm that you are happy for us to hold records about your child.

For an outline of what information we hold, and why, please see our Privacy Notice and Photo Policy at: <https://www.thepinesprimary.co.uk/policies/>

Please complete this consent form and return to the school.

- **PRIVACY NOTICE PERMISSION**

Name of child..... (Block Capitals Please)

Signature..... Date.....

- **PHOTOGRAPH PERMISSION**

I give permission for my child's **unnamed image** to be used in line with rules set out in the photograph policy

YES /

NO

Child's name..... Parent/Carer name.....

Photograph permission agreement signature:

Date Relationship to child.....

- **LOCAL VISITS**

From time to time the children may be taken on local visits within walking distance, or will be invited to attend one of the cluster primary schools to take part in either a sporting tournament, music concert, Maths Challenge or some other activity to support their education.

To avoid obtaining repeated reply slips from parents, can you please complete the form below giving permission for your child to attend such events. Parents will always be informed beforehand of any visits that require travelling by coach or staff car.

I am the parent/legal guardian of the child named below and I give permission for my child to make local visits within walking distance of The Pines Primary School and to travel by bus/staff car to the cluster schools for various activities involved with their education.

Child's Name(s):(Block Capitals please)

Parent/Carer's Signature Date