

Westfield Infant School – Pupil Admission Form

Please complete the form below for our records and return it to the school office prior to your child starting at Westfield Infant School.

Pupil Details	<u>Complete this column</u>
First Name	
Surname If Surname is different to that on the Birth Certificate please provide copies of the Deed Poll Document	
Middle Name/s	
Preferred surname if different from the legal name	
Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Ethnicity	
Nationality	
Country of Birth	
Birth Certificate The Child's Birth Certificate must be seen by a member of staff in school prior to your child starting	<input type="checkbox"/> Birth Certificate seen
Languages Spoken	<input type="checkbox"/> Main language is English <input type="checkbox"/> English is a second language If English is a second language what is the main language spoken at home
Address and post code	
Home telephone number	

Family Details and Living Situation	
Has your child been adopted from care?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please complete below) Special Guardianship Order <input type="checkbox"/> Child Arrangements Order <input type="checkbox"/> Adoption <input type="checkbox"/>
Family Situation – Who your child lives with	Single Parent <input type="checkbox"/> 2 Adults <input type="checkbox"/> Foster Parents <input type="checkbox"/> Other (Please speak to the Headteacher) <input type="checkbox"/>
Traveller Status	<input type="checkbox"/> Yes <input type="checkbox"/> No
Refugee Status	<input type="checkbox"/> Yes <input type="checkbox"/> No
Armed Forces: Does your child have a parent in the armed Forces?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1st Main Contact Details - This should always be someone with Parental Responsibility and who the child lives with.

Name (Please print clearly)	Title: First Name: Surname:
Relationship to child	
Email address	
Mobile Phone Number	
Work Phone Number	

If there are 2 adults living with the child the second contact should be their details, this might be the second parent, or step parent. If the second parent does not live at the same address, as you are separated or divorced, then only give their details if they have regular contact with their child and they agree to be contacted by the school about Pupil Progress Evenings, Events and also to receive an Annual Report.

2nd Contact

Name (Please print clearly)	Title: First Name: Surname:
Relationship to child	
Address and Post code	Only record details if this is different to your child.
Email address	
Mobile Phone Number	
Work Phone Number	

You may give details of a Third Contact so that in the case of an emergency, where you are unavailable we will be able to call them by phone.

Name (Please print clearly)	Title: First Name: Surname:
Relationship to child	
Mobile Phone Number	
Home Phone Number	

Dietary Information

All children at Westfield Infant School will receive an Infant Free School Meal. There is always a vegetarian option. We have been accredited with the Gold School, Food For Life Award which means all our meals are balanced and nutritious. Unfortunately it is not possible for your child to bring a Packed Lunch.

Dietary Information	I would like my child to have a school meal <input type="checkbox"/> or My child will be going home for Lunch <input type="checkbox"/>
Please tick as many as needed, or if your child has a different allergy please give details below. If your child doesn't eat certain foods because of a medical reason, then complete a Medical Diet-School Meals Request Form and the Catering staff will be happy to provide a personalised menu for your child	My Child is a Vegan <input type="checkbox"/> My Child is a Vegetarian <input type="checkbox"/> My child does not eat Red Meat <input type="checkbox"/> My child does not eat Dairy Produce <input type="checkbox"/> My Child does not eat Nuts <input type="checkbox"/> My Child does not eat Fish <input type="checkbox"/> My child does not eat Eggs <input type="checkbox"/>
Details of any other Allergies not listed above: 	

Medical Information

Does your child have any medical condition that we need to be aware of? Give details below. If your child needs medication in school please complete a Medicine Request Form (available from the office), please note we can only administer prescribed medication.
If you have provided information above please tell us the name of your Medical Practice and Doctor

Previous School/Nursery

Name of Previous School or Nursery	
Start Date	
Finish Date	

Permissions Request

Since the introduction of the General Data Protection Regulation (GDPR) consent has to be more explicit transparent so at the point of data collection the individual will need to be informed exactly how their data will be used and who it will be shared with. Please refer to our schools **Privacy Notice** for more detailed information. This is available from the school office and can be downloaded from the school's website. <https://www.westfield-inf.leics.sch.uk/data-protection/>

Due to the GDPR we need to obtain your consent for certain activities we carry out in school. These help to enhance your child's education, promote your child's wellbeing and keep you informed. This consent will be for the whole time that your child will be attending the school. **Please note you can withdraw consent at anytime by contacting the school office.**

EMAIL and Mobile Number

We would like to use the email address and mobile number that we have on record, so that we can continue to communicate with you using our text and email service. For safeguarding reasons, phone-calls and letters will always be used to communicate safeguarding, wellbeing and other personal messages relating to your child. However we may also contact you with information about, but not restricted to, school based activities. For example, activities in the school community (such as a Summer Fayre) and other activities which may be of benefit to you or your child(ren).

Copyright Permission

If your child designs a picture, this could be reproduced on a programme , for example the Harvest Festival or Christmas Plays. Your child's work may also be displayed on notice boards and other areas around the school

Internet Access

Children use the internet as part of the curriculum in line with the schools e-safety policy.

Photography and Video

Occasionally we may take photographs of the children at our school. We use these images to enhance the children's education and to make them feel good about themselves we use them as part of our school displays, children's books and sometimes in other printed publications. We may also use them on our school website and our school based social media activities. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image. Photos may very occasionally appear in the press to promote the good work of the school. Video's of plays and activities may be taken for internal school use only.

Data Exchange

Data is shared with the County Council for analysis purposes and other agencies to help ensure your child receives any extra help which might be needed. Also if your child moves to another school, records need to be sent to the new school. If your child joins us mid- term then data will be received from their previous school.

This is a legal requirement and ensures that your child is taught at the correct level and receives appropriate education for their age and ability.

Local Visits

During your child's time at our school, they may be involved in a number of local visits, these may involve visits to the local shops, other schools, park, library or places of worship. We also use off site provision in the local area for sports activities. This provision helps us enhance the PE curriculum.

We must obtain parent/carer permission for your child to participate and without this consent. your child will not be able to participate in any of these off site activities. For trips that include booked transport and are outside the local area you will be asked to sign a separate consent form giving precise details of the trip.

Tasting Food Items

Children enjoy cooking, preparing and growing various foods and we need your permission for your child to eat and taste foods which have been used as part of the school's curriculum.

Please give permission for the following, if you are unsure please speak with your child's class teacher

Email address and Mobile Number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copyright Permission	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Internet Access	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Photography and Video	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Photo in local newspaper (without names)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Data Exchange	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Local Visits/Walks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cookery and tasting foods	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Your Name (Please Print) _____ Date: _____

Your Signature _____