



PUPIL ADMISSION FORM AND PARENTAL CONSENT FORM

Moseley Primary School is a data controller. We collect your data and your child's data in accordance with the UK General Data Protection Regulation 2016 and domestic data protection legislation. We process parents/guardian and pupil information for the purpose of fulfilling a legal obligation and in order to educate and safeguard the pupils in our care. For information collected that does not fall under this legal basis, we will always ask for your consent to process this information. Our privacy notice is available on the school website and outlines what information we collect, why we collect it, where we collect it from, where it is shared, how long it is stored and your rights as an individual. Please read our privacy notice before completing this form. The privacy notice, data protection policy and record retention schedule can be found on the school's website. Parents/guardians are urged to contact the school as soon as possible if any of the information provided changes over the course of the academic year. Our privacy notice can be found on our website: <https://www.moseleyprimaryschool.co.uk/data-protection/>

Pupil Surname:	First Names (s):
Date of Birth:	Girl <input type="checkbox"/> Boy <input type="checkbox"/>
If this child has been known by another name please enter it here	
Home Address:	
Postcode:	

Details of Parent/Carer completing form/s

Full Name	
Relationship to pupil	
Address	
Home Phone	
Mobile	
Email	

For office Use:

Photocopy of Full Birth Certificate in file	Yes/No
Admission Date	
Registration Class	
UPN	

FAMILY & HOME

Please give details of all parents with Parental responsibility: <i>Please provide documentation to verify this statement, as we may rely on the holder of parental responsibility's consent for future reference. This information may be shared in accordance with our privacy notice.</i>	
Mother's Name:	
Title: <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other	
Address:	Home phone No: Mobile No: Email address:
Father's Name:	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Other	
Address:	Home phone No: Mobile No: Email address:
<i>We ask for your National Insurance and date of birth in order to promote accuracy within our contracted software system. It is not shared anywhere else. This is provided with your consent and you do not have to fill this part of the form. If you do provide this information, you can withdraw it at any point by contacting the school.</i>	
Mother's DOB:	Father's DOB:
National Insurance Number:	National Insurance Number:
Legal Guardian: (If appropriate)	Address:

CONTACTS

<i>Parents should ensure that the details of the emergency contact have agreed for their contact details to be shared with the school and processed for the purpose of being contacted and collecting the child from the school. We process this information to safeguard pupils under the Education Act 2002 s175 (1) and ensure there will always be a point of contact in an emergency. If there are any changes to the emergency contact, the parent /guardian must inform the school immediately. Please ensure that you have received consent from additional contacts in order for us to contact them to collect your child if we are unable to speak to you if your child is unwell, has an accident or is uncollected at the end of the session. If the contact has any questions or queries regarding this, please direct them to contact the school.</i>	
Please give details of all persons (including parents) you wish to be contacted in an <u>emergency</u> . Place them in the priority order that you wish for them to be contacted.	
Priority 1:	
Name:	Relationship to Child:
Home Address: Home phone No: Work Address: Phone No:	Mobile No:
Priority 2:	
Name:	Relationship to Child:
Home Address: Home phone No: Work Address: Phone No:	Mobile No:

Priority 3:	
Name:	Relationship to Child:
Home Address: Home phone No: Mobile No: Work Address: Phone No:	
Priority 4:	
Name:	Relationship to Child:
Home Address: Home phone No: Mobile No: Work Address: Phone No:	
I confirm the emergency contacts are happy to: <div style="margin-left: 40px;"> a. Be contacted by the school in relation to this child; <input type="checkbox"/> b. To collect the child from school. <input type="checkbox"/> </div>	

DIETARY & MEDICAL:

We process medical and dietary information in order to safeguard those pupils in our care. It will be necessary to process, store and share this medical information with relevant staff members due to a substantial public interest and for treatment where applicable. This information may be shared with the school nurse, kitchen staff and authorised staff members will also have notification of medical and dietary information. Where relevant we will share this information with activity providers should you consent on behalf of your child to attend school trips/extra-curricular activities. In order to protect your child's vital interests, we will share this information with the emergency services in the unlikely event of an emergency situation.

If you have any specifications as any treatment that cannot be provided to your child by the emergency services for whatever reason, please note this below.

LUNCH PROVISION:

Please note, from September 2014 all Key Stage 1 children are entitled to Free School Meals.
Does your child have any special dietary requirements? e.g. Vegetarian

Applicable to Key stage 2 children only:

At Lunchtime your child will: ☐ Have a school meal ☐ Bring Sandwiches

If your child has a school meal, are you registered for Free School Meals?

Yes ☐ No ☐

DOCTOR INFORMATION:

Name and Address of Doctor:

Telephone No:

NHS No:

Medical History: Give the year your child was immunised against:

Polio	Diphtheria	Whooping Cough	Tetanus	Measles

If there are any details, e.g. medical conditions, allergies, dietary needs, or any special educational needs, that you feel school should be aware of please note them below:

Special Educational Needs

We collect this information in order to comply with the Special Educational Needs and Disability Code of Practice and Part 3 of the Children and Families Act 2014. This information will be shared with our safeguarding team to ensure the right support is put in place for your child.

ETHNIC & CULTURAL INFORMATION:

We collect this to support those who have English as an Additional Language and enhance the learning and education of our pupils. We may share this information with external agencies to ensure the right support is put in place for your child.

What language do you speak at home with your child?

Please indicate how your child will travel to school (e.g. walk/by car)

Family Links

We collect this information on a voluntary basis, in order to process your child's application effectively and ensure data accuracy when inputting information into our contracted software provider. You do not have to provide this information and can withdraw this at any point by contacting the school.

Please list all other children in the family:

Name	Gender	Date of Birth

Is your child related to an employee of the school? Yes ☐ No ☐

If yes, please provide details:

Name:

Relationship to child:

School History

We require this information in order to contact any previous school(s) to collect your child's personal data and ensure we have all relevant information regarding your child and to comply with a legal obligation within the Education (Pupil Information) (England) Regulations 2005 Statutory Instrument (S.I.) No.1437.

Previous School / Playgroup:

Address:

Post Code:

Telephone No:

I agree to inform school of any changes regarding information included on this form if they should arise.

Date:

Parent/Carer Signature:

Name:

Relationship to child:

PARENTAL CONSENT FORM

At Moseley Primary School we would like to seek your consent for the following:

Please read the questions carefully and tick the box alongside each question if you are happy to give consent. If the boxes are not ticked your child will NOT be included in the activity. Please sign and date the form on the last page.



On-site activities:

I give my permission for my child to:

ACTIVITY	TICK (✓)
Use the computer facilities and access the internet in line with the E-safety Policy and Pupil Acceptable Use Agreement.	
Take part in food preparation/cooking and tasting activities	

Off-site activities

I give my permission for my child to take part in:

ACTIVITY	TICK (✓)
<p>Supervised educational visits/sports events recommended by the school within the city boundaries. I understand that while the school staff and other adults in charge of the party will take reasonable care of the pupils, they cannot necessarily be held responsible for any loss, damage, or injury suffered by my son/daughter during the school visit. I consent to any emergency medical treatment necessary during the course of the visit.</p> <p>Moseley Primary School will notify Parents/carers in advance about every school trip or activity that your child is due to attend or undertake and the required suitable clothing, if applicable. The School will inform Parents/carers where their child's data will be shared with an activity provider.</p> <p>For trips outside the city boundaries, you will be notified in writing and asked to sign a separate consent form.</p>	
Supervised Swimming off site	

Please provide details of any medical conditions or allergies that your child suffers from and any medication that they should take on school trips or activities.

If you have any specifications as any treatment that cannot be provided to your child by the emergency services for whatever reason, please note this below.

ACTIVITY	TICK (✓)
My child does NOT suffer from any medical conditions or allergies:	

Medical condition:	
Medication:	
Frequency of medication:	

I give my permission for:

ACTIVITY	TICK (✓)
Staff to administer the medicines as specified on signed medication forms	

USE OF INFORMATION AND IMAGE (including photographs and video recordings)

At Moseley we sometimes take photographs of activities that involve your child. We may use these photos for publications, on a web site by us or by local newspapers, on the school's website and on display boards around school. Photography or filming will only take place with the permission of the head teacher, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others.

I give my permission for my child's: (please tick)

ACTIVITY	TICK (✓)
Image to be used as part of school wall displays/class activities	
Named Image to be used on the school newsletter and website	
Image to be used in external media, e.g. Local newspaper press release, School social media	
Image to be included in the School's annual formal class/whole school photographs	
Image to be included in the School's annual formal individual photographs	
Image of my child to be taken during school plays/concerts.	
Image to be used in communication with international pen pals	
Image to be used in Early Years Learning Journals (Only applicable to Nursery & Reception Children)	
Named work to be displayed around the school on wall displays	
Named work e.g. Worker of the week, Mathematician/Writer of the month awards, Sports fixtures, news and awards to be displayed around the school, on the school newsletter and website.	

NB There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. Moseley recognises that in such circumstances specific consent from parent or guardian will be required before photography or filming of children can be permitted.

Please note that although we aim to control the data we process, photographs uploaded online will be accessible by the public. Photographs will be stored in line with our record retention schedule which can be found on the school website.

If you wish to withdraw or change your consent at any time please contact the school.

ETHNIC AND CULTURAL DATA COLLECTION

We collect this data in order to share this with the Department of Education as part of their census. Please note this is provided on a consensual basis and you can choose not to provide this information, or withdraw this information at a later date by contacting the school. More information can be found here <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Ethnic Background

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.

Please study the list below and tick one box only to indicate the ethnic background of your child.

		TICK one box only (/)
White	British	
	Irish	
	Traveller of Irish Heritage	
	Gypsy/Roma	
	Any other White background	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other mixed background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Any other Asian background	
Black or Black British	Caribbean	
	African	
	Any other Black background	
	Chinese	
	Any other ethnic background	
	I do not wish an ethnic background category to be recorded	

What is your child's First Language? - Many families are multilingual. For the purpose of this form, please indicate the main family language. Please only tick one box.

ALB	ALBANIAN		GRE	GREEK		POR	PORTUGUESE	
ARA	ARABIC		GUJ	GUJRATI		RUS	RUSSIAN	
BNG	BENGALI		HEB	HEBREW		SOM	SOMALI	
CAN	CANTONESE		HIN	HINDI		SPA	SPANISH	
CCE	CARRIBEAN/CREOLE/ENGLISH		ITA	ITALIAN		SWA	SWAHILI	
ENG	ENGLISH		KUR	KURDISH		TAM	TAMIL	
PRS	FARSI (PERSIAN)		PNJ	PUNJABI		TUR	TURKISH	
FRN	FRENCH		POL	POLISH		URD	URDU	
GER	GERMAN		OTH	OTHER LANGUAGE PLEASE SPECIFY				

READING BOOK CONSENT FORM

ACTIVITY	TICK (✓)
<p>Reading at home is essential for children to improve and develop their reading skills. We like children to take a reading book home from school so that your child can share their book with you. However, many books get lost or damaged whilst at home and need replacing; this is a cost that the school can no longer afford.</p> <p>I wish my child to bring a reading book home and accept responsibility for its care. I understand that if the book is lost or damaged I will need to make a contribution of £5.00 towards the cost of replacing the book.</p>	

COMMUNICATION

I give my permission for the school to contact me via PHONE, EMAIL OR TEXT MESSAGE for the following:

ACTIVITY	TICK (✓)
Fundraising and marketing events e.g. school disco, non-uniform days, charity events	

I confirm that I consent to all of the information above that I have ticked and understand if I change my mind I can let you know by emailing admin@moseley.coventry.sch.uk

The information in this form will be used throughout your child's time at school and I confirm I will notify school immediately if any of the details change.

Date:	Parent/Carer Signature: Name: Relationship to child:
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