



Pupil Registration Form for Entry to Bempton Primary School

General Data Protection Regulations 2018—The information provided by you will be used for the administration and management of Education & Children's Services. In terms of the new data protection regulations, you are entitled to know what personal data information we hold about you free of charge.

Please check all sections and correct/complete, sign and return to your child's school. Changes of circumstance should be notified in writing to the school immediately.

Note that we also hold photography/video/copyright approval details. If you wish to amend these details you should contact the school in writing.

PLEASE COMPLETE THE FORM IN INK AND IN BLOCK CAPITALS

Section 1 — Pupil's Personal Details			
Forename(s):	Known as: (Full name)		
Legal Surname:	Date of Birth:		
Please provide Birth Certificate as evidence of DOB	Date Identified:		
Full Address:	Gender: Male Female		
	Landline Tel No:		
Postcode:	Mobile Tel No:		
Section 2 — Former/Current Nursery or School (if applicable)			
Name of Nursery/School:	Telephone No:		
Address of above:	Stage on Leaving:		
Section 3 — Details of Siblings			
Name	D.O.B.	Key Stage	Nursery / School

Section 4 – Parent Information

- Notes
1. A pupil's parent is defined as his/her natural parent and any other person who is his/her carer, has parental responsibility for as defined by the 1996 Education Act.
 2. If an estranged parent is to be refused information about or access to a child, the school must have sight of relevant court orders.
 3. The mobile number for the main carer will generally be used to contact parents by school Text Messaging Service.

When a child is ill or hurt, **we will make contact as per chosen priority below in the first instance.** However, in Section D please provide details of an emergency contact who can collect your child from school **if you are unavailable.**

In sections A and B please indicate parents that live with this child.

Section A

Name:

Relationship to child:

(e.g. mother/father/
step-parent)

Daytime Tel. No:

Email address:

Place of Work:

Priority for contact:

(e.g. 1st 2nd etc)

(In case we cannot reach you on the Tel. No above)

Section B

Name:

Relationship to child:

(e.g. mother/father/
step-parent)

Daytime Tel. No:

Email address:

Place of Work:

Priority for contact:

(e.g. 1st 2nd etc)

(In case we cannot reach you on the Tel. No above)

Section C – Parent(s) not living with child

Name:

Relationship to child:

(e.g. mother/father/
step-parent)

Address:

Daytime Tel. No:

Postcode:

Place of Work:

Priority for contact:

(e.g. 1st 2nd n/a etc)

(if applicable)

Is this person to receive copies of reports/letters about this child? Yes/No (circle as appropriate)

Section D – 1st Emergency Contact (not parent)

Name:

Relationship to child:

(e.g. grandparent / friend)

Address:

Daytime Tel. No:

Postcode:

Place of Work:

Priority for contact:

(e.g. 1st 2nd n/a etc)

(if applicable)

Section D – 2nd Emergency Contact (not parent)		Relationship to child: (e.g. grandparent / friend)	
Name:			
Address:		Daytime Tel. No:	
Postcode:			
Place of Work: <i>(if applicable)</i>		Priority for contact: (e.g. 1 st 2 nd n/a etc)	

Additional Benefits			
Please complete this section, as we may be able to claim pupil premium subsidy. Please note that you also need to register with East Riding of Yorkshire Council for free school meals.			
Name of Parent:		Name of Parent:	
N.I. No.:		N.I. No.:	
Parent's Date of Birth:		Parent's Date of Birth:	
Member of the armed forces: YES / NO		Member of the armed forces: YES / NO	

Section 5 - Support Information (please circle as required)
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NOTES:

1. It is your responsibility to inform the school if your child develops any contagious or infectious disease(s).
2. Parents should contact the school to discuss dispensing of any medication.
3. Please do not assume the school is aware of any health issues relating to your child, as medical staff do not pass information to the school.

Doctors Surgery Name:

Address of Surgery:

Telephone Number of Surgery:

I give permission for school to contact the Doctor, Dentist as required should we, as parents, not be available and to perform First Aid or apply plasters should it be considered necessary. **YES / NO**

FURTHER INFORMATION (Please circle)
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Does your child have any allergies? e.g. Nut	YES / NO	If yes please give details:
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We value children being toilet trained before starting nursery. Will your child be toilet trained?	YES / NO	Further details if applicable:
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Does your child have a disability?	YES / NO	If yes please give details:
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Has this been confirmed by a professional?	YES / NO
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Are adaptations required?	Physical e.g. lift, ramp etc	Curriculum e.g. Large print etc	Communication e.g. Sign language etc
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Are there any other health problems of which we should be aware?	YES / NO	If yes please give details:
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CHILDREN LOOKED AFTER

A child is looked after when:

- he or she is the subject of a supervision requirement, at home, with relatives or friends or in accommodation (i.e. foster/residential care or residential schools).
- he or she is accommodated by the Council under Section 25 of the Children (Scotland) Act 1995 where the Council has a duty to safeguard welfare.
- he or she is the subject of a place of safety order, children protection order or parental responsibility order.

Is your child 'Looked After'?

YES / NO

ADDITIONAL SUPPORT NEEDS

Has your child been assessed as having Additional Support Needs?

YES / NO

If 'yes', does your child have an Individual Educational Plan (IEP)?

YES / NO

Does your child have a Co-ordinated Support Plan?

YES / NO

Does your child have to take regular medication?

YES / NO

If Yes, please state:

- Medication
- Frequency
- Additional comments

SPECIAL EDUCATIONAL NEEDS

Has your child been assessed as having S.E.N.?

YES / NO

If Yes please give details of assessment **AND** attach any **copies** of paperwork:

SECTION 6 – HERITAGE INFORMATION

LANGUAGE

What is your child's main language?

English / Other

If other please specify:

If English is not home language, please indicate how well your child speaks English: **(Please tick one box)**

- Not assessed
- Limited communication
- New to English
- Early acquisition
- Developing confidence
- Fluent / Competent

Other languages spoken at home:

RELIGION OF PUPIL		
Please indicate one of the following categories which you feel best describes the religion of your child (Please tick one box)	<input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jew <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> None <input type="checkbox"/> Do not wish to disclose	Other (please specify):

ETHNIC BACKGROUND		
Please circle ONE of the following categories which you feel best describes the ethnic background of your child:		
White – British	Mixed or Multi ethnic groups	Caribbean or Black Caribbean
White – Gypsy / Traveler	Asian –Bangladeshi	Caribbean or Black British
White – Polish	Asian - British	Caribbean or Black Other
White - Other	Asian – Chinese	African – African
Not disclosed	Asian - Indian	African – British
	Asian - Pakistani	African – Other
	Asian - Other	Specify Other:

Please detail if there is any information that we need to be aware of related to the child's ethnic background e.g. dress code / dietary requirements

ASYLUM STATUS (IF APPROPRIATE PLEASE CIRCLE ONE)		
Asylum Seeker	Refugee	Not applicable

SECTION 7 – SCHOOL EXCURSION APPROVAL		
<p>Throughout the school year pupils may be involved in learning experiences which take them out of the school. These excursions will be curricular or educational activities, where pupils will be under the supervision of staff. To allow your child to participate you are asked to give your consent by signing below.</p> <p>Pupils may on occasion have to travel in coaches or private cars driven by parents / volunteers. Parents / volunteers will be chosen by the school as suitable helpers with a full disclosure and barring service check completed. Vehicle documentation of MOTS / Insurance / car tax / driving licenses (must be clean) will be checked prior to allowing children to be transported.</p> <p>In the event of an accident your child may need to receive emergency / surgical / dental treatment a considered necessary by the trained medical personnel present. Parents will be informed as appropriate.</p>		
<p>I give my permission for my child to participate in activities as above whilst in attendance at this school.</p>		
YES / NO	Signed:	Printed:

SECTION 8 – PHOTOGRAPHIC PERMISSION

To comply with the General Data Protection Regulations 2018, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below:

May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes?

YES / NO

May we use your child's image (unidentified) on our website?

YES / NO

May we record your child's image (unidentified) on video or webcam e.g. skype?

YES / NO

Do you consent to your child being photographed or filmed in press events agreed by the school?

YES / NO

Do you consent to your child's full name being published with a press photograph? (Where possible we will avoid publishing the full name – however some papers stipulate the publication of the full name)

YES / NO / First Name Only

Please note that websites can be viewed throughout the world and not just in the U.K. where U.K. law applies.

Unidentified means we will only use the first name.

Please also read the photographic permission policy and conditions provided with this admission form before signing this.

Conditions of school use:

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time. After the period of consent expires, the school will not use the images in further publicity material however the school may retain the images in an archive and would always endeavour to seek consent for any future use, such as centenary celebration pamphlets.
2. We, the school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. **As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren, which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the GDPR 2018 if we used our recordings for any wider purpose.

SECTION 9 – Internet Use

As part of the pupil's curriculum enhancement and the development of their ICT skills, Bempton School is providing supervised access to the Internet, including email.

We take positive steps to ensure that pupils do not have access to undesirable materials. Our school Internet access provider operates a filtering system that restricts access to inappropriate materials. In addition, children are given clear instructions on what Internet sites they are allowed to visit. They are closely monitored when having access to the Internet.

Whilst every endeavor is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate material, the school cannot be held responsible for the nature of content of materials accessed through the Internet. The school will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

Please refer to our Rules for Responsible Internet Use that we operate at Bempton School. Should you wish to discuss any aspect of Internet use please telephone to arrange an appointment

BEMPTON SCHOOL RULES FOR RESPONSIBLE INTERNET USE

The school has installed computers and internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

I will not access other people's files

I will use my computer only for school work

I will not bring memory pens or CDs into school without permission

I will always ask permission from a member of staff before using the internet

I will only email people I know or who my teacher has approved

Any messages I send will be polite and sensible

I will not give my home address or telephone number, or arrange to meet someone, unless my parent, guardian or teacher has given me permission

To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive a message I do not like

I understand that the school can check my computer files and the internet sites I visit

I have read and understood the policy and agree to the conditions for school use and permissions as indicated above:

Signed:

Printed name:

Date:

SECTION 10 – FREE SCHOOL MILK (applicable to children under the age of 5 years only)

Children below the age of 5 years are entitled to free school milk (full fat milk). Please let us know if you wish your child to take up this free provision.

I give my permission for my child to have free school milk (*please circle one option)

*YES / NO	Allergy information:	Signed:	Print:
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SECTION 11 – SCHOOL FRUIT AND VEGETABLE SCHEME (applicable to children in nursery to year 2)

Under the Government’s School Fruit and Vegetable Scheme each child in nursery to year 2 in Local Authority maintained schools is entitled to receive a free piece of fruit or vegetable each school day. More information can be found on our website.

I give my permission for my child to take part in the School Fruit and Veg Scheme (*please circle)

*YES / NO	Allergy information:	Signed:	Print:
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SECTION 12 - DECLARATION

General Data Protection Regulations 2018 - The information provided by you for school administration.

In order to comply with General Date Protection legislation, you are informed that the data supplied by you, or your child, in relation to your involvement with this school, both now and in the future, will be processed in confidence. The information you provide will be used for the purposes of maintaining accurate records with regard to registration and contact details. Also statistical information required by other education bodies such as a new school, LA, Ofsted and the Department for Education.

In order to provide effective educational services and to ensure the accuracy of the information supplied, we may share this information with other bodies, in particular, the Local Education Authority and Health Authority and DfE. If you have any queries about the processing of your data or would like to know what information we hold about you, then please contact the Head Teacher.

N.B. If requesting a copy of your data file, you should make your application in writing in accordance with the guidance available from the school website under General Data Protection Regulations and our School Policy.

Are there any Court Orders, which relate to the pupil, which the school should be aware of? Y / N

If you have children under 5 we would like to share your contact details with your local children’s centre. Please inform us if you do not wish for this information to be shared.

I consent to the use of the above information for the above stated purposes. I declare that to the best of my knowledge the information given in this registration application is true and correct.

Signature:	
Printed name:	
Date:	

For office use only – Enrolment Information

Entry date:	Leave date:
Added to SIMS:	SIMS updated:
UPN:	Admission No:
Pupil Asset Tracker updated: YES/NO	Records requested date:
	Records received date: