



# North Stainley C of E Primary School

## Admission Booklet

Please return to the school office with a  
copy of your child's birth certificate

# NORTH STAINLEY C OF E PRIMARY SCHOOL



## ADMISSIONS FORM

PUPIL INFORMATION (Please complete in block capitals)					
Surname					
First name		Other names			
<div>Male</div> <div>Female</div> <div>(delete as appropriate)</div>		<div>Date of birth                      /                      /</div> <div>Birth Certificate seen      YES / NO</div>			
Address		Postcode			
Language spoken at home:		Other languages used regularly			
PARENT INFORMATION (or adult with parental responsibility)					
Parent(s)		Title:		Title:	
Full Names					
Home Tel:					
Mobile Tel:					
e-mail Address					
Work Tel:					
Absent Parent's details		<p><b>If parents are separated: Has the other parent access? YES / NO</b></p> <p><b>Please advise school if any conditions are attached and any other information which staff working with your child should be aware of.</b></p> <p>If a second parent would like copies of school reports, photos, newsletters etc please let us have their address here:</p>			
Please tick the box if one or more parent are in the Armed Forces					<input type="checkbox"/>
PLEASE GIVE ADDITIONAL CONTACTS TO BE USED IN CASE OF ILLNESS OR EMERGENCY.					
Other Contacts Name:		Relationship to pupil	Telephone		
			Home	Mobile	Work
1					
2					
3					
Other children at this school from the same household	Surname		Forenames		Class

Pupil's previous school/ Nursery	Name & Address	
	Telephone Number	
<b>OTHER INFORMATION - Please complete the following sections IN FULL</b>		
Doctor's Name		
Doctor's Telephone		
Doctor's Address		
<b>In your opinion does your child have a disability?</b> (The DDA definition of a disability is "A disabled person (child or adult) is someone who has a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities")		YES / NO
Details of ongoing medication		
Details of allergies		
Please outline any special dietary requirements of your child:		
Wears glasses?	YES      NO	Hearing problems?      YES / NO (If yes, give further details)
Should my child require first aid or changing whilst at school, I give permission for this to be done by a member of School staff.		YES / NO
Children previously in care. Please advise school if your child was Adopted from Care or ceased to be looked after through a Special Guardianship Order (SGO) or through a Residence Order (RO)		YES / NO

### Data Protection Act 2018

The Data Controller is: North Stainley C of E Primary School

The information you provide on this form will only be used for the purposes for which you have given consent.

## **ETHNIC BACKGROUND & RELIGIOUS INFORMATION**

Please tick **one box only** to indicate the ethnic background of the child. 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

<b><u>White</u></b> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish heritage <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/>	<b><u>Mixed</u></b> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background <input type="checkbox"/>	<b><u>Asian or Asian British</u></b> Indian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian Background <input type="checkbox"/>
<b><u>Black or Black British</u></b> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/>	<b><u>Chinese</u></b> <input type="checkbox"/>  I do not wish an Ethnic Background <input type="checkbox"/> to be recorded	<b><u>RELIGION</u></b> Christian <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Other Religion <input type="checkbox"/> No Religion <input type="checkbox"/>

### **PLEASE READ AND SIGN THE PRIVACY NOTICE AT THE END OF THIS BOOKLET**

- North Stainley C of E Primary School will process personal data in accordance with GDPR requirements.
- How my data is processed and why.
- My personal data will not be shared with third parties without my consent unless there is a legal requirement to do so.
- My personal data is retained in line with statutory requirements and/or organisational purposes.

Your support for your child's education is crucial to their progress. If there is any other information you wish school to be aware of, please attach to this form or speak with a member of staff.

Please also tell us if there is any adjustments we need to make to help you support your child, for example: letters in large font; letters in different languages; wheelchair access; explaining things over the phone; a discussion with a school colleague of the same gender.

**Please notify us immediately if any of the information included in this document changes in order for us to update our records.**

This would include: Change of address; Change of mobile or home phone number; Change of email address; Changes to your child's medical condition; Changes to your child's dietary needs.

If you require clarification on any aspect of this form or need assistance completing it, please do not hesitate to contact School.

# NORTH STAINLEY C OF E SCHOOL CONSENTS/PERMISSIONS

## CONSENT PREFERENCES FOR USE OF PERSONAL DATA

This form has been written to give you choice and control over how our school uses some of your personal data.

You may withdraw these consent preferences at any time. Further information about how to do this can be found below.

### Communications

Please be aware that the school **will** still contact you to inform you about essential communications such as if your child is poorly or had an accident, school closures, menu changes, and cancellation of after school clubs and term dates etc. via all communications listed below:

Telephone / Mobile / Text message / Email

Please circle your choice above if you would **NOT** like to receive Non Essential Communications.

## CONSENT FOR YOUR CHILD TO BE TAKEN OUT OF SCHOOL FOR LOCAL VISITS

During the course of each school year we plan to take the children out of school for local educational visits and activities. We will therefore need your written permission to authorise us to do this. We will of course let you know in advance all details of local visits, by letter. This permission slip will only need to be completed once and will last for the duration of your child in school.

All visits further afield which involve travel by coach will require a separate permission slip which we will ask you to complete before the trip.

You may withdraw, suspend or vary this consent at any time upon receipt by the school of a letter to that effect signed and dated by the parent or carer of the child concerned.

**I understand** that my child may leave the school premises for local visits as described above.

**I give my consent for my child to participate in such visits.**

**YES / NO**

I also understand that my child may leave the school premises at other times when I will be informed separately by letter and further consent may be required from me.

**I understand** that my child may sometimes visit local religious buildings, eg churches.

I give permission for my child to do this.

**YES / NO**

**THESE PERMISSIONS ARE VALID THROUGHOUT YOUR CHILD'S ATTENDANCE AT  
NORTH STAINLEY C OF E PRIMARY SCHOOL**

**To withdraw or change your consent preferences please contact in writing to:-**

**Katie Bentley, School Office Administrator by letter or email to: [admin@northstainley.n-yorks.sch.uk](mailto:admin@northstainley.n-yorks.sch.uk)**

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The information you provide on this form will only be used for the purposes for which you have given consent.

To find out more about how our school uses your personal data then please see our privacy notice which can be found on our website [www.northstainley.n-yorks.sch.uk](http://www.northstainley.n-yorks.sch.uk)