

Otterham C P School

Marshgate Camelford Cornwall PL32 9YW

www.otterhamschool.co.uk

01840 261344 head@otterham.cornwall.sch.uk secretary@otterham.cornwall.sch.uk



CONFIDENTIAL ADMISSION FORM

The information given here will be recorded and maintained on the school's information management systems, this data will be accessible only to authorised personnel and subject to control under the Data Protection Act 2018.

Please note – Filling out this form does not constitute an offer of admission.

PUPIL DETAILS

Legal Forename:	Preferred Forename:
Legal Surname:	Preferred Surname:
Middle Names:	
Previous Surname/s if relevant:	
Date of Birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>

PUPIL ADDRESS The address at which the child lives the majority of the time in a typical week.

Post Code:	House Name/Number:
Street/District	County:

CONTACTS

Contact/Priority 1

Title:	Forename:	Surname:
Relationship to Pupil:	Parental responsibility <input type="checkbox"/> Pupil Report <input type="checkbox"/> Correspondence <input type="checkbox"/>	
Court Order <input type="checkbox"/> Please give details		
Phone Numbers (in order of priority)	Type	Notes (eg days worked)
1	Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/>	
2	Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/>	
3	Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/>	
Email Address:		
Address Details (if same as applicant just tick here) <input type="checkbox"/>		
Post Code:	House Name/Number:	
Street/District:	Town/City	
I can confirm that I have read the school Fair Processing Notice located on the school website under the parents section (www.otterhamschool.co.uk)	Signed Contact 1: _____	

Contact/Priority 2

Title:	Forename:	Surname:
Relationship to Pupil:	Parental responsibility <input type="checkbox"/> Pupil Report <input type="checkbox"/> Correspondence <input type="checkbox"/>	
Court Order <input type="checkbox"/> Please give details		
Phone Numbers (in order of priority)	Type	Notes (eg days worked)
1	Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/>	
2	Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/>	
3	Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/>	
Email Address:		
Address Details (if same as applicant just tick here) <input type="checkbox"/>		

Post Code:		House Name/Number:	
Street/District:		Town/City	
I can confirm that I have read the school Fair Processing Notice located on the school website under the parents section (www.otterhamschool.co.uk)		Signed Contact 2: _____	
Contact/Priority 3			
Title:	Forename:	Surname:	
Relationship to Pupil:		Parental responsibility <input type="checkbox"/> Pupil Report <input type="checkbox"/> Correspondence <input type="checkbox"/>	
Court Order <input type="checkbox"/> Please give details			
Phone Numbers (in order of priority)		Type	Notes (eg days worked)
1		Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/>	
2		Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/>	
3		Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/>	
Email Address:			
Address Details (if same as applicant just tick here) <input type="checkbox"/>			
Post Code:		House Name/Number:	
Street/District:		Town/City	
I can confirm that I have read the school Fair Processing Notice located on the school website under the parents section (www.otterhamschool.co.uk)		Signed Contact 3: _____	

FAMILY LINKS Please list brothers and sisters (including half/step family) currently at this school				
Surname	Forename	Gender	Date of Birth	Same Address?
		M / F		Y / N
		M / F		Y / N
		M / F		Y / N

DIETARY INFORMATION	
What meal arrangement will the child typically have? (Please tick one only) <input type="checkbox"/> School Meal <input type="checkbox"/> Packed Lunch <input type="checkbox"/> Go home	
If the child is Year 2 or below: The government provides a free meal for all children in year 2 or below. Do you believe the child would be eligible for a free meal if the government was not doing this?	Y / N
Please indicate any relevant food allergies or dietary needs:	

MEDICAL INFORMATION		
<input type="checkbox"/> Emergency Medical Consent <i>(Ticking this box confirms that you authorise the school to initiate appropriate medical treatment in the event of an emergency).</i>		
Medical Practice:	Practice Address:	
Doctor's Name:		
Practice Telephone:		
Please indicate any known medical conditions		
<input type="checkbox"/> No Medical Conditions <input type="checkbox"/> Epilepsy <input type="checkbox"/> Diabetes <input type="checkbox"/> Asthma <input type="checkbox"/> Eczema	<input type="checkbox"/> Myalgic Encephalopathy <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Chronic Fatigue Syndrome <input type="checkbox"/> Osteoporosis <input type="checkbox"/> Other – Please specify below	<input type="checkbox"/> Post Viral Fatigue Syndrome <input type="checkbox"/> Arthritis <input type="checkbox"/> Multiple Sclerosis <input type="checkbox"/> ADHD <input type="checkbox"/> Allergies – Please specify below
Additional Information:		

Please note any details that will enable us to better support your child whilst attending this school. If you need more space please use an additional sheet of paper and tick here to confirm that you have done so: ☐

SCHOOL HISTORY

Previous School Name:	Previous School Address:
Previous School Tel Number	
Dates Attended : From (dd/mm/yy): To: (dd/mm/yy):	

ETHNIC / CULTURAL INFORMATION	
1. Ethnicity	
2. Cultural background	
3. Language spoken at home	
4. Religion	
5. Other cultural factors	

Ethnicity:	Religion:
First Language:	Home Language:
Traveller Status: Y / N If Yes, please provide the following: Traveller Status: <input type="checkbox"/> Gypsy/Roma (Housed) <input type="checkbox"/> Gypsy/Roma (Travelling) <input type="checkbox"/> Occupational (Traveller) <input type="checkbox"/> Traveller (Other) From (Date): 	

ADDITIONAL INFORMATION	
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Mode of Transport - Please state the mode your child will use most regularly to travel to and from school.

<input type="checkbox"/> Public Bus Service	<input type="checkbox"/> Car/Van	<input type="checkbox"/> Taxi	<input type="checkbox"/> Walks
<input type="checkbox"/> Car Share (with child/children)	<input type="checkbox"/> Dedicated School Bus	<input type="checkbox"/> Cycle	

PUPIL PREMIUM	Is the pupil entitled to Pupil Premium Funding?
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Has either of the applicant's parents been in a Service Profession in the last four years?	Y / N
Is the applicant currently In Care, or has he/she ever been In Care (this includes adopted from care)?	Y / N
Is the applicant currently eligible for Free School Meals	Y / N
Has the applicant been eligible for Free School Meals within the last 6 years?	Y / N

If you have answered Yes, please give full details below. You will also need to provide us with documentary evidence. Please attach a copy or bring in an original document so we can copy it for our files.

☐ Documentation included

SIGNATURES	PRINT NAME	DATE
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Parent/Carer 1:			
Parent/Carer 2:			

Thank you for completing this form. Please return it to the school office as soon as possible

Otterham C P School Parental Consent Form

Information (Date).....

Pupil	
Name	
Year	
Class	

Information we are legally required to keep

Registration Information					
What?	Probable Content	Why?	Who?	Where?	When?
Registration/ Admissions Data	Name DOB Address Telephone Medical/ SEN Issues Parent/carer Details Attendance	Legally Required to for admission to school Well-being of the child communication	All staff (where Necessary)	Initially completed on paper, then entered onto the school's information management system Paper version is shredded	Held on file throughout child's time at school Passed onto new school when moving Computer retains copy in 'archive'

Tests and Assessment Data					
What?	Probable Content	Why?	Who?	Where?	When?
SAT's results Internal Assessments & tests	Foundation stage Key stage 1 Key stage 2 Termly assessments Phonics testing	Legally required to provide some data to the Department for Education To identify strengths and weaknesses, so teaching can be made more personal	All staff (where necessary)	Data for the DfE is electronically held Teachers own test results are held in their assessment files	Held on file throughout child's time at school Passed onto new school when moving Computer retains copy of records in 'archive'

Please indicate whether you have given your consent in each case by ticking the box on the right-hand side; and sign and date the form on the last page.

On-site activities

<i>I give my permission for my child to:</i>	Tick if Giving Permission
Use the internet in line with the school's acceptable usage policy	
Take part in food preparation/cooking and tasting activities	

Use of information and image (including photographs and video recordings)

<i>I give my permission for my child's:</i>	Tick if Giving Permission
Image (named) to be used as part of school wall displays/class activities (ie School Council)	
Image (not named) to be used on the school website, newsletters, sporting events	
Image (not named) to be used in external media, e.g Local newspaper press release	
Named work to be displayed around the school on wall displays	

Additional Statement: *Whilst we have endeavoured to outline all the areas in which we gather data, there may well be some additional (short term or specific) requirements. Details related to these can be found on the school website, which will be updated regularly.*

You may withdraw your consent at any time by contacting the school.

Please sign and date the form before returning it to the School Office.

Signed:

Date:

Otterham C P School – E Learning Policy

Parent and Pupil Agreement

Pupil	Class
<u>Pupil's agreement</u> <ul style="list-style-type: none">• I have read and I understand the school e-safety rules.• I will use the computer, network, Internet access and the other new technologies in a responsible way at all times.• I know that network and Internet access will be monitored.• I understand that if I misuse the computer or Internet then access to these facilities will be immediately denied.	
Signed	Date

<u>Parental consent for Video Conference sessions</u> <p>I agree that my child may participate in video conferencing sessions with other schools and educational providers.</p>	
<u>Parental consent for Internet access</u> <p>I have read and understood the school e-safety rules and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate material (we use agreeable child friendly search engines).</p> <p>I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree the school is not liable for any damages arising from the use of the Internet facilities.</p> <p>I agree that my child may use the Virtual Learning Network responsibly within the school when this becomes available and that this will be password protected.</p> <p>I understand that should my child misuse the computers or Internet then access to these will be denied immediately.</p>	
Signed	Date
Please print name	
<i>Please complete, sign and return to school</i>	
<p>You can withdraw your consent at any time by notifying us in writing.</p> <p>This information will be used during your child's time at school and destroyed when they leave.</p>	

Foundation/KS1 rules

Think before clicking

These rules are here to help us stay safe on the Internet.

- We only use the Internet when an adult is with us.
- We only use approved sites.
- We only use buttons when we know what they do.
- We only search the internet with an adult.
- We will behave sensibly when video-conferencing.
- We can send and open e-mails when an adult is present.
- We must write polite e-mails to the people we know.

KS2 rules

Think before clicking

- We must never access the Internet without permission.
- We must only use recommended websites.
- We must only use child-friendly search engines.
- We must tell an adult if we see anything we are uncomfortable with.
- We must only e-mail approved people.
- We must be polite in the wording of our e-mails.
- We must never give out personal information or passwords.
- We must never agree to meet anyone we don't know.
- We must never open e-mails sent by anyone we do not know.
- We must agree to act sensibly during any video-conferencing.