

Admission Information Questionnaire

Child Name:

Entry Year:

Welcome to your new school and the Lingfield Trust family!

Thank you for choosing our school for your child. We cannot wait to get to know them!

Please find enclosed a pack of information requests regarding your child joining us. This may seem like lots of questions and information, but everything we ask is for a reason – and all schools must ask the same kind of questions.

Your child's welfare, care, development and progress are of paramount importance to us. To ensure that the school, as well as other agencies as required, are able to tailor the right amount of support for children when necessary, we need to ensure that we hold up to date information about all our pupils, for use in both normal school activities and, should the need arise, for use in contacting parents/carers in emergencies.

The school is also required to share this information by law with certain stated agencies. Complying with the General Data Protection Regulation (GDPR) requires the school to issue a notice to pupils and parents from time to time stating what type of data are collected and with which other agencies it will be shared. A copy of the latest version of the Privacy Notice is available on the Trust website at <https://www.lingfieldeducationtrust.com/trust-policies> or, simply request a printed version if you require one from the school office.

If you have any questions please do not hesitate to contact the school office and we will always do our best to help.

Thank you for choosing to be part of our school and Trust family.

Identity Check

Birth Cert Seen? Y/N
PR Details Checked Y/N

BC No:	Any other ID evidence seen, if required
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This section to be completed by school. You MUST bring a copy of the birth certificate to school for us to check your child's identity.

Family Information:

Name of Child

Name child will be known as

Date of Birth

Male / Female
(Please circle)

Main home address:

Email:	<input type="text"/>	Postcode:	<input type="text"/>
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Home telephone number

Parent 1 Name

Mobile No

Work Number

Does this parent have legal 'Parental Responsibility'
Yes / No

Parent 2 Name

Mobile No

Work Number

Does this parent have legal 'Parental Responsibility'
Yes / No

2nd home address if different from above:

Postcode:	<input type="text"/>
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Who is this address for?	<input type="text"/>
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 **Medical Information:**

**Family Doctor (GP)
and Dentist**

Clinic

Phone Number

Health Visitor

Clinic

Phone Number

**Can we apply
suncream to your
child?**

Yes / No
If no, why not?

**Can we apply
facepaints to your
child?**

Yes / No
If no, why not?

**Is there anything we
should know about
early childhood?**

E.g. if your child was very premature, they may be in a year group that they wouldn't have been had they gone full term.

Does your child have any important health considerations, or ongoing medical needs? (E.g. allergies [sunscreen, face paint, animals etc], ongoing medication, Asthma [inhaler use], epipen etc) If so, please detail below:

(This information will be used to decide if your child requires a care plan in school, with further details collected.)

Does your child have any Special Educational Needs that we should know about, or do you have any concerns about your child?

When did your child start talking? Does your child have any speech difficulties, e.g. stammer, lisp, unable to say certain sounds?

Age: _____

Does your child have any visual or hearing difficulties?

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Do they wear glasses? Yes / No

Does your child have any dietary requirements? If so, please detail below:

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Do you give us permission to change your child, should they have a toileting accident, or similar issue?

Yes / No

Does your child have any toileting issues we need to know about?

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 **Additional Emergency Contact Information:**

By law we must hold at least two emergency contact numbers. We use these if we cannot get in touch with parents in an emergency, or if we have had no notification as to why a child is absent.

Name (1)		Name (2)	
Address (1)		Address (2)	
Post Code		Post Code	
Phone (1)		Phone (2)	
Mobile (1)		Mobile (2)	
Relationship		Relationship	

 **Additional family Information:**

Family Religion		Child's First Language	
Country of Birth			

Please circle your child's ethnicity:	White English / Scottish / Welsh	White Irish	White & Asian	White and black African	White and black Caribbean	Traveller of Irish heritage
	Pakistan	Indian	Gypsy/Roma	Chinese	Black Caribbean	Black African
	Bangladeshi	Any other white background	Any other mixed background	Any other ethnic group	Any other black background	Any other Asian background

Refugee and Asylum Status (if applicable):

Asylum Seeker: Refugee:

If you have ticked yes – please complete the additional sheet of information

 **Additional Information:**

Any Previous School / Nursery / Play Group Experience?

Please give details – where?

Does your child have any other relatives in school? Brothers, sisters, siblings

Please give details

Please tell us if you will be arranging either before or after school child care for your child:

Please give details

Please tell us who will normally be dropping off and picking up your child from school:

Please give details:

As schools, we are part of a range of services who work together to help and protect children. Are you, or your child linked to any additional agencies which we should be aware of? Please include even if involvement is no longer current.

Please Select		Agency
Yes	No	Social Services or Early Help Services
Yes	No	Speech and Language Therapy Service
Yes	No	Occasional Therapy or Physiotherapy
Yes	No	CAHMs or Educational Psychologist
Yes	No	Paediatrician

If yes, (or you are/have been involved with another service not listed), please detail below:

Are there any adults who your child is not legally allowed to have contact with (e.g. estranged family members, court orders etc)?

If yes, please detail below:

Pupil Premium & Free School Meals Information:

Our school receives funding from the Government to cover the costs of providing education. This includes all school running costs, such as employing teachers and support staff, books and equipment, school building expenses and free school meals.

The school also receives additional funding known as pupil premium for pupils whose families receive certain benefits. All KS1 children (Reception, year 1 and year 2) currently receive a free meal via the Universal Infant Free School Meal scheme but we can claim pupil premium if we are aware of parents receiving one of the above eligible benefits. Even if your child is on a packed lunch the school will still be able to claim the premium if you are eligible.

It is in all our interests that we bring in as much money as we can to support our school and ensure all of our children get the best possible education. To help your child and your school, we can do a very quick eligibility check for this additional funding via a local authority checking site.

In order to do this we require some simple information relating to the parent/guardian.

Are you in receipt of any of the following:	Yes	No
Universal credit with an earnings threshold that does not exceed £7,400		
Income Support		
Income Based Jobseekers Allowance		
Income-related Employment and Support Allowance		
Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income, as assessed by HMRC that does not exceed £16,190		
Guaranteed Element of State Pension Credit		
Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).		
Support under part VI of the Immigration and Asylum Act 1999.		
Are you a 'service family' – armed forces? If yes, which troop are you attached to? _____		
Is your child adopted ?		

Information regarding such sensitive issues is treated in the strictest of confidence. Should you have any concerns regarding the completion of this section, please contact us so that we can explain where this information goes, and why it is important to us and your child's education.

Please note, if your child is not joining us in reception, and you have been in receipt of these benefits in the past, please write 'past' in the yes boxes.

Please inform the school if you are/have been employed by H.M.R.C. as this may have an effect on the result.

Child's full name

Surname of Parent

Parent's Date of birth

National Insurance number

Asylum Seekers Reference number (if applicable)

You do not need to provide supporting paperwork unless the school request this. For the whole of the time your child is in our school this is the only information we will need to check your eligibility (**unless your surname changes**). We are therefore asking all parents, no matter what your current circumstances are to complete the above information.

Please select the type of lunch you wish your child to have:

Free infant meal (Rec – Year 2)	Free School Meal (Eligible through above checks)	Paid for school meal (Year 3 to Year 6)	Packed Lunch
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Name of Young Person:	
Date of Birth:	

This consent form will last for the duration that your child is at our school. You can, however, change your consent 'opt in' choices at any time. You will also be prompted annually regarding your right to do so.

Educational/Recreational Visits - Parental Consent for a rolling programme or series of local visits

By ticking this box I understand that my child may leave the establishment premises for local visits as outlined in the establishment's educational visits policy and hereby give my consent for my child to participate in such visits. I also understand that my child may leave the establishment premises at other times when I will be informed separately by letter and when further consent will be required of me. I undertake to inform the visit leader/head as soon as possible of any change in the medical or other circumstances after the date shown below.

I agree to my son/daughter receiving emergency medical or dental treatment of any nature as considered necessary by the medical authorities present.

I agree that if my child urgently requires medical or dental treatment and it is not possible to contact me/us, the visit leader in charge at the time is authorised on my/our behalf to give consent to such emergency treatment.

Photographs / Video Clips of Children – Parental Consent for use by our school

By ticking this box I give permission for photographic images, of my child, to be **placed in their own pupil books or for assessment purposes (e.g a photo of your child holding up a picture for their art book)**

By ticking this box I give permission for photographic images, of my child, to be **displayed around school, or in a group photo of them as part of an activity in the groups' pupil books.**

By ticking this box I give permission for photographic images **to be used in newsletters**, where appropriate, and/or video media, of my child, to be used by the school for marketing (**i.e. School website, prospectus, local news, school social media accounts**)

By ticking this box I give permission for my child to be included in photographic images and video media, **in school events and for recording of performances.**

Information:

I understand that children will take pictures themselves as part of the curriculum on school provided devices. These images may be printed. I understand that school will not use personal information or full names of any child or adult in a photographic image or alongside their work in publicity that reasonably promotes the work of the school. If a child appears in a photograph on their own, we will not use their first or surname. I understand that school will only take photographs or videos of my child that are suitable, decent and will not cause upset or embarrassment. I understand that school will not re-use any photographs or recordings after your child leaves the school without additional consent. Any digital copies of photos/media or personal information/data about my child taken from the school premises will be kept safe by being password protected and encrypted either on a laptop, iPad or memory stick provided by the school for work use only. Paper copies of images or personal information e.g. in workbooks, assessment information will be kept in a secure location in staff homes when not in transit. Staff have signed to say they understand and will uphold the rules and regulations surrounding this.

Online Safety Agreement – Parental Consent for use by our school

By ticking this box I give permission for my child access to internet services within school. By ticking I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me. I understand that the school takes any inappropriate online behaviour (either by staff, parents/relatives or pupils) seriously. School will respond to observed or reported inappropriate or unsafe behaviour promptly. This includes, but is not limited to, creation of online groups that contain the school name, pupil and staff information.

I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

Use of Mobile Devices on School Property – Parental Consent for use by our school and use within school

By ticking this box I understand that I will be verbally notified at the start of school performances/productions if I can or cannot take photographs and videos of the children. I will follow the instructions given. This is to keep school in line with current safeguarding requirements and applies to other relatives or friends who come to support my child.

I agree I will not share online any photographs of children other than my own, or any member of staff, the governing body, volunteers or visitors I am allowed to take at school events without permission. This applies to other relatives or friends that also take photographs

or videos. I understand that I am not to use any personal mobile equipment e.g. mobile phones or tablets on the school premises without express permission from a member of staff. This applies to other relatives or friends who come into school. My mobile phone will be switched to silent or turned off while I am on the school premises. This applies to anyone entering the school building.

If I need to use this equipment, I will ask a member of staff who will direct me to a designated area.

I understand that if I or another adult comes to collect my child and I am on my mobile phone, staff will not hand over my child until I have finished my call.

Use of Social Media– Parental agreement

By ticking this box I understand that the school takes any inappropriate online behaviour (either by staff, parents/relatives or pupils) seriously. School will respond to observed or reported inappropriate or unsafe behaviour promptly. This includes, but is not limited to, creation of online groups, or the posting of inappropriate comments by parents / carers that contain the school name, pupil and staff information.

I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

How do you expect your child to travel to school?

Car	Taxi	Public Transport	Walk with an adult	Walk independently	Bicycle / Scooter independently
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By signing this pack, you are also giving permission for the school to take your child to hospital in the event of an emergency, provide medical care and to share information with relevant agencies, when requested (e.g. NHS, Local Authority, Children’s Services, Lingfield Education Trust etc.).

Signed:	Name		Parent/Carer
Date:			
Signed:	Name		Parent/Carer
Date:			

Home – School Agreement

We see the link between home and school as vital to the success of your child’s education and care whilst they are part of our school family. As such, we want you to know that you can expect and rely on us to do our very best by your child and family.

In return, we expect you and your child to do the same for us, helping to ensure that your child follows our school values of Kindness, Respect, Resilience, Fairness, Teamwork and Ambition, and is as happy and successful in our school as possible.

The school will:

- ❖ Care for your child – treating them with respect, kindness and understanding
- ❖ Work with your child to develop a sense of self-motivation, self-reliance and self-belief, so that they leave Hurworth Primary School as confident, well-adjusted and happy young people with a set of core values
- ❖ Liaise with you regarding any concerns which we have at the earliest opportunity
- ❖ Offer you the chance to meet with us regularly – at least 2 parent consultations each year
- ❖ Provide you with 3 written reports each year to let you know how your child is progressing. In Reception, the end of year report will be in the form of a Learning Journey
- ❖ Provide you with regular social media posts to keep you informed about what your child is learning
- ❖ Engage your child with an exciting, stimulating and purposeful curriculum
- ❖ Develop your child’s cultural capital by providing them with a range of trips and enrichment opportunities
- ❖ Encourage and inspire your child to be the best version of themselves
- ❖ Provide weekly reading books
- ❖ Be welcoming to you and your family and appreciate you being involved in school life
- ❖ Treat any of your concerns seriously and keep you informed of our investigations
- ❖ Take all reasonable measures to keep your child safe

As Parents/Carers, I/we will:

- ❖ Inform the school if there are any issues or events that may affect my child’s work, behaviour or happiness
- ❖ Make sure that my child attends well, arrives at school on time and inform school at the earliest opportunity if my child is unable to attend
- ❖ Attend parent consultations to discuss my child’s progress
- ❖ Support my child to complete and return homework, including listening to my child read regularly and signing/returning their reading record in line with the school expectations
- ❖ Support the school’s policy of high expectations of behaviour and attitudes
- ❖ Ensure my child wears the appropriate uniform, including footwear and hairstyles
- ❖ Ensure that my child has a school PE kit, in line with the school uniform policy, and that it is worn to school on the required days
- ❖ Read the school letters, e-mails, texts and social media posts to ensure I am informed about school life
- ❖ Read the Diary of Events to ensure I am informed about important dates
- ❖ Keep school up to date with all contact details and personal and medical information to ensure the school can look after my child to the best of their ability

As a pupil, I will:

- ❖ Come to school as often as I possibly can and be on time
- ❖ Wear the school uniform with pride
- ❖ Follow the school rules: Be Ready, Be Respectful, Be Safe
- ❖ Be well behaved, well-mannered and a great ambassador for Hurworth Primary School
- ❖ Show our school values of Kindness, Respect, Resilience, Fairness, Teamwork and Ambition
- ❖ Show ‘The Hurworth Way’ by being the best version of myself, being welcoming, being a star when no one is looking and letting everyone have a say
- ❖ Tell a teacher if something makes me unhappy or worried
- ❖ Keep myself and others safe at all times
- ❖ Be an active member of our ‘Hurworth Family’

Head Teacher’s Signature*A. Maddison***Date****04.01.2024****Parent/Carer Signature****Date****Child Signature****Date**