

**STRICTLY PRIVATE & CONFIDENTIAL  
CARTERHATCH JUNIOR SCHOOL  
Admission Form**



**DfE Number: 308 2010**

For office use only

Admission Date:

Class:

Roll Number:

UPN:

Birth Certificate: Yes/No

Proof of Address: Yes /No

Passport: Yes /No

Records Requested: Yes / No

Records Received: Yes / No

\* Documents are no older than 3 months old

*Information on this form is used according to our published privacy policy which covers your and your child's rights in respect of this information. It will be used for the school purposes and shared with others as required by law.*

*Items marked \* must be supplied under education law.*

Child's Surname*:		First Name*:	
Middle Name(s) (if any)*:		Known Name:	
Date of Birth*:		Gender (please select)*:    Male    Female	
<i>You must complete place of birth and nationality, but can write "REFUSED" if you do not wish to provide the information.</i>			
Place of Birth*:		Nationality*:	
Home Address*:			
Post Code*:			
Borough:	If Enfield how long have you lived in the borough?	Home Telephone Number:	
<i>It is vital that we have a contact number for parents/carers/a responsible adult in an emergency and we would be grateful if you could provide as much information as possible. It is mandatory to supply at least one contact.</i>			
Parent/Carer 1*:		Parent/Carer 2:	
Parental Responsibility: Yes / No		Parental Responsibility: Yes / No	
Home Address: (if different to child)		Home Address: (if different to child)	
Home ☎		Home ☎	
Work: ☎		Work: ☎	
Mobile: ☎		Mobile: ☎	
Email:		Email:	
<b>Child Lives with</b> Mum / Dad / Both Parents/ Other		<b>Collection arrangements:</b>	
<b>Who has permission to collect your child from school?</b>			
Name	Relationship	☎ Telephone Number	

**Emergency Contact\* – You must provide two contacts in addition to parents**

Name	Relationship	☎ Telephone Number

**Position in family** (please select) 1 2 3 4 5 6 7 8

Name of Sibling	Date of Birth	Male/Female	School and Class

**Previous School(s) Attended (if applicable)****Playgroup/ Pre-school/ Nursery**

Name:

Address:

Email address:

**Previous School:**

Name:

Address:

*You must complete the following ethnicity monitoring, but can write "REFUSED" if you do not wish to provide the information.***Family Country of Child\*:****Ethnic Group** - Please select one box which best describes your son or daughter's ethnic group.

White	Mixed Dual Background	Black or Black British
British	White & Black Caribbean	Caribbean
English	White & Black African	Angolan
Irish	<b>White and Asian</b>	Congolese
Scottish	White & Pakistani	Ghanaian
Welsh	White & Indian	Nigerian
Other White British	White and any other Asian background	Sierra Leonean
Traveller of Irish Heritage	<b>Any Other Mixed Background</b>	Somali
	Asian & any other ethnic group	Sudanese
	Asian & Black	Other Black African
<b>Any other White Background</b>	Asian & Chinese	<b>Any Other Black Background</b>
Albanian	Black & any other ethnic group	Black European
Bosnian-Herzegovinian	Black & Chinese	Black North American
Croatian	Chinese & any other ethnic group	Other Black
Greek	White & any other ethnic group	<b>Any Other Ethnic Group</b>
Greek Cypriot	White & Chinese	Afghan
Italian	Mixed any other background	Arab
Kosovan	<b>Asian or Asian British</b>	Egyptian
Portuguese	Indian	Filipino
Serbian	Bangladeshi	Iranian
Turkish	<b>Pakistani</b>	Iraqi
Turkish Cypriot	Mirpuri Pakistani	Japanese
White Eastern European	Other Pakistani	Korean
White Western European	Kashmiri Pakistani	Kurdish
White Other	<b>Chinese</b>	Latin/South/Central American
Gypsy/Roma	Hong Kong Chinese	Lebanese
	Malaysian Chinese	Libyan
	Singaporean Chinese	Malay
	Taiwanese	Moroccan
<b>Any Other Ethnic Group</b>	Other Chinese	Polynesian
		Thai
REFUSED		Vietnamese

**First Language** - Please select one box which best describes the main language spoken at home.

Afrikaans	Czech	Igbo	Pahari (Pakistan)	Tigre
Akan (Fante)	Danish	Italian	Panjabi	Tonga/Chitonga (Zambia)
Akan (Twi/Asante)	Dutch/Flemish	Japanese	Persian/Farsi	Turkish
Akan/Twi-Fante	Edo/Bini	Kashmiri	Polish	Ukranian
Albanian/Shqip	English	Konkani	Portuguese	Urdu
Amharic	Estonian	Korean	Romanian	Uzbek
Arabic	Ewe	Kurdish	Russian	Vietnamese
Armenian	Ewondo	Lango (Uganda)	Serbian/Croatian/Bosnian	Visayan/Bisaya
Beja/Bedawi	Finnish	Latvian	Shona	Yoruba
Belarusian	French	Lingala	Sidamo	Welsh/Cymraeg
Bengali	Ga	Lithuanian	Sign Language (Other)	West-African Creole Port. Portuguese
Berber/Tamazight	Gaelic (Scotland)	Lozi/Silozi	Sinhala	West-African Pidgin English
British Sign Language	Gaelic/Irish	Luba	Slovak	Wolof
Bulgarian	Galician/Galego	Luganda	Somali	Xhosa
Burmese/Myanma	Georgian	Malay/Indonesian	Sotho/Sesotho	Yao/Chiyao (East Africa)
Caribbean Creole Eng	German	Maltese	Spanish	Yiddish
Caribbean Creole French	Greek	Ndebele	Sudanese	Yoruba
Catalan	Gujarati	Nepali	Swahili/Kiswahili	Zande
Chechen	Hungarian	Norwegian	Tamil	
Chinese	Hebrew	Other Language	Swedish	Zulu
Chinese (Cantonese)	Hindi	Pashto/Pakhto	Tagalog/Filipino	REFUSED

If your main language is other than on the list above, please specify:

Additional language used by parents:

Mother Tongue: English ☐ Same as first language ☐ Other:

If your child has come from another country:

Date of Arrival in UK:

Religion of Pupil: (please select)

1. Christian	6. Jewish
2. Buddhist	7. Muslim
3. Hindu	8. Sikh
4. Humanist	9. No Religion
5. Jehovah's Witness	10. Other (please state)
0. REFUSED	

**Other information:**

Are you:

An asylum seeker?	Yes/No	A refugee?	Yes/No	A Traveller?	Yes/No
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**Lunches (please select):** Free School Meals/Paid School Meal /Home Meals/Packed Lunch/Not Applicable

**Are you in receipt of any of the following (please select):** Income Support/Child Tax Credit/Working Tax Credit

You qualify for Free School Meals for your child if you receive Income Support, Jobseekers Allowance or Child Tax Credit.

Forms to claim entitlement to Free School Meals can be obtained from the school office.

**Dietary Requirements:** e.g. Diabetic      Vegetarian      Allergy to foodstuff      Other (please specify)

**Medical Information:**

Name of Doctor:

Address:

Telephone Number:

**Any medical information of which the school should be aware?**

(For example, medical conditions such as Asthma, Diabetes, Heart Condition, Sickle Cell, Eczema or Allergies, Hearing, Vision, Speech difficulties please specify):

**Has your child been immunised?**      YES/NO

**Has your child received a pre-school booster?**      YES/NO

**Child's needs:** (i.e. Physical/Learning/Behaviour/Emotional please specify)

**Stage of SEN** (if applicable) e.g. Statement/EHCP

**Other agencies:** Has your child had any involvement with any of the following external agencies?

Education Welfare Service	YES / NO	Behaviour support service	YES / NO
Educational Psychologist	YES / NO	Social Services	YES / NO
Speech Therapist	YES / NO	Any other services	YES / NO

**Any other information you would like to share with us?**

**Reason for leaving previous school**

### **Trips and Local visits**

Due to changes in Department for Education guidance, we will no longer be requesting written consent from parents for children to take part in the majority of off-site activities organised by the school (with the exception of nursery aged children). Most of the planned off-site activities take place during school hours and are a normal part of a child's education. However, parents will continue to be informed of any upcoming trips and of any extra safety measures required, e.g. through a letter. Parental consent will still be requested for certain trips which are not part of the normal school day e.g. residential trips.

### **Consent form for use of digital media (photographs, filming & videos)**

During their time at the school, your child is likely to be photographed or filmed while they are engaging in the curriculum by our staff or official visitors. These may continue to be displayed even when your child is no longer a pupil at this school. We take care to ensure as far as possible that names are not attributable to individuals. Please read this information correctly, delete the incorrect answer and sign at the bottom of this form. No further permission will be sought unless changes in school policy or other circumstances occur. You have the right to withdraw your Parental Consent at any time. To withdraw your consent, please contact the school office in writing.

#### **Use of digital media:**

I consent to the school taking digital media of my child and to be used as below:

- School and/or Trust website:       **YES / NO**
  
- School and/or Trust newsletter:   **YES / NO**
  
- Local newspapers:                   **YES / NO**
  
- Social media:                       **YES / NO**
  
- School and/or Trust Prospectus:   **YES / NO**

**I agree that any digital media (photograph or video images that I take at school events) will be for my own personal use and will not be used inappropriately or shared with third parties.**

Signature: \_\_\_\_\_ (parent 1)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ (parent 2)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1

### Acceptable Use Agreement: Pupil

Please talk through this form with your child. This agreement will help keep pupils safe and help pupils to be fair to others.

- **I am an online digital learner**  
I use the school's IT equipment for school work and other activities approved by trusted adults.
- **I am a secure online learner**  
Keep my logins and passwords secret.
- **I am careful online**  
Think before I click on links and only download when I know it is safe or has been agreed by trusted adults.
- **I am guarded online**  
I will not give my full name, date of birth, home address or telephone number on any website.  
I will not share anyone else's personal information online.
- **I am cautious online**  
I know that some websites and social networks have age restrictions and I respect this and I only visit internet sites that I know my trusted adults have agreed.
- **I am considerate online**  
Do not get involved with bullying or sharing inappropriate material.
- **I am respectful online**  
Do not respond to unkind or hurtful messages/comments and tell my trusted adults if I receive these.
- **I am responsible online**  
I keep others safe by talking to my trusted adults, if a friend or person I know is being bullied or harassed online, or is being affected by things they see or hear online.
- **I am a creative digital learner online**  
Only edit or delete my own digital work and only use other people's work with their permission.
- **I am a researcher online**  
Use safer search tools approved by my trusted adults and know to 'double check' all information I find online.
- **I communicate and collaborate online**  
I only communicate and collaborate with people I know and have met in real life or that a trusted adult has approved.
- **I am SMART online**  
I understand that unless I have met people in real life, an online person is actually a stranger. I have read and understood this agreement. I know who are my trusted adults are and agree to the above.

I have shared this Acceptable Use Agreement with my child at an age appropriate level.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_