

# Chapelford Village Primary School –Reception Admissions Form

Please completed and return electronically to office@chapelfordvillageprimary.co.uk

## Pupil Details

Pupil's surname:.....Male / Female

First names (in full):..... Preferred name:.....

Date of birth:..... Religion:.....

Home address:.....

Post code:..... Home telephone no:.....

## Emergency Contacts

Mother's name: (Miss/Ms/Mrs).....

Mobile telephone no: ..... Work telephone no: .....

E Mail address: .....

Parental responsibility: YES / NO

Mother's address (if different from above): .....

Father's name: .....

Mobile telephone no: .....Work telephone no: .....

E Mail address: .....

Parental responsibility: YES / NO

Father's address (if different from above): .....

Name and relationship of person(s) to whom correspondence should be addressed:

.....

Any social worker involvement or order relating to pupil, i.e. custody, access etc. of which the school should be aware:

.....

.....

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Please list up to two other people the school can contact in case of an emergency - we suggest people that are local to the area;

Ensure you complete full names rather than the relationship to child e.g. Mr John Smith as opposed to Grandad;

Parentmail is a text service used by the school. We will use the mobile number listed for the Primary Contact unless you clearly specify otherwise.

PS Chapelford Village Primary School

<b>Contact 1</b>			
<b>Relationship</b>			
<b>Full Name/Title</b>			
<b>Address</b>			
<b>Home Telephone</b>		<b>Work Telephone</b>	
<b>Mobile Telephone</b>			
<b>Email</b>			
<b>Parent living at same address as student</b>	Yes / No		
<b>Parental Responsibility</b>	Yes / No		

<b>Contact 2</b>			
<b>Relationship</b>			
<b>Full Name/Title</b>			
<b>Address</b>			
<b>Home Telephone</b>		<b>Work Telephone</b>	
<b>Mobile Telephone</b>			
<b>Email</b>			
<b>Parent living at same address as student</b>	Yes / No		
<b>Parental Responsibility</b>	Yes / No		

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Pupil's position in family: .....

Name of 1st child: .....Male/Female

Name of 2nd child: .....Male/Female

Name of 3rd child: .....Male/Female

Do any of the above attend Chapelford Village Primary School? If yes, please tick name.

Name of Doctor: ..... Telephone no: .....

Address: .....

Does your child have any particular health problems/allergies of which the school should be aware? YES/NO

Has your child had an official medical diagnosis? YES/NO

If Yes, please give details below:

.....  
.....

Has your child had an identified special needs diagnosis? YES/NO If yes, please give details below:

.....  
.....

National identity: (i.e. British, Indian, French) .....

Country of birth: ..... Nationality: .....

First language: .....

(language to which your child was first exposed in their early childhood—if this is other than English please record this language even if your child speaks English).

Home language: .....

Name and address of previous school(s) attended and dates:

(Please be accurate as possible with dates).

1 : .....

Telephone no: ..... from: .....to : .....

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2.....

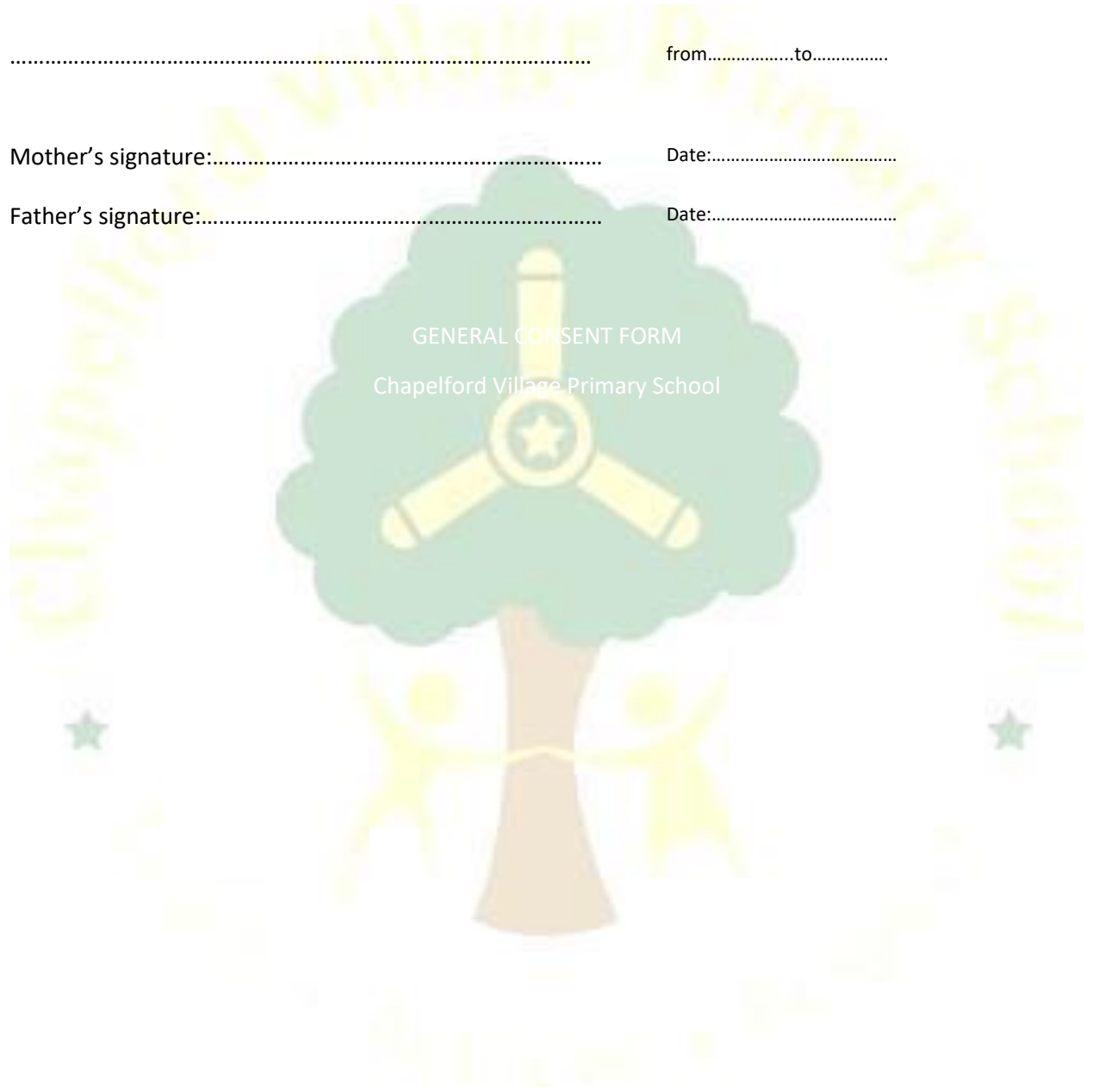
Telephone no:..... from : .....to.....

If this is pupil's first admission to school, please give name of any nursery or playgroup previous attended.

..... from.....to.....

Mother's signature:..... Date:.....

Father's signature:..... Date:.....



GENERAL CONSENT FORM  
Chapelford Village Primary School

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## Dietary Requirements

Child's name: ..... Class : .....

### Dietary Requirements:

Artificial Colouring Allergy .....

Gluten Free .....

Halal .....

Kosher Foods Only .....

No Dairy Produce .....

No Nuts .....

No Pork .....

No Beef .....

Seafood Allergy .....

Vegetarian .....

No egg .....

No Chicken .....

No Fish .....

Any Further information: Does your child have any allergies or intolerances that we need to be aware of?

.....  
.....

## Safe Route to Schools

To meet government requirements on monitoring Safe Routes to Schools projects we have to now keep on record the method of transport our pupils use to come to school.

Therefore, would you please tick the most likely method of transport your child will take to school.

Bicycle : ..... Bus or train: .....Car: ..... Walking: .....

Warrington provided transport: ..... Private taxi: .....

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## E-SAFETY PARENTAL FORM

### Parent/Carer consent form and E-safety Rules

All pupils use Information and Communication Technology (ICT) equipment, including Internet access, as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign agreements to show that the E-safety Rules have been understood and agreed.

Parent / Carer name: .....

Pupil name: .....

As the parent or legal guardian of the above pupil, I understand the general E-safety rules as documented on the attached Information & Online Resources sheet and grant permission for my daughter or son to have access to use the Internet, school email system, learning platform and other ICT facilities at school.

I know that my daughter or son will be asked to sign an E-safety agreement form and that they have a copy of the school E-safety rules. The teacher will discuss this document in school and my daughter or son should agree to follow the E-safety rules and to support the safe and responsible use of ICT at ?? School.

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 will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching E-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their E-safety or e-behaviour that they will contact me.

I understand the school is not liable for any damages rising from my child's use of the Internet facilities.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's E-safety.

Parent / Guardian signature: .....

Date: .....

Further information for parents on E-safety can be found at: <https://www.thinkuknow.co.uk/parents>

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## Photographic Permissions

At school we sometimes take photos and videos of pupils. We use these photos in the school’s prospectus, on the school’s website and on display boards around school, and for promoting the school.

We would like your consent to take photos and videos of your child, and use them in the ways described above. If you’re not happy for us to do this, that’s no problem - we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school:

I am happy for the school take photos and videos of my child.

I am happy for photos and videos of my child to be used on the school website/Academy photography/facebook/local press & Newsletter.

I am happy for photos and videos of my child to be used in printed school materials for example, the school prospectus.

I am happy for photos and videos of my child to be used in internal displays.

I am **NOT** happy for the school to take or use photos and videos of my child.

If you change your mind at any time, you can let us know by emailing chapelford\_admin@omegamat.co.uk, calling the school on 01925 712 554 or just popping into the school office.

If you have any other questions, please get in touch.

Name of child: .....

Parent or carer’s signature: .....

Date: .....

### Why are we asking for consent again?

You may be aware that new data protection rules came in on 25th May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent for some of the ways we use information about you.

We would appreciate you take the time to give consent again, as we really value being able to use this information in the ways listed above.

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Mrs Hewson, Head teacher says...

Welcome to Chapelford Village Primary School. I'm delighted that you have chosen our school and will be joining us soon.

We have an excellent team who are dedicated to providing the best possible education for your child. We look forward to working with you and sharing the excitement of your child's learning.

If you have any questions that are not answered please contact the school office on 01925 712554 and we will be happy to help!





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## Privacy Notice for children and parents

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. We Chapelford Village Primary School are the 'data controller' for the purposes of data protection law.

### The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs

### Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

### Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

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Sometimes, we may also use your personal information where:

- You, or your parents/guardians have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have had permission to use your data, you or your parents/guardians may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

## Collecting this information

While in most cases you, or your parents/guardians, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

## How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We refer to the *Information and Records Management Society's toolkit for schools* which sets how long we must keep information about pupils.

## Data Sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we **may** share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Supplies & service providers – so that they can provide the services we have contracted them for

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- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

## National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the *National Pupil Database*, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from school, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

## Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## Your rights

### How to access personal information we hold about you:

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

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If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact the data protection officer.

Parents also have a legal right to access to their child's educational record. To request access, please contact the Head Teacher.

## Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water lane, Wilmslow, Cheshire, SK9 5AF

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Please completed and return electronically to [chapelford\\_admin@omegamat.co.uk](mailto:chapelford_admin@omegamat.co.uk)

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.

Our Data Protection Officer is Alison Jones.

**Please contact Alison via [dpo@omegamat.co.uk](mailto:dpo@omegamat.co.uk).**

