FULWELL JUNIOR SCHOOL

PUPIL ADMISSION RECORD and EMERGENCY CONTACT DETAILS 2020-21

The information requested on this form is gathered and used in line with the General Data Protection Regulation (GDPR) 2018; parents are invited to review the School’s Privacy Notice (May 2020) for further advice on our data protection practices (please see the School website: www.fulwelljunior.co.uk).

*Please provide us with the following information to help us help your child:*

CHILD’S LEGAL SURNAME …………………………………………………………… MALE FEMALE please tick

CHILD’S LEGAL FORENAMES ………………………………………………………………………………………………………………………….

PREFERRED NAME (S) ………………………………………………………………… DATE OF BIRTH……………………………………..

CHILD’S MAIN ADDRESS ………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………… POSTCODE …………………………………………….

ADDITIONAL ADDRESS IF CHILD RESIDES WITH TWO PARENTS:

……………………………………………………………………………………………………………………………………………………………………..

Who has **parental responsibility** for the child named above? *(see notes overleaf before completing)*

**FULL NAME** 1) …………………………………………………………. 2) …………………………………………………………………………….

**ADDRESS** …………………………………………………………. …………………………………………………………………………….

(if different from above) …………………………………………………….. ……………………………………………………………………………

**DAYTIME TELEPHONE NO**: ……………………………………… ……………………………………………………………………………

**RELATIONSHIP TO CHILD**: ……………………………………….. ……………………………………………………………………………

**SIBLINGS: NAME AGE SCHOOL**

........................................................... ……………. ……………………………………………………………………………

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**If your child is unwell we may need to contact someone who is available to collect and take care of them. This can include yourself if you are usually available during the day.**

**If nominating a couple please state BOTH names (e.g. Mr AND MRS for grandparents/aunts & uncles etc)**

**1st contact**: Name(s) ……………………………………………………………. **2nd contact**: Name(s) ………………………………………………………….

Address …………………………………………………………………………... Address …………………………………………………………………………..

Daytime Tel. Numbers …………………………………………………….. Daytime Tel. Numbers ……………………………………………….......

………………………………………………………………………………………… ………………………………………………………………………………………

Relationship to child …………………………………………………………………. Relationship to child …………………………………………………………………

**3rd contact:** Name(s) ………………………………………………………….. **4th contact**: Name(s) …………………………………………………………..

Address ………………………………………………………………………….. Address ………………………………………………………………………….

Daytime Tel. Numbers ……………………………………………………. Daytime Tel. Numbers …………………………………………………….

………………………………………………………………………………………… ……………………………………………………………………………………….

Relationship to child ………………………………………………………. Relationship to child ……………………...................................

**MEDICAL INFORMATION**:

**NAME OF CHILD’S DOCTOR**: ……………………………………………………………………**Tel. No**. ……………………………………

**ADDRESS**: …………………………………………………………………………………………………………………………………………………

Please advise if your child has any health conditions or issues we need to know about: **E.G.**

Asthma Yes ❑ No ❑ Diabetes Yes ❑ No ❑

Epilepsy Yes ❑ No ❑ Eczema Yes ❑ No ❑

Speech difficulty Yes ❑ No ❑ Hearing difficulty Yes ❑ No ❑

Wears glasses Yes ❑ No ❑ Fainting/blackouts Yes ❑ No ❑

Details: ………………………………………………………………………………………………………………………………………………………….

Allergy (e.g.nuts) Yes ❑ No ❑ if yes please give full details ………………………………………………………………….

……………………………………………………………………………………………………… (***Medical Care Plan must be completed)***

Any other condition: …………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………….

Would any of these affect your child’s ability in any school activity? Yes ❑ No ❑

Please give **any** additional details that may be helpful to us caring for your child …………………………………………

………………………………………………………………………………………………………………………………………………………………………

Is there anything else you would like to share with us that you consider would be helpful?

**E.G.** *Court Orders restricting contact, child adopted, child-minder details etc. …………………………………………….. ………………………………………………………………………………………………………………………………………………………………………*

**SCHOOL MEALS** Please tick if your child will:

STAY FOR SCHOOL MEALS ❑ BRING A PACKED LUNCH ❑ BE TAKEN HOME FOR LUNCH ❑

**EDUCATIONAL INFORMATION:**

Has your child attended any other school (s)? No ❑ Yes ❑ Please give details below:

Name of School ………………………………………………………………………….. Infant ❑ Junior ❑ Primary ❑

Local authority ……………………………………………………………………………

**To which religion (if any) is your child affiliated?** ………………………………………………………………………………………..

Anglican Baptist Buddhist Christian Hindu Jewish Muslim no religion other religion refused Roman Catholic Sikh United Reform Church

Is your child able to take part in Religious Education? Yes ❑ No ❑

 Assemblies? Yes ❑ No ❑

**ADDITIONAL INFORMATION** – which all schools are obliged to collect.

*Parents have the right to refuse to provide this data, and in the sections on nationality and country of birth parents also have the right to retract this at a later date. If you wish to exercise this right the information will be recorded as ‘refused’.*

Child’s country of birth …………………………………………………… Nationality …………………………………………………………

Ethnicity - to which ethnic group do you consider your child to belong? …………………………………………………….. **(*see guidance notes page*)**

Child’s first language …………………………………………………………………………………………………………………………………….

GUIDANCE NOTES TO ASSIST WITH COMPLETION

**WHO HAS PARENTAL RESPONSIBILITY?**

A mother automatically has [parental responsibility](https://www.gov.uk/parental-rights-responsibilities/what-is-parental-responsibility) for her child from birth.

A father usually has parental responsibility if he’s either:

* married to the child’s mother
* listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

**Births registered in England and Wales** *(other guidance applies for births registered in Scotland & Northern Ireland)*

If the parents of a child are married when the child is born, or if they’ve jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

**Unmarried parents**

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

* jointly registering the birth of the child with the mother (from 1st December 2003)
* getting a parental responsibility agreement with the mother
* getting a parental responsibility order from the court

**Births registered outside the UK**

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they’re now living in.

**FURTHER CLARIFICATION ON WHO HAS PARENTAL RESPONSIBILITY MAY BE FOUND AT**:

 [www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility](http://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility)

**Please note:**

An adult who does not have parental responsibility but who cares for a child for part of the day e.g. grandparent, child-minder etc. and has a parent’s permission to collect a child in an emergency may be added to the **contact list**.

**SEPARATED PARENTS**

If parental responsibility is **EQUALLY SHARED**, please provide the child’s alternative address if they usually reside there

for part of the week:

**PARENT**……………………………………………………… **ADDRESS**……………………………………………………………………………………………….

In **exceptional circumstances**, we can provide information to both parents where parents are separated but only if such information would not normally be shared amicably between the two parties. **ALL** school information is available on the school website ([www.fulwelljunior.co.uk](http://www.fulwelljunior.co.uk))

Is this a service you require? **YES / NO** (delete as necessary).

If you have selected YES, we will e-mail information to you for ease. Please provide a suitable e-mail address **and** contact telephone number here:

…………………………………………………………………………………………………………………………………………………………………………………

**TO WHICH ETHNIC GROUP DO YOU CONSIDER YOU BELONG TO?**

Ethnicity is a personal awareness of a common cultural identity and relates to how a person feels and not how they are perceived by others. It is a subjective decision as to which category a person places themselves in and does not infer any other characteristics such as religion or country of origin.

The following ethnicity code set reflects categories used in the 2001 national population census plus additional categories.

**Please select one from the list which best reflects the ethnicity of your child when completing the page opposite and add any further detail you feel necessary.**

Any other Asian background Bangladeshi Gypsy/Roma Roma Refused

Any other Black background Black African Indian Traveller of Irish Heritage

Any other ethnic group Black Caribbean Other Gypsy/Roma White British

Any other mixed background Chinese White and Asian Pakistani

 Any other white background Gypsy White and Black African White and Black Caribbean

#### ***FULWELL JUNIOR SCHOOL Photography Statement***

#### ***(see supporting guidance notes)***

#### We require a written response from **all** parents. You have the right to change your decision **at any time** in the future, and you will be reminded of this right on an annual basis. In this context photographs refers to all **images, photos, videos, digital imaging and film etc**.

Please choose **one** of the following responses:

#### **I** **give permission** for photographs of my child to be taken for **all categories outlined on opposite** **page.**

Child’s name:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signed:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian)

##### **OR**

#### **I do not give permission** for photographs of my child to be taken **for all categories outlined opposite.**

Child’s name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian)

####  **N.B**. We will contact you for further clarification if you indicate you do not want your child to be photographed in all categories.

 ***ARRIVAL AND HOMETIME ARRANGEMENTS***

**SAFEGUARDING** - it is a requirement that we have a clear overview of the arrangements for your child getting to and from school. To assist and support, kindly read the following and sign as confirmation:-

*I am aware of and accept responsibility for my child’s journey to and from school, either by making their own way there and back or by being dropped off/collected. I will ensure I have made these arrangements clear to my child on a daily basis. I shall also reinforce the school safety procedures to my child should the person collecting them not arrive at school i.e.* ***if there is no-one there to collect them, they must return to the reception area and inform the staff on duty.***

***Signed*** *………………………………………………………….* ***Relationship to child***  *…………………………………*

My child will travel to and from school :

**e.g.** with an adult by car, or collected by After School Club on foot (please complete for each day)

**Monday** …………………………………………………… **Thursday** ……………………………………………………

**Tuesday** ....................................................... **Friday** ………………………………………………………..

**Wednesday** …………………………………………….

**- *We expect all children in Year 3 to be brought and collected by an adult. Please let us know if your child will be travelling unaccompanied.***

**NB. Changes to arrangements –** If you need to change your child’s collection arrangement or pick up place for any reason please let the School Office know as early as possible in order that the teacher and your child can be made aware of thenew arrangement.

***Photography Statement*** (**guidance notes)**

We have classified photography (video, digital and prints) into **4 main areas**. You have the right to withdraw your child from **all** categories of photography- **or a selection** of categories. You will be reminded annually of your right to change your categorisation of permission of the photography of your child at **any time**. *Images are requested and used in line with the school’s Data Protection policy and GDPR guidance. We also follow the guidance set out in the Records Management Toolkit as to the length of time images are retained.*

# Area A - Main Core Business of the School

This includes-

* Photographs contributing to the history of the school, its pupils, activities or the community. In the main, these images will be used for the duration of your child’s time in school with us but may also be included in a celebratory archive where appropriate. This could include the videoing of a concert etc. (for the use of the school only) or a visual display in the school building.
* Teaching and learning – e.g. stored by coordinators as a record of the development of their subject.
* Taken or displayed by the pupils themselves (for example, taken with a model they have made - and exhibited in their books)
* Identification and security – the most obvious example of this would be to help staff identify a child with a known medical condition where emergency intervention may be needed.
* Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents’ evenings to illustrate the work of the school.

## Area B - Commercial Agency

This relates to individual, group or class photographs taken by a commercial agency (e.g. of an individual, a team or a class). Here the photographer retains copyright.

## Area C - Publicity and Promotion

Publicity photography is helpful in publicising the success of the school and in promoting educational initiatives. This would also include images used on the School’s social media Twitter account. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times.

This includes-

* Involvement of press and other media (e.g. sporting team; representing school at an awards event; publicity shot re. a school event)
* Officers of the council, including the Education Directorate. The authority control copyright.

### Area D - Parental and child photographs

Photography in schools traditionally forms an enduring part of each family’s record of their child’s progress and a celebration of success and achievement as well as being an established social practice.

We believe, where practical, arrangements should allow photographs/videos to be taken by parents and other guests attending school sports, concerts and similar events e.g:-

* Concerts, plays, sports events etc.
* Photography by pupils themselves on residential school trips and special events

(e.g. Year 6 Leavers’ Prom).

**School Web Site –**

*Please see the specific section further on for full details regarding pupils’ images on our own website*.

***SCHOOL WEBSITE & TWITTER ACCOUNT : PERMISSION FOR PUPIL PARTICIPATION***

Our school Website and Twitter account showcase some of the work, achievements and extra-curricular activities

 the children are involved in. We would like your permission for your child to be included on here from time to

 time:-

In simple photographs of school based activities, including pupil awards & achievements

In video footage of school performances/productions

In footage of school visits and external events

(You may want to take a look at our website, just to see the kind of images and information we like to show:

log on to [www.fulwelljunior.co.uk](http://www.fulwelljunior.co.uk) )

**Name of Child** ………………………………………………………………………………………………………………

I hereby give permission for the following *(please tick all that apply)*:

***School Website:***

* Photographs of my child to be used on the school website showing them in class/curriculum based activities (writing/maths/PE etc.). I understand the images may be stand alone photographs or part of a slide-show of images.
* Footage of my child participating in school plays/performances etc. as recorded in the school hall or grounds.
* Photographs and/or footage of my child taking part in outside activities such as school visits, presentation events etc.
* The full name of my child to be used to acknowledge achievement awards / prize giving either with or without an image.
* I understand the images will only be used on the website during their time at school.

***Twitter Account: @FulwellSchool***

* I give full consent for images and/or footage of my child to be used on the school Twitter account and I agree that this may also include their name being used where appropriate (e.g. awards, special achievements etc.)

 **OR**

* I give consent for images and/or footage of my child to be used on the school Twitter account but **DO NOT** give permission for their name to be used at all.

 **OR**

* I do **NOT** want my child to appear on the School website or Twitter account under **any** circumstance or in any format and therefore refuse permission **in full**.
* I do not want my child’s name used in any capacity e.g. achievement awards etc.

**Signed** ………………………………………………………………………………………………………………………

**Relationship to Child** ………………………………………………………………………………………………

***Please read:***

Fulwell Junior School will ONLY use the images of children to promote and showcase curriculum based information and special events as stated. The images will be securely uploaded to the site and will not be shared with any other outside agency. We take the issue of internet safety very seriously; where children participate in promotional events that are held outside school from time to time, e.g. local newspaper competitions etc. we would always check with parents before any image/name was used or printed. ***Parents must inform us IN WRITING if your preferences stated here change at any time.***

***TEXT MESSAGING SERVICE***

By popular demand and in addition to our other methods of communication we also operate a text messaging service. This has proved to be an invaluable way of delivering information to parents at short notice e.g. clubs cancelled, adverse weather closures etc. and is also useful for parents to contact the school office regarding pupil absence.

Please provide ***one primary contact mobile telephone number*** to which you are happy to receive communications regarding your child or school. (In certain circumstances where parents share custodial responsibility for a child but do not live together a second mobile phone number may be added.)

**Priority 1 Parent Name** ………………………………………………………………………..

**Child’s Name** ………………………………………………………………………..

**Chosen Mobile Number** ………………………………………………………………………..

**E-mail Address**  ………………………………………………………………………..

**Signature** ………….. ………………………………………………………….. **Date** ……………………

**Please advise us if your mobile number changes at any time**. Your details will not be used for any other purpose other than school business; you will not receive any spam or marketing material.

***TO TEXT FULWELL JUNIOR SCHOOL OFFICE USE :- 01915800470***

***Please add this number to your contacts***

 ***PARENTAL PERMISSION FOR VIEWING DVDs IN SCHOOL***

At certain times of the year, we like to give the pupils a ‘treat’ and watch a film or DVD in class. This is *normally* a Disney film or similar (e.g Shrek, Toy Story etc) and linked to curricular study, comparing books with film.

Obviously there are classifications of films that we must observe. This information is to both advise you of the school’s practice in this area and request your permission for your child to participate when we decide to show a film.

The choice of movie will *always* be appropriate to your child’s age group and we would never show anything that we judge likely to cause upset.

Please take a moment to review the options and tick the most appropriate one.

❑ I am happy for my child to watch films/programmes of PG classification (Parental Guidance) at the discretion of the school. I understand that this is most likely to be movies such as Matilda etc. and I am happy for my child to view media of that classification.

**OR**

❑ I would prefer my child views U certificate media only, and am happy for this to take place without further authorisation from myself.

Name of child ……………………………………………………………………………………………………………………………………………..

Signed ……………………………………………………………………………………. Relationship to child ………………………………..

*If you change your mind about your decision at any time, please notify the School Office in writing.*

***FULWELL JUNIOR SCHOOL : CONSENT FOR OFF-SITE ACTIVITIES***

Your child will have the opportunity to visit many interesting and educational venues during their 4 years with us linked to their curricular studies. Some will involve travelling by private coach and others will involve walking within the local community to destinations that can be reached easily on foot (for example the local park, churches and our cluster school neighbours). Off site education that takes place within the normal school hours of 9.00am-3.30pm will be informed to you by letter or text message.

All off-site events have a clearly linked educational or sporting benefit and support the broader curriculum. Within normal school hours, a **general consent form** is the most straightforward way of allowing children to engage fully in events without seeking parental permission each and every time, and all children are expected to participate. ***Please see below***.

Each visit, regardless of proximity to school, will have a rigorous assessment of health and safety, supervision and safeguarding carried out ahead of time.

NB : Some off-site visits that exceed the normal school day or involve higher risk activities will require your formal written consent but such visits would be informed to you separately as and when they occur. It may also be necessary from time to time to request a financial contribution towards the visit, but this would also be communicated to you separately.

***It is obviously important that you update us with changes to your contact details if and when they occur.***

***PARENTAL CONSENT FOR OFF-SITE ACTIVITIES***

I am happy to give a ‘blanket’ permission for my child ………………………………………………

to leave the premises of Fulwell Junior School on occasion, and under the supervision of staff, to visit destinations where there is an educational benefit or where sporting participation is required.

I understand some of these visits will require transport and others may be undertaken on foot.

I entrust the school to complete suitable risk assessments and safeguarding checks for any such visit to ensure the welfare of my child is fully supported.

**Signed** ………………………………..……………… **Relationship to child** ………………………………..

**Date** ………………………………………

***I acknowledge the request that I keep all emergency contact details up to date.***

**FULWELL JUNIOR SCHOOL**

**PARTNERSHIP AGREEMENT**

**Between: Junior School Staff - Parents - Pupil**

**NAME OF CHILD……………………………………………… CLASS………………………**

**Fulwell Junior School –We endeavour to:**

* Care for your child’s safety and happiness in an orderly but warm environment
* Be open and welcoming at all times
* Develop in children a sense of self discipline, an understanding of the need to make appropriate, suitable choices and an acceptance of the need to take responsibility for their own actions
* Contact parents if there are concerns with attendance, punctuality, homework or behaviour.
* Provide regular Consultation Meetings with parents to discuss their child’s progress.
* Send home written reports to parents.
* Keep parents well informed with through; weekly news updates on the school website, text messages, the Marvellous Me app, Twitter and letters home.
* Provide pupils with a broad balanced curriculum that is matched to your child’s needs and abilities.
* Provide regular homework, in line with the school policy.
* Support all children to realise their potential and encourage them to do their best at all time.
* Prepare children in readiness for secondary school and their future life as responsible adults.

**Parents/Guardians – I/We endeavour to:**

* Ensure my child arrives at school on time:

 8:50am for the morning session/1.00pm for the afternoon session.

* Ensure my child is aware of collection/ end of school day arrangements:

3.30pm end of school day /4.30pm if attending a club.

* Make sure my child attends regularly and inform the school to explain any absence before 9.30am.
* Comply with the Attendance Policy including the avoidance of Term Time Holidays
* Comply with school policy regarding prompt payment of dinner and other monies in advance.
* Comply with the school’s commitment to appropriate school uniform.
* Attend Consultation Evenings, Meetings, SEN reviews, Curriculum Workshops etc as appropriate.
* Support the school homework programme.
* Support the school’s high expectations, policies and guidelines for behaviour.
* Inform the school promptly if there are any concerns or problems that might affect my child’s safety, work, behaviour or general well-being.

**Pupil – I will try my best to:**

* Attend school regularly and on time.
* Follow the school rules.
* Wear the correct school uniform.
* Do my homework and hand it in on time.
* Be polite to all.
* Be considerate and caring about the feelings of others.
* Take care of the school building, grounds and equipment.
* Take responsibility for my own actions.
* ****

**F.J.S. Signature……………………………………………………… (Head teacher)**

**Parent/Guardian’s Signature………………………………………**

**Pupil’s Signature……………………………………………………. Date………………………..**

## *DISABILITY EQUALITY SCHEME*

Dear Parents/Guardians/Carers,

We have a Disability Equality Scheme, which is a statutory responsibility for all schools. As part of this we are required to consult with parents and gauge your views and needs.

The information about disabled parents and community users will be used to assess:-

* the effect of our policies and practices on the involvement of parents in their child’s education
* the effect of our policies and practices on the involvement of disabled users in community activities.

The definition for disability being used is-

*The Disability Discrimination Act 1995 defines a disabled person as 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’. The Disability Discrimination Amendment Act 2005 has extended the definition of disability to include people with HIV, multiple sclerosis and cancer from the point of diagnosis. Individuals with a mental illness no longer have to demonstrate that it is “clinically well-recognised”; although the person must still demonstrate a long-term and substantial adverse affect on his/her ability to carry out normal day-to-day activities.*

 **We have 2 areas for you attention and consideration.**

### SECTION ONE – IDENTIFICATION

 For adults, identification of disability is by self-declaration. If you have any needs, disabilities or barriers that you would like to make us aware of, and any way in which we can meet these needs, please feel free to –

1. Write in the box provided
2. Telephone Office 0191 5493333 (Mrs J Anderson – Business Manager)

|  |
| --- |
| **NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Disability Information:** - |

**SECTION TWO – THE DISABILITY EQUALITY SCHEME AND ACTION PLANS**

These documents are available from the Office on request.

If at any time your position changes or you choose to share information with us, please let Mr Speck or Mrs J. Anderson know. This way we can ensure we offer you every support and meet your needs. Thank you.



***OTHER INFORMATION***

We aim to support you in accessing information about community services and facilities open to parents, families and children.

We have produced a link on our web page [**www.fulwelljunior.co.uk**](http://www.fulwelljunior.co.uk) signposting useful websites, including Sunderland City Council, Ofsted, Department of Health and Department for Education.

***CAN WE HELP?*** If there are any other services or information that we can help you with please either indicate below or let us know when such needs arise. We will either help you directly or alternatively put you in touch with someone who can.

T

**Thank you very much for providing the important information required on this form. We welcome you and your child to Fulwell Junior School and look forward to a successful partnership with you over the coming years.**