

Mepal and Witcham Church of England Primary School
Brangehill Lane
Mepal
Cambridgeshire
CB6 2AL



Headteacher: Mr C Snuggs

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Email: office@mepalwitcham.cambs.sch.uk

Website: <https://mepalandwitcham.demat.org.uk/>

ADMISSION FORM

to be completed by Pupil's Priority 1 contact

Please complete all items then sign.

The Data Protection Act (2018) and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the school's student records database. The information on ethnic origin and first language is needed by the school and the relevant Education Sector. This is to ensure that resources are made available when required and that the Education Service offers real equality of opportunity for all pupils.

For further information on the handling of your child's and your personal data, please see a copy of DEMAT'S Privacy Notice at: <http://www.demat.org.uk/gdpr/>

STUDENT DETAILS	
Legal surname as it appears on student's birth certificate:	
Legal forename as it appears on student's birth certificate:	
Middle names(s):	Preferred forename:
Gender:	Date of birth:
Home address:	
Post code:	Telephone Number:
In Local Authority care: YES / NO	If YES, name of care authority:
Name and address of previous school:	
If this school is overseas, please give name and address of any previous UK school attended (primary or secondary):	

SERVICE CHILDREN IN SCHOOL		
Schools are now required to indicate whether a child has a parent(s)/guardian(s) currently serving in regular military units of any of the armed forces, and designated as Personnel Category 1 or 2. Please could you indicate if your child is a 'service child in education' by ticking one of the boxes below.		
NO	YES	I do not wish a service children indicator to be recorded.

CHILDREN ADOPTED FROM CARE		
From April 2014, schools in England can receive additional funding through the Pupil Premium Plus for children adopted from care. To enable schools to claim, parents or carers need to inform the school that they are eligible. Please indicate if your child has been adopted from care by ticking the appropriate box below:		
NO	YES	I do not wish to declare this information

CONTACT INFORMATION			
Please provide details of at least three parents/guardians/contacts below and place them in the order you wish them to be contacted in an emergency. Please see note regarding priority contact 3. Under the 1989 Children's Act all parents have the right to receive information about their child's progress, therefore please ensure the details of separated parents are provided where known, even if minimal information is provided.			
PRIORITY 1: PARENT/CARER	Title:	Forename:	Surname:
Relationship to student:		Parental responsibility: YES / NO	
Definition of parental responsibility: A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he's either: married to the child's mother or listed on the birth certificate.			
Home address:			
Post code:		Preferred contact number:	
Email:		Alternative contact number:	
Place of work:		Work contact number:	
For separated parents:		Court case: (please provide evidence)	YES / NO
		Your address can be disclosed	YES / NO

Separated parent information below (page 4) if applicable			
PARENT/CARER	Title:	Forename:	Surname:
PLEASE SPECIFY NUMBER ORDER FOR THIS PRIORITY CONTACT: (example 2 nd 3 rd)			
Relationship to student:		Parental responsibility: YES / NO	
Definition of parental responsibility: A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he's either: married to the child's mother or listed on the birth certificate.			
Home address:			
Post code:		Preferred contact number:	
Email:		Alternative contact number:	
Place of work:		Work contact number:	

EMERGENCY NON-PARENT/CARER			
Emergency non-parent/carers must have read and agreed to the DEMAT Privacy Notice for Emergency contact for non-parents/carers: http://www.demat.org.uk/gdpr/ We must receive signed consent from the non-parent/carer in order to store their details for emergencies (consent on page 9).			
PRIORITY 3: NON-PARENT/CARER	Title:	Forename:	Surname:
PLEASE SPECIFY NUMBER ORDER FOR THIS PRIORITY CONTACT: (example 2 nd 3 rd)			
Relationship to student/what capacity known to student:			
Home address:			
Post code:		Preferred contact number:	
Email:		Alternative contact number:	
Place of work:		Work contact number:	
For separated parents:		Court case:	YES / NO
		Your address can be disclosed	YES / NO

SEPARATED PARENT/CARER INFORMATION – For parents/carers not living with student			
Under the 1989 Children’s Act all parents have the right to receive information about their child’s progress.			
SEPARATED PARENT/CARER	Title:	Forename:	Surname:
PLEASE SPECIFY NUMBER ORDER FOR THIS PRIORITY CONTACT: (example 2nd 3rd)			
Relationship to student:		Parental responsibility: YES / NO	
Definition of parental responsibility: A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he’s either: married to the child’s mother or listed on the birth certificate.			
Home address:			
Post code:		Preferred contact number:	
Email:		Alternative contact number:	
Place of work:		Work contact number:	
For separated parents:		Court case: (please provide evidence)	YES / NO
		Your address can be disclosed	YES / NO

PERMISSION TO RECEIVE TEXTS, EMAILS & APP NOTIFICATIONS
The school uses emails, text messages and app notifications to pass on information and messages to parents/carers i.e. emergency school closures, newsletters etc. On some occasions we will also pass on literature from external agencies, such as a club or school sports partner, to be able to do so we now require consent from you to send you this additional information under new GDPR guidelines. To receive school information you will need to download the My Child At School App (MCAS) please see enclosed instructions.
PRIORITY 1:
PRIORITY 2:
PRIORITY 3:
PRIORITY 4:

SEND and Medical Needs Questionnaire

The questionnaire below will enable us to plan for and meet any additional needs your child may have starting school. It would be most helpful if you could complete and return it before your child is in school for the move up days / their first day. Please note where possible is it strongly advised all children have a free eye test at their local opticians - before starting school.
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GP surgery register to:

Address:

Telephone number:

1) Is your child known to the Speech and Language Therapy Service?

NO / YES - Please give details

2) Has your child been checked for hearing loss / glue ear?

NO / YES - Please give details

3) Has your child had their eyes sight checked?

NO / YES - Please give details

4) Is your child diagnosed with asthma or do they have an inhaler?

NO / YES - Please give details

5) Is your child allergic to anything / do they require antihistamine medication or carry an Adrenaline Injector (Epipen / Jext etc.)?

NO / YES - Please give details

6) Is your child diabetic?

NO / YES - Please give details

7) Does your child suffer from any kind of fainting, fits, seizures or convulsions?

NO / YES - Please give details

8) Is your child known to Occupational Therapy / Portage Services?

NO / YES - Please give details

9) Does your child have balance or mobility difficulties?

NO / YES - Please give details

10) Does your child have any other Medical or SEND need that is important for us to know about at school e.g. Autism, heart murmur etc.

NO / YES - Please give details

11) Has your child been supported for SEN needs or with a medical needs care plan in the past, at another setting?

NO / YES - Please give details

12) Does your child require significant additional support with self-care e.g. toileting?

NO / YES - Please give details

If the answer to any of the above questions was yes, we may need to contact you to put in place additional support and a pupil specific care plan.

If you feel you wish to discuss your child's SEN or medical needs further, please contact the school office to arrange an appointment.

MEDICAL CONSENT (where applicable)	
I will complete an asthma plan compiled by myself/school/local GP/nurse if applicable and supply the relevant inhalers	
I will inform the school of any changes to medications and/or health requirements	
I consent to my child receiving necessary first aid care by a qualified member of staff	

TRAVEL ARRANGEMENTS				
Which details linked to the Government's Travel to School Initiative, we are currently refining a school travel plan, which details how our students travel to and from school. We would be grateful if you could tell us what mode of transport your child normally uses. Where he/she uses more than one mode of travel for each journey to school, you should tell us the most frequently used and/or the longest element of the journey by distance. Please circle the applicable:				
School transport	Public transport bus	Bicycle	Walking	Train
Taxi	Car/van	Car share	Other	

OTHER SIBLING INFORMATION		
Name:	Date of birth:	Gender:
Name:	Date of birth:	Gender:
Name:	Date of birth:	Gender:
Name:	Date of birth:	Gender:

PERSONAL INFORMATION	
Family's Ethnic Origin. (Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.) This information helps us and the local authority in monitoring equal opportunities.	
White - British	Any other Asian background (This includes African Asian, Nepali, Sinhalese, Sri Lankan Tamil...)
White – Irish	Black or Black British -Caribbean
White - Traveller of Irish Heritage	Black or Black British -African
White - Gypsy/Roma	Any other Black background
White - Any other White background	Chinese
Mixed - White and Black Caribbean	Any other ethnic group – please circle one. (This includes Afghan, Arab, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin American, Lebanese, Libyan, Malay, Mauritian, Moroccan, Polynesian, Thai, Vietnamese, Yemeni...)
Mixed - White and Black African	I do not wish an ethnic background to be recorded
Mixed - White and Asian	
Mixed - Any other mixed background	
Asian or Asian British -Indian	
Asian or Asian British - Pakistani	
Asian or Asian British - Bangladeshi	

PERSONAL INFORMATION (continued...)	
Country of birth:	
Nationality:	
Date of arrival in UK (if applicable):	
First language:	Other language(s) if applicable:
My child has English as an Additional Language (EAL)	Yes/ No
Religion:	
Are there any religious or cultural practices of which the school should be aware, if so please specify?	
Are you in receipt of or are eligible for Pupil Premium Funding? Your child may be able to get free school meals if you get any of the following: • Income Support • income-based Jobseeker's Allowance • income-related Employment and Support Allowance • support under Part VI of the Immigration and Asylum Act 1999 • the guaranteed element of Pension Credit • Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) • Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit • Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get) You can apply online: https://cambridgeshire-self.achieveservice.com/service/Apply_for_Education_Welfare_Benefits	

CONSENT FOR ACTIVITIES		
We ask parents/carers for consent giving us your permission to take children out of school on short trips around the village and as far as Ely outside school hours or if payment is involved. This covers trips to church, village studies, and swimming in Ely etc. and means we can inform you of these trips without asking for the return of a consent form for each one. We are permitted to take children out of school, during school hours, for experiences that enhance their learning. In most cases, you will be informed. This consent form is for the school life of a child. You will still be informed about trips, and longer trips further than Ely will require the completion of a consent form.		
Walk in supervised groups to local nearby venues for educational purposes, for example the Church and also take organised transport such as coaches/minibuses as far as Ely	YES	NO
We also ask permission for your child to take part in various food tasting activities.		
Tasting a variety of foods (please ensure you notify of any allergies/intolerances within the medical section)	YES	NO

INTERNET SAFETY	
At Mepal and Witcham Primary School we believe that Information and Communications Technologies create valuable opportunities to improve children's learning by extending the range of information and resources they can encounter. As the Internet is a major part of the National Curriculum, we offer pupils supervised access to the Internet. Before the school allows children to use the internet they must have parental permission. Below explains the policy of the school.	
☐ We expect all pupils to listen carefully to the instructions of adults whilst using Information and Communication Technology.	☐ No computer files may be downloaded to the computer from the Internet.
☐ Any e-mails must be checked by an adult before being sent.	☐ No programs on disc, CD Rom or USB should be brought in from home for use in school.
☐ E-mails must only be sent to people approved by the teacher using suitable learning platforms.	☐ Homework completed at home should be emailed to school or saved on the pupil's Google Drive account.
☐ We expect pupils to ensure that language they use is appropriate and must not be considered to be "bullying behaviour".	☐ Personal printing is not allowed on our network for cost reasons.
☐ Pupils can only use the internet under supervision of a teacher and must only use sites approved by that teacher.	☐ No personal information such as phone numbers and addresses should be given out and no "chat rooms" will ever be used.

☐ Computers should only be used for school work unless permission has been granted by the Head teacher.	☐ Any pupil disregarding these expectations will be warned and may be denied access to the Internet resources
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INTERNET SAFETY CONSENT	
I have read through the above internet safety measures and have discussed it with my child. We agree to these safety restrictions (please tick the box to confirm)	

HOME/SCHOOL AGREEMENT
At Mepal and Witcham we recognise each child as an individual and aim to give all children every opportunity to realise their full potential. We believe that a close partnership between the school, parent/carer and the child is essential if we are to achieve this aim. We therefore ask all parents/carers to agree to our home/school agreement, which also confirms you adhere to our school policies, which are available on our website: https://mepalandwitcham.demat.org.uk/policies
The Responsibilities of the School • Provide a secure, happy and stimulating learning environment • Provide a broad and balanced curriculum which challenges your child to reach their potential and meets their educational needs. • Encourage your child to uphold our CARE values for others and to abide by the school behaviour policies, ensuring a safe, caring environment. • Keep you informed about your child's progress and behaviour, as well as their termly curriculum • Set regular and appropriate homework for your child. • Make you feel welcome whenever you visit the school and respond to your questions or concerns as quickly as possible. • Allow children safe and secure use of the internet through a combination of site filtering, supervision and by fostering a responsible attitude in all pupils, in partnership with parents.
The responsibilities of parents/carers • Having chosen Mepal and Witcham Church of England Primary School for your child, accept the school's aims and Christian values, positively supporting the school. • Work in tandem with the school. • Ensure that your child attends school punctually every day during term time, unless there is a good reason for absence (e.g. illness) • Inform the school in the event of absence without delay as per our absence policy • Support the school's policies and guidelines on learning, behaviour and uniform, both in school and at home.

- Attend parent/ teacher meetings to discuss your child's progress.
- Support your child with homework that is set, including reading.
- Keep us informed of where to contact you in case of emergency.
- Promptly inform the school of any concerns or problems that may affect your child's learning, behaviour or happiness at school.
- Ensure that concerns are dealt with in a respectful manner through face to face contact and direct written correspondence rather than public forums.
- Support the school in the teaching of safe and secure Internet use at home.

The responsibility of the child

I will try my best to:

- Do all classwork and homework as well as I can, asking questions when I don't understand.
- Show our CARE philosophy and the 8 corresponding values towards others and behave in a safe and responsible way.
- Be kind, helpful and forgiving
- Be honest
- Use the Internet safely as I have been taught in class.

Please sign in the relevant box to agree to the Home/School Agreement:

Signed:



Mr C Snuggs
Headteacher

Signed:

Parent/carers

Signed:

Pupil

PRIVACY POLICY FOR PARENTS/CARERS AND PUPILS

I declare that I understand;

- o The Diocese of Ely Multi-Academy Trust and its schools have a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- o How my data is used.
- o The Diocese of Ely Multi-Academy Trust and its schools may share my data with the DfE, and subsequently the Local Authority.
- o The Diocese of Ely Multi-Academy Trust and its schools will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- o The Diocese of Ely Multi-Academy Trust and its schools will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- o My data is retained in line with the school's GDPR Data Protection Policy.
- o My rights to the processing of my personal data.
- o Where I can find out more information about the processing of my personal data.

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PRIVACY POLICY FOR NON-PARENTS/CARERS EMERGENCY CONTACT

I declare that I understand;

- o The Diocese of Ely Multi-Academy Trust and its schools do not have a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements, but I am willing to provide it to enable the school to make contact with me in relation to the pupil my details are stored against.
- o How my data is used.
- o The Diocese of Ely Multi-Academy Trust and its schools will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- o The Diocese of Ely Multi-Academy Trust and its schools will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- o My data is retained in line with the school's GDPR Data Protection Policy.
- o My rights to the processing of my personal data.
- o Where I can find out more information about the processing of my personal data.

AGREEMENT/CONSENT TO PRIVACY POLICY

Priority 1 from admission form	Name:	Signature:	Date:
Priority 2 from admission form			
Priority 3 from admission form			
Non-parent/carer from admission form			

DECLARATION

I certify that, to the best of my knowledge, the information on the entirety of this form is correct.

Print name:
(must be priority 1 contact)

Signature:

Date:

PHOTOGRAPHIC PERMISSIONS		
DEMAT's "Use of Photo, Video and Display Board Policy" can be found via: http://www.demat.org.uk/gdpr/ Throughout schools in the Trust, schools sometimes take photographs or videos of pupils. We use these photos or videos in various forms, for example in the school's prospectus, on the school's website and on display boards around school, and for use as evidence for curriculum purposes. We would like your consent to take photos or 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) in relation to the questions below.		
	PHOTO	VIDEO
I am happy for the school to take photos or videos of my child		
I am happy for photos or videos of my child to be used on the school website		
I am happy for photos or videos of my child to be used on the school's social media accounts such as Facebook.		
I am happy for photos or videos of my child to be used in the school prospectus		
I am happy for photos or videos of my child to be used in/on internal displays		
I am happy for photos or videos of my child to be used in/on school documentation		
I am happy for photos of my child to be taken by the school photographer. Please note that during the school year, the school photographer will also take whole class photos which are available for all pupils' parents/carers to purchase. If you are not happy for your child to partake in these group photo sessions, please inform the school office		
I am happy for photos of my child to be taken by a journalist that we have invited into school and for the journalist to use the photo on their website, social media or in print		
I am happy for filming/still photos of my child to be taken by a TV broadcasting company that we have invited into school and for them to use it as part of their programming schedule		
I am happy for other local schools we are visiting to take photos/videos of my child during educational/sporting activities we are attending		
I am NOT happy for the use of any photos or videos of my child (including school photographer)		

If you change your mind at any time, you can let us know by emailing or writing to the school office. If you have any other questions, please get in touch.

TAPESTRY CONSENT		
Tapestry is our online learning platform. Tapestry can be used to share photos and videos of your child working in school, we think this is a great way to enhance communication with families and is an easy way for teacher's to link with you to celebrate progress, 'wow moments' and support learning at home. We would like your consent to use this feature.		
APP CONSENT	YES	NO
Do you give permission for photographs and videos, in which your child is featured, to be shared on your child's private Tapestry account.		
APP CONSENT CONTINUED..	YES	NO
Do you give permission for photographs and videos, in which your child may appear in the foreground or background to be shared on other children's private Tapestry accounts.		
Do you give permission for photographs and videos, in which your child is featured, to be shared on Tapestry Class Story (this will mean it is visible to other connected parents/carers in your child's class.)		
Do you give permission for photographs and videos, in which your child is featured, to be shared on the School Tapestry Story (this will mean it is visible to all connected parents/carers at Mepal and Witcham C of E Primary School.)		
We are also asking that parents/carers also agree to the following code of conduct.		
I agree that any messages, comments or information I send to the school using Class Tapestry will be positive, respectful and in keeping with the positive spirit of Tapestry and the school.		
I am aware that all images posted on Tapestry remain the property of Mepal and Witcham C of E Primary School and should not be reproduced. I agree not to copy or reproduce images, e.g. as screen shots, or post them on social media.		
I agree not to post negative messages, comments or raise concerns on the Tapestry site. Should I have any complaints or concerns related to my child's education or care, I agree to raise the issue using the stages identified in the school's Complaints Procedure and Policy.		
I will not use Tapestry to report or discuss my child's attendance or absence.		
I agree not to use Class Tapestry to conduct anything unlawful, deceptive, misleading, illegal, unethical, malicious, or discriminatory.		
Parents/carers can message via Tapestry, however this is not continually monitored. A response will only be given during school hours, Monday-Friday 8am-4pm, as the rest of the time teachers are set on 'quiet hours'.		

END OF DAY HAND-OVER ARRANGEMENTS

Please complete the table below with all adults (excluding parents/carers with parental responsibility) whom you authorise to collect your child at the end of the school day without further consent from you. Please tick the column on the right to confirm the person gives consent for us to hold their details.

As initially we will be unfamiliar with certain faces authorised to collect your child, as part of our Safeguarding, we ask you to set up a one word "password" (for example "penguin") on the below table which we ask you pass on to each authorised adult. On collection, if a member of staff is unsure of an adult collecting your child, we will ask for their full name and password and on confirming their details match with our records, we will release your child to this adult.

Child's name:		Allocated password:	
NAME	CONTACT NUMBER	RELATIONSHIP TO PUPIL	CONSENT TO HOLD DETAILS