



## Admission Pack

Office use only	
Name	
Class	
Start date	
UPN	
Other information	

*We are a Rights Respecting School (RRS).*

*Article 28: Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child, Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.*

*UNICEF rights of a child.*





## Information for School Records (confidential)

Does your child have any siblings who attend the school, or have done in the past?

Yes  No

Please give details below of all siblings, whether they attend this school or not:

Name of sibling	Date of birth (DOB)	What school or nursery do they attend?	Have they ever attended this school?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

### New Pupil Information

First name(s) of child: \_\_\_\_\_

Surname of child: \_\_\_\_\_

Known as: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: Male Female Home/Mobile Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post code \_\_\_\_\_

## Ethnic Background

Please indicate the ethnic background of your child.

*(Our ethnic background describes the way we think of ourselves. It may be based on a number of things, including for example, our skin colour, language, culture, ancestry or family history. It is not necessarily the same as nationality or country of birth).*

**Please study the list below and tick one box only.**

	✓		✓
<b>White</b>		<b>Mixed</b>	
British		White and Black Caribbean	
Irish		White and Black African	
Traveller of Irish Heritage		White and Asian	
Gypsy/Roma		Any Other Mixed Background	
Turkish/Turkish Cypriot		<b>Black</b>	
White European		Black or Black British	
<b>Asian or Asian British</b>		Caribbean	
Indian		African	
Pakistani		Somali	
Bangladeshi		Other Black African	
Any Other Asian Background		Any Other Black Background	
Sri Lankan		<b>Other</b>	
Chinese		I do not wish an ethnic background to be recorded	
Vietnamese			

If other, please specify: \_\_\_\_\_

## Place of birth

Was your child born in the UK?  Yes  No

If no, please give date of entry into UK: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Country arriving from: \_\_\_\_\_

Child's nationality: \_\_\_\_\_

What is your child's first language (home language): \_\_\_\_\_

## Please indicate child level of English fluency

Fluent  Competent  Developing Competence  Early Acquisition  New to English

## Further information

Is your child a traveller?  Yes  No

Is your child a refugee?  Yes  No

What is your religion?

Christian  Hindu  Jewish  Muslim  Sikh  Buddhist  Rastafarian

No Religion  Other: Please specify: \_\_\_\_\_

Would you like your child withdrawn from Religious Education?  Yes  No

Would you like child withdrawn from Collective Worship?  Yes  No

How does your child travel to school?

Walk  Cycle  Car /Van  Bus  Train  Taxi  Other:

If other, please specify: \_\_\_\_\_

## Family Structure

Who has parental responsibility for the child?

Mother  Father  Both parents  Other

What best describes your family structure?

Two Parents  Single Parent  Family Member  Foster Parents  In Care

## Contact Details

**1<sup>st</sup> Main Carer:** Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Relationship to child (*parent, step-parent, legal guardian etc.*): \_\_\_\_\_

Permission to collect:  Yes  No

Do you have parental responsibility:  Yes  No

Home telephone No: \_\_\_\_\_ Mobile telephone No: \_\_\_\_\_

Work telephone No: \_\_\_\_\_ Hours of work: \_\_\_\_\_

Email address: \_\_\_\_\_ Occupation: \_\_\_\_\_

**2<sup>nd</sup> Main Carer:** Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Relationship to child (*parent, step-parent, legal guardian etc.*): \_\_\_\_\_

Permission to collect:  Yes  No

Do you have parental responsibility:  Yes  No

Home telephone No: \_\_\_\_\_ Mobile telephone No: \_\_\_\_\_

Work telephone No: \_\_\_\_\_ Hours of work: \_\_\_\_\_

Email address: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address (if different from child): \_\_\_\_\_

\_\_\_\_\_

## Emergency Contact Details

We need details of **two people** other than the Parents/Carers, who we can contact to collect your child if there is an emergency:

### Emergency contact 1

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Relationship to child (e.g. Aunt/Friend): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Permission to collect:  Yes  No

### Emergency contact 2

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Relationship to child (e.g. Aunt/Friend): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Permission to collect:  Yes  No

## Nursery applications only

### **15-hours (part-time), Government funded place, Option 1:**

Under government guidelines - All 3 and 4-year-old children are eligible for 15 hours free early learning in the school term after their third birthday. All parent's/carers are required to provide their name, date of birth and national insurance number.

Parent's full name: \_\_\_\_\_ Parent's DOB: \_\_\_\_\_

National insurance number: \_\_\_\_\_

### **30-hours (full-time), Government funded place, Option 2:**

Eligible working parents can get an additional 15 hours. To check your eligibility and to find out how to apply, Please visit: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>. **Full-time places will only be confirmed when the Government code has been provided to the school.** If you are unable to provide the code, you would be entitled to a 15-hour Government funded nursery place.

Government code 30 hours (full-time place) 12 digit no: \_\_\_\_\_

### **30-hours (full-time), 15 hours funded and 15 hours top-up paid by parent/carer), Option 3**

If you are not entitled to the 30-hours, Government funded nursery place, Rushey Green Primary School can offer you a 15-hour Government funded placement as well as the opportunity to top-up an additional 15 hours (meaning your child would have a 30-hour placement) at a cost of £88.75 per week (this may be subject to change). This price includes a healthy school lunch. Places **are** limited and will be offered on a first-come, first-served basis. Nursery payments must be completed via ParentPay and details would be provided to you, when your child is registered at the school.

Do you require Option 3 and agree to pay the weekly charge?     Yes     No

## School Meals

Universal infant free school meals (UIFSM) provides funding for all government funded schools to offer free school meals to pupils in reception, year 1, and year 2.

Does your child currently have free school meals? Yes No

If yes, have you told the Local Authority you are moving schools? Yes No

Has your child ever received free school meals? Yes No

If you are entitled but have not applied please use the link below:

<https://lewisham.gov.uk/myservices/education/student-pupil-support/free-school-meals-and-extra-support-for-your-child>

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)

Application for Free School Meals completed online Yes No  Not applicable

**Please note you must submit the application before returning your admission pack to the school**

Children who are entitled to free school meals (FSM) will be provided with a supermarket voucher of their choice each half term (subject to change).

## Lunch Option

Will your child be having: School dinner **or** Packed lunch

The cost of a school dinner is £2.30 per day or £11.50 a week. Failure to keep your child dinner account in credit will result in your child being offered a light lunch. You will then have to provide your child with a packed lunch each day until the arrears are cleared.

Parent/Carer signature \_\_\_\_\_ Office staff signature \_\_\_\_\_



## Medical

I give permission for my General Practitioner (Doctor) to release medical information to Rushey Green Primary School concerning the child stated on the admission application form.

Doctor's Name	
Doctor's Address	
Telephone Number	

Does your child suffer from any medical condition or allergy, which might affect schooling or require emergency action/attention e.g. asthma or allergies?

Yes  No

If yes, please give details:

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Has your child ever had an operation or any historical medical condition? \_\_\_\_\_

If yes is the condition ongoing? \_\_\_\_\_

Is your child required to take any prescribed medication during school time?  Yes  No

If yes, you are required to complete a medical form, available from the office.

Print Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Office use only:

Administration of prescribed medication form complete <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Dietary Requirements (please tick)**

		✓		X			✓		X
Vegetarian	Yes		No		Nut allergy	Yes		No	
Dairy allergy	Yes		No		Vegan	Yes		No	
Allergy to artificial colourings	Yes		No		Gluten intolerance	Yes		No	
Halal *All meat in school is Halal	Yes		No		Kosher	Yes		No	
Pork free	Yes		No						

Does your child have any other food intolerances?  Yes  No

If yes, please give details:

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**Permissions (please tick)**

		✓		X			✓		X
Audio	Yes		No		Photographs on internal displays				
Class/Individual Photographs	Yes		No		Audio on website	Yes		No	
Photographs in newspaper/newsletter	Yes		No		Photographs on website/Social media	Yes		No	
Video	Yes		No		Prospectus or marketing materials	Yes		No	
Video on website	Yes		No		Online learning permissions	Yes		No	

**Year 5 and Year 6 only**

I give permission for my child \_\_\_\_\_ to travel independently to and from school?  Yes  No

Parent/Carer signature \_\_\_\_\_ Office staff signature \_\_\_\_\_

## Previous Schools

Information about previous schools attended:

Name of School	Address and telephone	Leaving date	Entry date	Reason for Leaving

## Exclusions

Has your child ever had a fixed term or permanent exclusion from a previous school?  Yes  No

Please give details:

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## Additional Information

Do you have any contact with outside agencies Yes No

**If yes, please tick the relevant box below**

Speech and Language  Occupational Therapy  Drumbeat  CAMHs  Kaleidoscope

Portage  Paediatric Assessment  Specific Learning Difficulties  Other

If yes, please provide copies of reports. Reports supplied

Does your child have special educational needs (SEN)? Yes No

Please specify their needs \_\_\_\_\_

Does your child have an Education, Health and Care Plan (EHCP)? Yes No

If yes, please give details:

Does your child need to wear glasses in class? Yes No

Have you or your children/immediate family ever received support from Social Services? Yes No

If yes, is there any support in place? Yes No

Please specify: \_\_\_\_\_

Any other documents (e.g. Court orders): \_\_\_\_\_

Any adults who are not permitted to collect or have contact with the child? Yes No

If yes, a copy of the original injunction/court order must be taken and kept on file and a photograph of the person not permitted to collect should be kept on file and shared with relevant members of staff.

**Signed by member of staff** \_\_\_\_\_ **Date** \_\_\_\_\_

Please add any additional information that you wish the school to know:

## Certification

I declare that the information that I have provided is correct to the best of my knowledge:

Parent/Carers signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Home School Agreement

At Rushey Green Primary School we aim to work in partnership with parents to provide an education of the highest quality, which celebrates everyone's success in a happy, caring and creative environment, where all our differences are valued.

***To achieve these aims, we expect the following: -***

## **The parents or guardians will:**

- Make sure their child arrives at school on time for 8.50am every day, wearing school uniform.
- Pick their child up promptly at 3.10pm;
- See that their child/ren attend school regularly and provide an explanation for absence, in person, by telephone, or a note (sent with the child on their return to school). Please remember that if you fail to do this, the child's records will show unauthorised absence;
- Support the school's Behaviour Policy, which is available on the school website or at the school office.
- Support their child's education by attending Parent Open Evenings and taking part in the school's Home-learning Schemes;
- Actively respect and support the multi-ethnic nature of the school. Where possible, attend special assemblies, coffee mornings or other functions and events held at the school;
- Keep the school up to date with any changes of address or emergency contact telephone numbers;
- Agree to not taking holidays during term time;
- Agree not to park illegally outside the school (on double yellow lines, on the zig-zag lines, double parking and blocking residents' drives);
- Behave appropriately when on school premises.

## **The school will:**

- Ensure all children are taught by qualified teachers;
- Safeguard and promote the welfare of every child in accordance with the Children Act 1989 the Children Act 2004;
- Provide a balanced education that aims to meet the needs of your child;
- Inform parents / carers at regular intervals, about general school matters and, in particular, about their child's progress;
- Encourage pupils to have respect for each other, for the school, its staff and the rules;
- Inform parents/carers about what teachers will teach the children each term;
- Contact parents if there is a problem with attendance, punctuality or other issues;
- Continue to train and develop staff so that their skills and knowledge keep them abreast of the latest development in education and learning.

## **The Pupils will:**

- Make every effort to be in school regularly and on time;
- Be polite and helpful to others and obey the school rules;
- Do all their class work and home-learning to the best of their ability;
- Bring all the equipment they need each day.

Please sign to say you have read this agreement and have explained it to your child

**Child's Name** \_\_\_\_\_ **Class** \_\_\_\_\_

**Parent/Guardian/Carer Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## NOTES

The school does not accept liability for any loss, theft or damage to property or possessions brought to school in contravention of school rules regarding such property.

The school does not accept any liability or responsibility for items of clothing/uniform that are torn or otherwise damaged except where the school can be shown to be negligent in providing an environment where such items can remain undamaged other than that expected by normal wear and tear. We advise all uniform to be labelled with your child's name on it.

At Rushey Green, it is our policy that parents and carers (or any other relative or friend accompanying the parent) are prohibited from recording conversations with members of the staff. This is due to Safeguarding and Data Protection issues that may arise from inappropriate use of the content recorded.

Data Protection- The information requested on this form will be used only by the school for the administration within the school.

Parent checklist	Tick
Have you completed all relevant section on the admissions pack?	
Have you registered for free school meals?	
<b>Nursery only:</b> Have you provided your full name, national insurance number and date of birth, your 30 hour-code (where applicable) or have you ticked the part-funded/part paid placement?	
Have you provided an original copy of your child's full birth certificate, parent ID (e.g. passport, driving license) and proof of address (such as a council tax bill) to the office?	

### Office use only:

Original Birth certificate provided:  Yes  No

Proof of address:  Yes  No

Proof of Identify of Parents copied for file:

Passport  Yes      Driving License  Yes      Other form of ID \_\_\_\_\_

Member of staff signature \_\_\_\_\_ Date \_\_\_\_\_

Headteacher signature \_\_\_\_\_ Date \_\_\_\_\_