



We collect data and use pupil/parent personal data when the law allows us under the Education Act 1996 and subject to Articles 6 and 9 of the General Data Protection Regulation in accordance with the "public task" basis –processing data to fulfil our statutory function as a school, and the "legal obligation" basis to meet our responsibilities under law. Where data is not mandatory, we will always seek your explicit consent. Any data sharing will only be in accordance with our policies and processes – further information can be found on our Privacy Notices.

SCHOOL USE ONLY	
Admission no.	
Year Group	PRE
Reg. Group	
Admission Date	
Date Processed	
UPN	
Birth cert received	

Please print in the areas below

## PUPIL INFORMATION

Legal forename:

Legal surname:

Middle name(s):

Gender (m/f):

Date of Birth:

Preferred forename:

Preferred surname:

Home address:

  

Postcode:

Home phone:

☐ I have provided my child's ORIGINAL birth certificate (to be copied by the school office and returned to you).

## ETHNICITY

### White

- ☐ British  
☐ Irish  
☐ Traveller of Irish heritage  
☐ Gypsy/Roma  
☐ Any other White background

### Mixed

- ☐ White & Black Caribbean  
☐ White & Asian  
☐ Any other Mixed background

### Asian or Asian-British

- ☐ Indian  
☐ Pakistani  
☐ Any other Asian background

### Black or Black-British

- ☐ Caribbean  
☐ African  
☐ Any other Black background

### Other

- ☐ Chinese  
☐ Any other Ethnic background

☐ I do not wish an ethnicity background category to be recorded

## LANGUAGES SPOKEN

A **first language** other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

A **second language** is a language that this child has been exposed to later in their development and that they use in the home, community or at school.

A **home language** is a language that is regularly spoken in the home, whether or not this child speaks or understands it.

A **tuition language** is a language in which this child is proficient, or is gaining proficiency through tuition.

First language:

Second language:

Home language:

Tuition language:

Country of birth:

Nationality:

☐ I do not wish language details, country of birth and nationality to be recorded

## RELIGION

- ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish  
☐ Muslim ☐ Sikh ☐ No religion ☐ Prefer not to say  
☐ Other religion, please state:

## TRANSPORT ARRANGEMENTS

How does your child travel to school?

- ☐ Walk ☐ Cycle/scooter ☐ Car/van ☐ Car share  
☐ Public bus service ☐ Dedicated school bus ☐ Train ☐ Taxi  
☐ Other, please specify:

## FAMILY DETAILS AND LIVING SITUATION

Is this child in Care? ☐ Yes ☐ No

### Family situation

- ☐ Single parent ☐ Two adults ☐ Foster parents ☐ In residential care  
☐ Prefer not to say

### Protection Register status

Is this child subject to a Child Protection Plan? ☐ Yes ☐ No

Is this child subject to a Child in Need Plan? ☐ Yes ☐ No

### Sibling Protection Register status

Is a sibling subject to a Child Protection Plan? ☐ Yes ☐ No

Is a sibling subject to a Child in Need Plan? ☐ Yes ☐ No

### Traveller status

Is this child a traveller? ☐ Yes ☐ No

### Refugee status

Is this child a refugee? ☐ Yes ☐ No

### Armed Forces

Does this child have a parent in the armed forces? ☐ Yes ☐ No

## SIBLINGS

Name/names of brothers and sisters in this school:

## SESSIONS REQUESTED

The free Early Education Entitlement (FEEE) allows 15 hours per week of free care (5 sessions). Remainder will be charged at £11.50 per session, and £2 per lunchtime session. Please provide a packed lunch.

Please clearly put an 'X' in the sessions you are requesting (subject to availability).

SESSION	Monday	Tuesday	Wednesday	Thursday	Friday	Total sessions
<b>Morning</b> 8.45am–11.45am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lunchtime</b> 11.45am–12.15pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Afternoon</b> 12.15pm–3.15pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Preferred start date, e.g. ASAP/after summer holiday

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Prioritise them in the order that you wish for them to be contacted in the event of an emergency. **For safeguarding purposes, at least two contacts are required.**

CONTACT INFORMATION: PARENT/GUARDIAN

Title:  Forename:  Surname:

Gender: ☐ Male ☐ Female

Relationship to pupil:  Parental responsibility: ☐ Yes ☐ No

Permission to take home: ☐ Yes ☐ No Armed Forces: ☐ Yes ☐ No

Languages (if not an English speaker):

Daytime phone:  Daytime place:

Home phone:  Work phone:

Mobile phone:

Email:

Address:   
(if different to above)

Postcode:

Priority

1

Currently  
serving in  
Regular HM  
Forces  
Military units?

☐

CONTACT INFORMATION: PARENT/GUARDIAN

Title:  Forename:  Surname:

Gender: ☐ Male ☐ Female

Relationship to pupil:  Parental responsibility: ☐ Yes ☐ No

Permission to take home: ☐ Yes ☐ No Armed Forces: ☐ Yes ☐ No

Languages (if not an English speaker):

Daytime phone:  Daytime place:

Home phone:  Work phone:

Mobile phone:

Email:

Address:   
(if different to above)

Postcode:

Priority

2

Currently  
serving in  
Regular HM  
Forces  
Military units?

☐

CONTACT INFORMATION: PARENT/GUARDIAN

Title:  Forename:  Surname:

Gender: ☐ Male ☐ Female

Relationship to pupil:  Permission to take home: ☐ Yes ☐ No

Languages (if not an English speaker):

Daytime phone:  Daytime place:

Home phone:  Work phone:

Mobile phone:

Address:  
(if different to above)

Priority

3

CONTACT INFORMATION: PARENT/GUARDIAN

Title:  Forename:  Surname:

Gender: ☐ Male ☐ Female

Relationship to pupil:  Permission to take home: ☐ Yes ☐ No

Languages (if not an English speaker):

Daytime phone:  Daytime place:

Home phone:  Work phone:

Mobile phone:

Address:  
(if different to above)

Priority

4

OTHER INFORMATION

Names of any other/previous provision attended (if applicable):

Date from:

Date to:

Reason for leaving:

Date entered UK (if applicable):

Please use this space to give us any information about your child that you feel we should know about and which has not already been covered by this form (medical information is on next page):

## MEDICAL INFORMATION

Doctor's name:

Medical practice name:

Medical practice  
address:

  

Phone:

Does your child have Asthma?

☐

Yes

☐

No

If yes, is inhaler to be held at school?

☐

Yes

☐

No

Type of inhaler used (if applicable):

1.

2.

Does your child have any other medical conditions that the school should be aware of, including allergies?

☐

Yes

☐

No

If you have answered 'yes' to the above, please provide details below:

Condition/s:

Critical:

Any emergency action required:

Medicine to be  
held at school:

1.

☐

Yes

☐

No

2.

☐

Yes

☐

No

3.

☐

Yes

☐

No

4.

☐

Yes

☐

No

☐

Yes

☐

No

☐

Yes

☐

No

☐

Yes

☐

No

☐

Yes

☐

No

Please note: school can only administer prescribed medicine. If you wish school to administer prescribed medication for your child, you will need to complete the Administering Medicines request form – please phone or email the school office to discuss.

Does your child receive any Paramedical Support?

☐

Occupational therapy

☐

Physiotherapy

☐

Speech and Language therapy

☐

Other support, please specify:

Is your child required to wear glasses?

☐

Yes

☐

No

## DIETARY REQUIREMENTS

☐

Artificial food colouring allergy

☐

No pork

☐

No dairy produce

☐

Gluten-free

☐

Halal

☐

Kosher foods only

☐

No nuts of any type/quantity

☐

Vegetarian

☐

Seafood allergy

Does your child have any other dietary requirements that the school should be aware of?

  

Please select the lunch option your child is **likely** to have most often:

☐

School dinner

☐

Packed lunch from home

## PHOTO PERMISSIONS AND CONSENT

We occasionally take photographs or videos of the children at our school to celebrate work and achievements. Still images may be used in our school prospectus, in other printed publications that we produce, on our school website, social media, on project display boards in school, etc. We may also make video or webcam recordings for school-to-school conferences, Microsoft TEAMS year groups and social media purposes.

Due to the Covid-19 pandemic, Microsoft TEAMS has become a vital part of our approach to blended learning, and at times when we are not able to have parents and families gather in school for performances, we endeavour to share these special events and assemblies through the TEAMS portal.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. We will not use a photograph or video of your child without such explicit consent. Please see the full descriptions of the use of photographs or images relating to the questions below – this can be found on our school website under 'Parent Information > School Policies > Use of Photographs and Images'.

Please note, there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our 'Parent/Carer Privacy Notice' which can be found on our website under 'Parent Information > School Policies'. We may also take photos/video of your child for identification purposes and for evidencing their educational development – such data will sit on their file and not be shared unless the law requires us to do so, or you have given your specific consent.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, you can contact the school by email at [office@dsatredlands.org](mailto:office@dsatredlands.org) or by phone on 01509 812 376.

I give the following permissions regarding photos of my child:

☐ I **DO NOT** give my consent for the school to take or use any photos of my child (If you tick this statement all questions in the section below will be recorded as 'No' on our system.)

### May we use your child's photograph and first name in the following ways:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| • On the school's website <sup>(a)</sup> (including in online publications and promotional material)?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • In the school prospectus and other promotional publications (for print and school website)?<br><i>(Publications are available online and in print to anyone.<sup>(a)</sup>)</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • On internal displays within the school buildings?<br><i>(Displays are seen by staff, pupils, parents, guardians and other visitors to the school)</i>                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • In local newspapers (could include their associated websites) <sup>(a)</sup> ?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • On social media <sup>(a)</sup> , e.g. the school's Twitter account (which is also on the school website)?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Across the wider Trust organisation for marketing purposes (which could include printed publications and the Trust website <sup>(a)</sup> )?                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### May we record your child on video and/or audio for the following purposes:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| • For school performances (e.g. nativity), internal and external school events and trips?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • For participating in online learning taking place via Microsoft TEAMS, performances and other videos/recordings that may be shared via Microsoft TEAMS. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*(a) Please note that websites, social media and online newspaper sites can be viewed throughout the world, not just the United Kingdom where UK law applies and, if copied from a website or social media, images and information can no longer be controlled by the school.*

### Professional individual/sibling group and annual class photos:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| • Do you give permission for your child's photo to be taken by professional photographers for their individual/sibling group photo <sup>(b)</sup> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you give permission for your child's photo to be taken by professional photographers for their annual class photo <sup>(b)</sup> ?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Parents/carers must not publicly share class photos or any photos which include children from other families.

*(b) Individual or sibling group photos and annual class are taken at school and processed off-site by the photographers. Proof cards for individual/sibling group photos are sent only to the relevant parents/carers; proof cards for annual class group photos are sent to all relevant parents/carers for each class.*

If you change your mind at any time, you can let us know by contacting the school by email at [office@dsatredlands.org](mailto:office@dsatredlands.org), or by phone on 01509 812 376.

## OTHER PERMISSIONS

I give permission for my child to:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| • Access the internet with adult supervision                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Visit local off-site activities (e.g. library, church)                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Visit partnering schools   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Be transported to fixtures in staff cars or vehicles belonging to parent helpers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Participate in food tastings as part of the curriculum                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## FRIENDS OF REDLANDS (FORS) – PARENT TEACHER ASSOCIATION CONSENT

I give my consent to receive information relating to FORS (PTA) fundraising activities by email and text

☐ Yes ☐ No

## GENERAL INFORMATION DIRECTLY RELATED TO SCHOOL CONSENT

I give my consent to receive general information relating to school (e.g. Weekly Updates, job vacancies, etc.) by email and text

☐ Yes ☐ No

**Please print and sign below.**

Child's name:

Parent/Carer name:

Parent/Carer signature:

Date: