

## BEECHOLME PRIMARY SCHOOL ADMISSIONS APPLICATION FORM

If your child should suffer an illness or accident at school, we may need to get in touch with you quickly. It is therefore very important that we have the correct contact details for the parent(s)/carers at home and work. It is also very useful to have contact details for someone who could collect your child in the event of an emergency.

Please complete all the details below and return it to the School Office.

**Do remember to notify us immediately if any details change during the course of the year.**

CHILD'S INFORMATION				
Child's Surname:	Child's Forename(s):	Middle Name:	Date of Birth:	Male/Female
Birth Certificate/ Passport Seen:			Class:	Start Date:
<b>Main Home Address of Child</b>				
House Name/Number:				
Address Line 1:				
Address Line 2:			Postcode:	

PARENT/CARER CONTACT INFORMATION			
<b>Mother's Full Name:</b>		<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.
		<input type="checkbox"/> Miss	<input type="checkbox"/> Other
Home Tel. Number:	Mobile Number:	Work Tel. Number (& ext. if any):	
Additional Contact Information (e.g. working hours):			
Email Address (for home/school contact via ParentMail):			
<b>Address (if different from child):</b>			
House Name/Number:			
Address Line 1:			
Address Line 2:			Postcode:

<b>Father's Full Name:</b>		
Home Tel. Number:	Mobile Number:	Work Tel. Number (& ext. if any):
Additional Contact Information (e.g. working hours):		
Email Address (for home/school contact via Parent Mail):		
<b>Address (if different from child):</b>		
House Name/Number:		
Address Line 1:		
Address Line 2:		Postcode:

<b>Other Contact</b> – Name of another person who can be contacted if we are unable to reach you in the event of an emergency		
Full Name:		
Relationship to Child:	Home Tel.:	Mobile No.:

<b>Other Contact</b> – Name of another person who can be contacted if we are unable to reach you in the event of an emergency		
Full Name:		
Relationship to Child:	Home Tel.:	Mobile No.:

<b>Other Contact</b> – Name of another person who can be contacted if we are unable to reach you in the event of an emergency		
Full Name:		
Relationship to Child:	Home Tel.:	Mobile No.:

<b>OTHER INFORMATION</b>	
<b>Looked after child</b> – Is the child above in public care? If yes, please indicate the care authority.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Previous school, nursery or school group attended:</b>	
<b>Has your child ever been referred to:</b>	
Speech and Language Therapy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Occupational Therapy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Physiotherapy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any other service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please give details – i.e. when referred, waiting time, when therapy started, is it continuing or has your child been discharged.	
<b>Please detail of any disability, serious illness, allergy or special need:</b>	
<b>Special Dietary Requirements (e.g vegetarian, Halal):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify.	

**MEDICAL FORM**

My child has known medical conditions:  Yes  No  
 (If YES, please complete the table below)

Condition	Severe/Moderate/Mild	Medication to be held in school (Prescription Only)
Allergies (Type) e.g. Hay Fever, Food		
Asthma		
Diabetes		
Eczema		
Epilepsy		
Any Other Condition		

**Name of Medical Practice:**

**Telephone Number of Medical Practice:**

**DATA COLLECTION FORM**

**Ethnicity**

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents of those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether a parent/carer or pupil filled in the form.

<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> Gypsy/Romany <input type="checkbox"/> Other White b/ground	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black b/ground	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Other Asian b/ground	<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other Mixed b/ground
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Any other Ethnic Background, please specify:

I do not wish an ethnic background category to be recorded

**This information was provided by:**       Parent/Carer

**Languages Spoken at Home by Pupil**

1. Is English the first language of your child (the only language your child has been brought up in and hears and speaks at home)?  
Please tick:       Yes       No
  
  2. If no, what is the name of the first language your child has been brought up in?  
(Please write the name of language)
  
  3. Has your child grown up hearing and speaking more than one language at home?  
Please tick:       Yes       No
- If yes, please write the name(s) of these other languages:  
 1. [                                 ]    2. [                                 ]       I do not wish to answer this question

<b>Religion</b> Please tick one box only.		
<input type="checkbox"/> Christian  <input type="checkbox"/> Buddhist  <input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish  <input type="checkbox"/> Muslim  <input type="checkbox"/> Sikh	<input type="checkbox"/> Other (Please Name) .....  <input type="checkbox"/> I do not wish to answer  <input type="checkbox"/> No Religion

The information collected in this form will help schools, the Local Authority and Government to ensure fairness in educational provision. Any information you provide will be used solely to compile statistics on the school and experience of pupils from different backgrounds, to help ensure that all pupils have the opportunity to fulfill their potential. From time to time the information will be passed on to the Local Authority and the Department for Education to contribute to local and national statistics. The information will also be passed on to future schools so in most cases you will not be asked for it again.

**DATA COLLECTION FORM**

**Country of Birth:**

This is the country of birth as stated on child's passport and/or birth certificate.

- United Kingdom
- Other, please specify:
- Refused
- Not known

**Pupil Nationality**

This is the nationality as stated on child's passport and/or birth certificate. If child has dual/multiple nationalities, please state all below.

*Nationality:*

- British             English             Scottish             Welsh             Irish
- Other, please specify all:
- Refused
- Not known

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**Childs Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Relationship to Child:** \_\_\_\_\_



## ADDITIONAL REQUIREMENTS

### BIRTH CERTIFICATE

When your child starts at Beecholme it will be necessary for you to show his/her birth certificate to a member of the Office staff. It will be noted on a computer-based system that the birth certificate has been seen. If you are unable to supply a birth certificate you will be asked to produce some other form of identification, such as a passport, for your child.

### FREE SCHOOL MEALS FOR ALL CHILDREN IN RECEPTION, YEAR 1 AND YEAR 2

Since September 2014 children in Reception, Year 1 and Year 2 have been entitled to a free school lunch under the governments scheme. This is automatically available to any child in Reception and KS1, aged from 4-7 years old.

### PUPIL PREMIUM AND FREE SCHOOL MEALS

If your circumstances are described by any of the following categories, your child may be entitled to free school meals and the school will receive additional funding.

- 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)
- Income-based jobseeker's allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, and have an annual income that does not exceed £16,190 as assessed by HMRC. (If you receive working tax credit as well as child tax credit you will not be entitled to free school meals.)
- The guarantee element of state pension credit
- Children whose parents receive Income Support
- Financially supported by NASS (National Asylum Support Service)

**Please complete the enclosed Pupil Premium form to see if your child is eligible for Free School Meals.**

Even if your child doesn't wish to take a hot dinner or is currently receiving universal free school meals in Reception, Year 1 and Year 2 the school will still receive extra funding to support learning.

## SCHOOL UNIFORM

Girls	Boys	PE Kit
Beecholme School Bag	Beecholme School Bag	Beecholme PE Bag
Grey school skirt or grey school trousers	Grey school trousers	Beecholme blue T-shirt
Beecholme blue polo shirt	Beecholme blue polo shirt	Black shorts
Beecholme blue sweatshirt	Beecholme blue sweatshirt	Plimsolls/trainers
Black School Shoes	Black School Shoes	Children with long hair must tie their hair back with a band
<b>Summer uniform:</b> (optional) Blue and white school dress	<b>Summer uniform:</b> (optional) Grey school shorts	A tracksuit may be worn over PE kit in the Winter by Key Stage 2 children

Children are expected to wear the correct school uniform and we ask that parents support us and co-operate by seeing that children wear suitable clothing to school.

Sweatshirts, polo shirts, T-Shirts, book bags and bags with the school logo are available solely from our uniform supplier – School Uniform Direct. See enclosed leaflet. Please make sure that all clothes are marked with your child's name. Please also ensure that your child wears a coat on cold and damp days.

## **IMPORTANT INFORMATION**

### **HEALTHY SCHOOL/NUT FREE SCHOOL**

Being a 'Healthy School' we wish to encourage healthy eating and with this in mind we do not allow children to bring in sweets or cakes to share with the class on their birthdays, as this can cause difficulty for children with food allergies.

Due to a number of children and adults with nut allergies in school we would also be grateful if you could ensure that lunch boxes do not contain any nut products.

With the worrying statistics on the effects of diet and lifestyle constantly in the media I hope you will support us.

### **ATTENDANCE – UNAUTHORISED ABSENCE IN TERM TIME**

We receive a number of applications from parents requesting holiday leave in term time. Government guidelines stipulate that "Head Teachers may not grant any leave of absence during term time, unless there are exceptional circumstances".

We are required to inform the Educational Welfare Officer (EWO) of any unauthorised absence. This will result in the EWO writing formally to the parents of children who have unauthorised absence and could lead to penalty notices being issued or legal proceedings taking place.

While I would not expect anyone to re-arrange family holidays when they have been booked, please bear in mind that if children are taken out of school during term time it will be necessary for the school to register the absence as unauthorised and inform the EWO and if this does lead to a penalty notice being issued it will be per child and per parent.

### **DISCLOSURE AND BARRING SERVICE (DBS)**

We very much appreciate all offers of help from parents; indeed, without it valuable lessons and activities such as listening to children read and school trips would not be able to take place on a regular basis. If you would like to help you will be required to complete a DBS. In order to process your application online the school office will require the following information: title, forename, surname, email address, DOB, gender, address including post code and date you moved to the address, position applied for. You will also need to bring into the School Office for the attention of the School Business Manager. Three ID documents: eg: passport/birth certificate, driving licence, utility bill (not mobile), bank or credit card statement. All documents must be less than three months old.

Please be rest assured that all information received from the DBS check will be treated in the strictest confidence and will only be known by authorised personnel for safeguarding purposes. There is no charge to parents for this service.

### **PRIVACY NOTICE**

Beecholme Primary School is a member of the PACE Academy Trust. Under data protection legislation, the Pace Academy Trust is the controller of the data.

The postal address of the Trust is: Chipstead Valley Primary School, Chipstead Valley Road, Coulsdon, Surrey, CR5 3BW

### **How we use Pupil information**

The Trust collects and stores personal information relating to our pupils and may also receive information about them from their previous school, local authority and Department for Education (DfE). We use this information to:

- Support your child's learning
- Monitor and report on their progress
- Provide appropriate care and safeguarding for pupils and staff
- Assess the quality of our service
- Comply with our legal obligations

The information we hold may include names, addresses and contact details, national curriculum assessment results, attendance information, exclusion information, where your child moves on to when they leave us and other unique pupil identifiers. It may also include sensitive personal characteristics such as your ethnic group, language, country of birth, free school meal eligibility, any special educational need, and relevant medical information. We also keep photographs of the children for safeguarding and identification reasons, we will ask for your consent to any additional use of your child's photograph, if you give consent you may change your mind at any time.



The information we hold is data that has either been provided to us by you, or other public bodies (such as a previous school or the local authority), or data which we have gathered (eg. attendance and attainment records) during the course of your child's education. The Trust is obliged to record this information in order to carry out its duties as a public body.

The Trust may identify additional uses of your data, which may be of benefit to your child or the school community. Examples may include optional extra-curricular activities, fundraising or our school promotional events. We will always seek your consent before using your data for these reasons. If you give consent, you may change your mind at any time.

We do not share information about our pupils with anyone without consent unless the law and our policies require us to do so.

We are legally obliged to share pupil data with the Department for Education (DfE). The DfE use this data for school funding and educational attainment policy and monitoring.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This information may, in turn, then be made available for use by the Local Authority.

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We may also share data with approved third parties or contractors in order to support your child's education, health and wellbeing. Examples may include health and SEN support professionals, service suppliers (such as catering, payment processing services and communication tools).

The information shared may include sensitive personal information such as information about your child's health, special educational needs, or disabilities. This information is used to provide the correct services to support your child, is shared on a strictly need to know basis and is communicated securely.

#### **How long do we keep information?**

We keep information for as long as the law requires or until it is no longer required. The Trust has a document retention policy that explains in detail how long we keep information. You can find the policy on our school website or ask for a copy in the school office.

#### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information that we hold about them. Requests for access to your personal information must be submitted in writing. You may write a letter to the Head Teacher or submit an email request to:

Beecholme Primary: [beecholme.sars@openair.systems](mailto:beecholme.sars@openair.systems)

Further information is available in our Data Protection Policy, copies of which are available upon request or downloaded from the school website. If you would like to speak to us about the personal information we hold on you, or your child, please contact the Head Teacher.

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office:

Online at: <https://ico.org.uk/concerns/>

By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By telephone: 0303 123 113 or 01625 545 745