



GATEFORD PARK PRIMARY SCHOOL **ADMISSION FORM – ELF CLASS**

About your Child

Surname		Forename	
Legal Surname		Chosen Name	
		Middle Name	
Gender M/F	Date of Birth		Class
Home Address		Home Tel. No.	
		Postcode	
Previous School/Nursey			
Address			
Telephone Number			

CONTACTS

Parents/Guardians with whom pupil lives

Title	Initials	Surname	Parental Responsibility? Y/N	Work Tel. No.	Mobile Tel. No.
Relationship to child					
Occupation					
Relationship to child					
Occupation					
Main email address for correspondence:-					

Other contacts

In case of emergency, if we cannot contact you, please enter other people we may be able to contact

Title	Initials	Name	Address (must be supplied)	Home Tel. No.	Mobile Tel No.	Relationship eg.aunt/friend
_____	_____	_____	_____			
_____	_____	_____	_____			
_____	_____	_____	_____			

Other Details (*this section is mandatory*)

<u>Court Orders</u>	Are there any court orders affecting this pupil? (If yes, please give details on another sheet of paper)	Y/N
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Social Worker Yes / No - Please give their name _____

Looked After Child? Yes/No

Medical Details Doctor _____ Surgery Address _____

Health Visitor _____

Are there any medical problems we should be aware of? If yes, please give details.

Asthmatic? _____ Inhaler at school? _____

Any food allergies or intolerances? If yes, please give details.

Transport to School: Please circle Walk / Bicycle / Car /Taxi / Other

Language: What is the language used at home?

What is the language used at school?

Pupil Nationality:

Pupil's Country of birth:

Religion: What is your family religion?

Ethnic Origin: Please tick which box applies to you (ie. Where do you originate from?)

White

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

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background

☐ **Chinese**

☐ **I do not wish an ethnic background category to be recorded**

Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background

☐ **Any other ethnic background**

Is there anything else that we need to be aware of?

Signed _____ (Parent/Guardian) Date _____

Print Name _____



Gateford Park Primary School

Amherst Rise, Gateford, Worksop, Nottinghamshire S81 7RG
t: 01909 478681 f: 01909 473487 e: office@gateford.notts.sch.uk
www.gatefordpark.com

Headteacher: Paula Doyle BA

Permission Form

Please read the following statements below and tick to give your permission.

Changing of Clothes

It may become necessary to change your child's clothing as a result of, for example:

- exuberant messy play!
- wet/soiled clothing
- toilet accidents

☐

I give permission for a member of staff to change my child's clothing if required.

I give permission for a member of staff to clean my child in the event of a toileting accident.

I will ensure my child has a bag of spare clothing on their peg.

Sun cream Policy

Sun cream is an essential part of keeping children safe in the sun, as is the education of children about the need for sun cream, drinking water and wearing hats for protection during warm weather. We ask that sun cream is applied before school each day but we will re-apply as and when required. Each child should have a named sun cream bottle and sun hat either brought with them each visit in their bag, for use as and when required.

I give permission for a member of staff to apply this individual sun cream.

Please note if a child does not have their own sun cream we will not be able to apply any.

☐

Name of child: _____

Signed: _____

Relationship to child: _____

Date: _____

Section 2: Application for Sessions

We are an educational setting, rather than a childcare provider and we are keen to ensure that your child experiences the widest range of experiences possible.

To ensure that your child receives the best possible nursery education, we are making the following changes: With effect from September 2019, parents of children eligible for 15hrs will need to choose **EITHER** 5 morning **OR** 5 afternoon sessions.

Parents of children who are eligible for 30hrs will choose **EITHER** mornings **OR** afternoons and can top up their sessions as required.

To secure your session choices, please let us know, as soon as possible, whether you would prefer mornings or afternoons. We will do our very best to accommodate your preference. Allocation of sessions will be on a first come, first served basis.

Please indicate your preferred nursery sessions by ticking the relevant boxes below

<u>Sessions for children eligible for 15hours</u>	Number of Hours	Please tick your preference
5 Mornings 8.40am-11.40am	15 hours	
5 Afternoons 12.20pm-3.20pm	15 hours	

<u>Sessions for children eligible for 30hours</u>	Number of hours	Please tick your preference	Please indicate below which days you would like top up sessions				
			M	T	W	Th	F
5 mornings 8.40am - 11.40am PLUS up to 5 lunch clubs and afternoon top ups	Up to 30hours (lunch club is an added cost of £2 per day)						
5 afternoons 12.20pm - 3.20pm PLUS up to 5 lunch clubs and morning top ups	Up to 30hours (lunch club is an added cost of £2 per day)						

Dear Parents and Carers

Data Collection/Consent

In line with the new data protection regulations, we are updating our consent forms. Please read each section carefully, delete the statements as appropriate and sign and date the form **for each child in school**. Please note, you can withdraw consent at any time, by advising Mrs. Ellis in the school office, who will update our records accordingly.

* I give/do not give consent for my child to appear on the school website/school Facebook page.

* I give/do not give consent for my child to appear on the school Twitter feed.

* I give/do not give consent for my child to be mentioned in a school newsletter, for special mentions

* I give/do not give consent for my child's photograph to appear in the local press/on displays in school.

* I give/do not give consent for Gateford Park Primary School to store my contact numbers and email addresses so that I can receive texts and emails from the school.

NB – Children's names will *not* be published with photographs.

Where names are mentioned in newsletters etc, *only* forenames will be used

Signed:- _____

Date: _____

Parent/Carer of:- _____
(child's name)

This form should be returned to school for each child in school, thank you.

Gateford Park Primary School fully complies with information legislation. For the full details on how we use your personal information please read our online Privacy Notice at www.gatefordpark.com in the Key Information section or call 01909 478681 if you are unable to access the internet.

With my very best wishes



Paula Doyle
Headteacher, Gateford Park Primary School

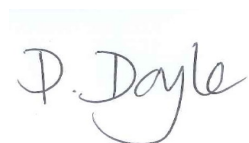
Dear Parent/Carer,

At times of celebration throughout the year, such as Christmas and birthdays, parents often ask for a list of names of children in their child's class, so that they can send party invitations or Christmas cards. The list we give will only include forenames and the initial of the surname, should there be more than one child in the class with the same forename. Eg. If there are two Emilys, we would also include the first letter of their surname in the list.

Please complete the consent form below, so that we know that you are happy for your child's name to be shared in this way. You can withdraw your consent at any time, by contacting Mrs. Ellis in the school office.

Please return this form to school as soon as possible, thank you.

With my very best wishes,



Paula Doyle
Headteacher
Gateford Park Primary School

-
- I give/do not give consent for my child's name to be included in a class list for the purposes of party invitations/Christmas cards etc

Child's name:

Parent's Signature:

Date:

EARLY YEARS PROVIDER PRIVACY NOTICE

(to be distributed to all parents/carers)

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

Who are we?

We, Gateford Park Primary School, are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you and your family and may receive information about you and your family from your previous Childcare Provider.

Why is information collected?

The reasons we keep records about you and your family are to:

- Support your child's teaching and learning;
- Monitor and report their progress;
- Provide appropriate pastoral care;
- Give the best possible service;
- Safeguard Children and Young People from harm;
- Assess how well our setting is doing.

What information is collected?

Information that may be collected includes contact details, personal characteristics such as ethnic group, special educational needs and any relevant medical information.

More information about the support available for children and young people can be found via:

<https://www.gov.uk/topic/schools-colleges-childrens-services/support-for-children-young-people>

Who may my / my family's information be shared with?

We will not give information about you or your family to anyone outside Gateford Park Primary School without your consent unless the law and our rules allow us to.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>.

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services.

Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT);
- Police forces;
- Other childcare providers should you move your child to another provider
- Other local authorities if you live in their area;

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty¹ to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

If you require more information about how the Local Authority (Nottinghamshire County Council) and the DfE store and use your information, then please go to the following websites:

<http://www.nottinghamshire.gov.uk/learning/schools/child-data-security/>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the Local Authority or DfE as follows:

Nottinghamshire County Council	Department for Education
Information and Systems Team Quality and Improvement Group Children, Families and Cultural Services Nottinghamshire County Council County Hall, West Bridgford Nottingham, NG2 7QP Email: data.management@nottscc.gov.uk	Ministerial and Public Communications Division Department for Education Piccadilly Gate, Store Street, Manchester, M1 2WD Website: www.education.gov.uk Email: education@nottscc.gov.uk

Can I see the information held about me and my family?

Under the Data protection Act 1998 you and your family are entitled to know what information is held about you. If you want to see a copy of the information we hold and share about you and your family then please contact Mrs Verity Ellis at Gateford Park Primary School. If you suspect that you or your family's information is incorrect you have a right to request that the data is amended.

For independent advice about data protection, privacy and information sharing issues you can contact:

The Information Commissioner 0303 123 1113 <http://www.ico.org.uk>

1. A duty is what defines the schools or authorities responsibilities in law