

# NORDEN

## Community Primary School

School is required to hold certain information regarding pupils on a computerised system. To ensure that we have up to date information, please could you spare a few minutes to fill in the following details about your child. We also ask parents to notify school if any given details change in the future. Please complete ALL sections.

### GENERAL INFORMATION – CHILD

(PLEASE PRINT AS SHOWN ON YOUR CHILD'S BIRTH CERTIFICATE)

<b>Legal Surname:</b>		<b>Legal First Name:</b>	
<b>Middle Name(s):</b>		<b>Preferred Name:</b>	
<b>Date of Birth:</b>		<b>Gender (male/female)</b>	
<b>Main Address:</b>			
<b>Postcode:</b>		<b>Home Telephone:</b>	

### DETAILS OF PARENT/CARER (of the child with legal responsibility)

(Birth parents usually have legal responsibility and this can only be removed and/or given to another person by a Court Order)

#### Parent/Guardian 1

Please fill in the contact details you want us to use to communicate with you

<b>Title:</b> (Mr/Miss/Mrs etc.)		<b>Full Legal Name:</b>	
<b>Home Address &amp; Postcode:</b> (if not the same as the child's main address)			
<b>Home Telephone:</b>		<b>Mobile Telephone:</b>	
<b>Work Telephone:</b>		<b>Email Address:</b>	
<b>Relationship to Child:</b>		<b>Are you the custodial parent?</b> (Joint custody 2 <sup>nd</sup> address)	

#### Parent/Guardian 2

Please fill in the contact details you want us to use to communicate with you

<b>Title:</b> (Mr/Miss/Mrs etc.)		<b>Full Legal Name:</b>	
<b>Home Address &amp; Postcode:</b> (if not the same as the child's main address)			
<b>Home Telephone:</b>		<b>Mobile Telephone:</b>	
<b>Work Telephone:</b>		<b>Email Address:</b>	
<b>Relationship to Child:</b>		<b>Are you the custodial parent?</b> (Joint custody 2 <sup>nd</sup> address)	

### SPECIAL CIRCUMSTANCES

Please detail below if there are any special circumstances (e.g. separated parents, rights of access, separated parents each requiring a report etc..)

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Headteacher: Mrs L Cotton

*"A school  
in the heart  
of the community"*



**EMERGENCY CONTACTS**

(Relatives or friends who can be contacted when we are unable to contact named Parents/Carers)

	Title	Full Legal Name	Relationship to Child	Telephone Number
Contact 1:				
Contact 2:				
Contact 3:				

**DETAILS OF BROTHERS/SISTERS ATTENDING PRIMARY OR SECONDARY SCHOOL**

NAME	Class	Name of school if not Norden Primary

**DIETARY & SCHOOL MEAL INFORMATION****What meal will our child be having at school?**

School Meal

Free School Meal

Packed Lunch

**Does your child have any dietary needs the school MUST be aware of?** (i.e. – Artificial colour allergy, Gluten free, Halal, kosher foods only, No diary produce, No nuts of any type, No pork, Seafood allergy, vegetarian)

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**MEDICAL INFORMATION**

Doctor's Name:

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Surgery:

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Address:

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Telephone No:

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**Does your child have a diagnosed medical condition which school need to be aware of? Please provide details below.**

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**Does your child take any regular medication? Please provide details below.**

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**Does a doctor or hospital have your permission to administer any required treatment to your child in an emergency situation?** (Please delete)

YES

NO

**Can your child be taken out of school in an emergency?** (Please delete)

YES

NO

**SPECIAL EDUCATION NEEDS****Does your child have any special educational needs that the school needs to be aware of? If so please can you supply details below:**

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**Have you or your child any impairment or disability which may prevent access to the building or access to information provided by the school? If so, please can you supply details below:**

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## ETHNIC & RELIGIOUS DETAILS

Ethnic Origin - Please study the lists below and tick **one box only** to indicate ethnic background of the pupil or child named above.

### WHITE

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>

### MIXED

White & Black Caribbean	<input type="checkbox"/>
White & Black African	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

### ASIAN OR ASIAN BRITISH

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

### BLACK OR BLACK BRITISH

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other black background	<input type="checkbox"/>

### OTHER

Any other ethnic background Please State: \_\_\_\_\_

**Languages spoken at home:**

**Mother tongue/first language:** (The language your child was first exposed to at home)

**English as an additional language?** Please circle 

YES	NO
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### RELIGIOUS AFFILIATION (Please select from the options below)

Christian <input type="checkbox"/>	Sikh <input type="checkbox"/>	No Religion <input type="checkbox"/>
Buddhist <input type="checkbox"/>	Jewish <input type="checkbox"/>	Other <input type="checkbox"/>
Hindu <input type="checkbox"/>	Muslim <input type="checkbox"/>	

### NATIONAL IDENTITY (Please select from the options below)

Welsh <input type="checkbox"/>	Scottish <input type="checkbox"/>	British <input type="checkbox"/>
English <input type="checkbox"/>	Irish <input type="checkbox"/>	Other <input type="checkbox"/>
Any <input type="checkbox"/>		

**Child's Country of Birth:**

**Child's Nationality:**

### MODE OF TRANSPORT How will your child be travelling to school? (Please select one, most used mode of transport)

Car/Van <input type="checkbox"/>	Walking <input type="checkbox"/>	Taxi <input type="checkbox"/>
Car Share <input type="checkbox"/>	Bicycle <input type="checkbox"/>	Public Transport (i.e. Bus) <input type="checkbox"/>

### SERVICE CHILDREN Is either parent a member of the Armed Forces? If so please give details including Personnel Category.

**ADOPTED/IN CARE/LOOKED AFTER CHILDREN** (Has your child been adopted or ever in care?) 

YES	NO
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### PREVIOUS NURSERY/SCHOOL DETAILS

<b>NURSERY/PLAYGROUP/SCHOOL ATTENDED</b>			
<b>ADDRESS &amp; POSTCODE</b>			
<b>ATTENDED FROM (DATE)</b>		<b>TO (DATE)</b>	
<b>PREVIOUS HOME ADDRESS</b> (If different from above)			

<b>PARENTAL CONSENT</b>		
<b>Does the school have your parental consent for the following:</b>		
1. Does your child have parental consent for the school to take a photograph of your child to use on the school website/learning platform?	<b>YES</b>	<b>NO</b>
2. Does your child have parental consent for the school to take videos of your child to use on the school website/learning platform?	<b>YES</b>	<b>NO</b>
3. Does your child have parental consent for the school to take videos or photographs of your child to use on the school Facebook page?	<b>YES</b>	<b>NO</b>
4. Does your child have parental consent for the school/external agencies (Photographer, local newspaper) to take photographs of your child?	<b>YES</b>	<b>NO</b>
5. Does your child have consent for parents and family members to photograph or video productions in which their children take part?	<b>YES</b>	<b>NO</b>
6. My child has access to the internet at home (Learning Platform)	<b>YES</b>	<b>NO</b>
7. Does your child have parental consent to partake in any local school visits? (Letters regarding all organised school visits/trips will be sent out when required along with additional parental consent and contact information forms)	<b>YES</b>	<b>NO</b>

I undertake to notify the School in writing if any significant information changes, particularly my child's home address and/or contact numbers. I declare that all the information which I have provided is true

#### **DATA PROTECTION ACT**

Your privacy is important to us, and we want to communicate with our Staff, Governors, Parents and our Children in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law May 2018, we now need your consent to how we communicate with you.

By signing this form you are confirming that you are consenting to Norden Community Primary School holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to Norden Community Primary School contacting me by  post  phone  text or  email.

- To keep me informed about news, events, activities and services **at** Norden Community Primary School
- To share my contact details with the DFE Local Authority so they can keep me informed about news, events, activities that will be occurring in the school and which are directly relevant to the role I am undertaking.

<b>Parent/Carer Signature:</b>	
<b>Parent/Carer Print Name:</b>	
<b>Date:</b>	

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about any forthcoming events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm **or in an emergency**. You can find out more about how we use your data from our "Privacy Notice" which is available from our website.

You can withdraw or change your consent at any time by contacting the Administrator at school. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

<b>Office Use Only</b>			
<b>PROOF OF RESIDENCY CHECKED:</b>		<b>YEAR GROUP:</b>	
<b>BIRTH CERTIFICATE CHECKED:</b>		<b>CLASS:</b>	
<b>DATE ADMITTED TO SCHOOL:</b>		<b>PROCESSED BY &amp; DATE:</b>	