

Student Data and Admissions Form



Admission Date: _____

UPN 372 / ____ / ____ / ____

Admissions Number _____

Proof of DOB seen

Birth Cert / Passport / ID Card / other (please circle)

Please read the form and complete all sections which are appropriate. Your child's birth certificate must be produced at school when you hand in this form.

This form must be completed by a person who has parental responsibility for the child.

Legal Surname of Child _____

Preferred Surname _____

Legal Forename(s) of Child _____

Age _____ Date of Birth __ / __ / ____ Number of Children in Family _____ Boy / Girl

Mother

Miss / Mrs / Ms _____

Date of Birth _____

Home Address _____

Post Code _____

Home Tel No _____

Mobile _____

E Mail Address _____

Does child live with Mother **Yes / No** (please circle)

Contact mother in case of emergency Yes / No

Currently employed by Armed Forces Yes / No

Father

Mr _____

Date of Birth _____

Home Address (if different) _____

Post Code _____

Home Tel No _____

Mobile _____

E Mail Address _____

Does child live with Father Yes / No (please circle)

Contact father in case of emergency Yes / No

Currently employed by Armed Forces Yes / No

If you are not the parent of the child please complete this section.

Name _____

Relationship to child _____

Home Address _____

_____ Post Code _____

Home Tel No _____ Mobile _____ E Mail _____

Have you been granted legal Parental Responsibility? Yes / No (please circle)

If the child is looked after by the Local Authority, please give the name and address of the person responsible for the child.

Name _____

Address _____

_____ Post Code _____

Home Tel No _____ Mobile _____ E Mail _____

Emergency Contacts

Please list emergency contact in the order they should be contacted.

1. Name _____ Relationship to child _____

Home Tel No _____ Mobile _____

2. Name _____ Relationship to child _____

Home Tel No _____ Mobile _____

3. Name _____ Relationship to child _____

Home Tel No _____ Mobile _____

Please indicate the main form of transport for your child's journey

Own Transport Walk Taxi Public Transport Car Share Cycle Other

Will your child have school dinners?

Yes (paid) Yes (free) Sandwiches

If the child has moved in the last 12 months, please state previous address.

Post Code _____

Date left _____

If the child is transferring from another school, playgroup or nursery, please state name, address and telephone number.

Post Code _____

Tel No _____

Is English the first language spoken in your home?

Yes No

If not, please tell us the first language spoken in your home?

Please state the child's religion

Please state the name, address and telephone number of the child's GP.

Name _____

Address _____

_____ Post Code _____

Telephone _____

Does your child have any medical condition or allergy? Please list prescribed medication.

Please indicate your child's ethnic origin

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy / Roma
- White European
- Other

Asian or Asian British

- Indian
- Pakistan
- Bangladeshi
- Other

Black or Black British

- Caribbean
- African
- Other

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- White & Chinese
- Other

Any other Ethnicity

- I do not wish an Ethnic Category to be recorded

Permission for local visits

To enrich the school curriculum, we sometimes take pupils out of the school on short walks or visits around the local area. These visits do not include coach travel and pupils are fully covered under our insurance policy. You will be given notice of any visits in advance.

I give / do not give (delete as appropriate) permission for my child to be taken out of school for local area visits

Signed _____

Permission for Emergency First Aid

I give / do not give permission (delete as appropriate) for my child to be given emergency first aid treatment by a first aid trained staff member of Maltby Manor Academy in case of a medical emergency.

Signed _____

Photographic Permissions

I give / do not give (please delete as appropriate) permission for photographs of my son / daughter to be taken and used in school displays, publications, press articles, the school website etc.

School will carefully consider the suitability of each photograph for display / publication. Your child will not be identified by name.

This form remains valid for the period of time that your child remains in our school unless we are otherwise instructed.

Signed _____

Internet Access Permission

Please tick the box if you do NOT give permission for your child to access the internet in school

E Mail Contact Permission

Please tick the box if you do NOT give us permission to contact you by e-mail

Please note, all of our policies can be found on our website – www.maltby-manor.primary@rotherham.gov.uk. If you do not have access to the internet, please contact the school office on 01709 813300

ParentPay Permission

We use a secure online payment service called ParentPay, which is a convenient way to pay for school meals, trips, after school clubs and more online.

There are many benefits of using ParentPay including:

- Quick and easy to use.
- Gives you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.
- Removes the burden on children as they do not have to worry about carrying or losing money at school.
- Flexible payment options (credit/debit card or cash via Paypoint).
- Secure online account where you can view full payment histories and statements securely online at any time.
- Helps with budgeting as payments are immediate unlike cheques.
- A receipt is emailed to your registered email address for each payment you make which gives you peace of mind that payment has been made safely and securely.
- Shows all items available for payment relevant to each of your children.
- Offers you the ability to set automated email / SMS payment reminders.

To enable you to use this service, ParentPay require access to student/parent information. Therefore, please can you sign below to enable us to share this information with ParentPay.

If you require any further information, please visit our website at www.maltbyredwood.com and follow the link to ParentPay.

I give permission for Maltby Manor Academy to share any necessary information relating to my child (including parent/carer details), as required by ParentPay, in relation to the online payment service.

Parent / Carer's Signature _____

Important:

Parents / Carers completing this form for admission to Foundation Stage 1 of Maltby Manor Academy should be aware that a place in Foundation Stage 2 is NOT guaranteed at the end of the year. All parents / carers should complete the 'Parental Preference' form contained in the booklet 'Admission to Primary School' for their request to be considered. Similarly, admission to the school named on Page 1 does not guarantee your child a place at the associated Junior or Secondary school. Parental Preference forms will be issued to all parents / carers whose children are due to enter the next phase of education to enable them to express a preference for their preferred school.

Parental contact information is necessary in case of an emergency. It is your responsibility to ensure that all contact details are kept up to date. Any change in circumstances should be notified in writing to the office.

The information provided will be used to create and update your child's educational records, and Local Authority records. It may be used for statistical analysis and will only be disclosed to other professionals where necessary for the educational development of your child.

Parent / Carer's Signature _____ Date _____