



PUPIL REGISTRATION FORM

This form should be completed by the parent or carer of the student **prior** to their admission and returned to the school office as soon as possible. Please complete all sections. If you are unable to complete any section of this form you should notify a member of the school administrative team.

St Lawrence's CE Primary School is part of Pathfinder Multi Academy Trust. The Trust is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation. For more information about how and why we process your personal data, please see our Pupils, Parents and Carers Privacy Notice.

YOUR CHILD'S DETAILS

| | |
|---|--|
| <p>Child's legal forename</p> <input style="width: 90%; height: 20px;" type="text"/> <p>Child's legal surname</p> <input style="width: 90%; height: 20px;" type="text"/> <p>Child's middle name/s</p> <input style="width: 90%; height: 20px;" type="text"/> <p>Child known as (if different to forename)</p> <input style="width: 90%; height: 20px;" type="text"/> <p>Date of Birth Gender</p> <input style="width: 60%; height: 20px;" type="text"/> <input style="width: 60%; height: 20px;" type="text"/> | <p>Child's home address</p> <div style="border: 1px solid black; height: 100px; width: 95%;"></div> <p>Siblings already at the school</p> <div style="border: 1px solid black; height: 60px; width: 95%;"></div> |
| Language | |
| <p>Child's first language</p> <input style="width: 90%; height: 20px;" type="text"/> | <p>Language spoken at home</p> <input style="width: 90%; height: 20px;" type="text"/> |

Additional Information

Are either parents serving in HM Forces? Yes No

Is your child in care or adopted from care? Yes No

Is your child a Young Carer? Yes No

RELIGION

We collect this information in order to consider the religious background of pupils when delivering the statutory Relationships and Health education curriculum.

| | |
|---|---|
| <p>Christian <input style="width: 20px; height: 20px;" type="checkbox"/></p> <p>Hindu <input style="width: 20px; height: 20px;" type="checkbox"/></p> <p>Jewish <input style="width: 20px; height: 20px;" type="checkbox"/></p> <p>Muslim <input style="width: 20px; height: 20px;" type="checkbox"/></p> <p>Sikh <input style="width: 20px; height: 20px;" type="checkbox"/></p> | <p>Buddhist <input style="width: 20px; height: 20px;" type="checkbox"/></p> <p>No religion <input style="width: 20px; height: 20px;" type="checkbox"/></p> <p>Other (please state)</p> <div style="border: 1px solid black; height: 20px; width: 80%;"></div> |
|---|---|

ETHNICITY

We collect and report information on ethnicity to the Department for Education as part of the school census. Please tick the correct category for the pupil named on this form. Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, culture, language, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

White

English/Welsh/Scottish/Northern Irish/British

Irish

Gypsy or Irish Traveller

Other White background

Asian/Asian British

Indian

Pakistani

Bangladeshi

Chinese

Other Asian background

Mixed/Multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Other Mixed/Multiple ethnic background

Black/African/Caribbean/Black British

African

Caribbean

Other Black/African/Caribbean background

Other ethnic group

Arab

Other ethnic group

Prefer not to say

EDUCATIONAL HISTORY

Details of pre-school or nursery and previous schools attended.

Name

Address

Telephone number

Date from

Date to

Details of last school attended.

Name

Address

Telephone number

Date from

Date to

LEGAL PARENTAL RESPONSIBILITY

The Education Act 1996 defines a parent to include the natural parents of the child as well as a person:

- a) who is not a parent but who has parental responsibility, or
- b) who has care of the child.

CONTACT 1 (First person to be contacted in case of illness or an emergency)

Relationship to child

Title

Full name

Address

Legal Responsibility:

Yes

No

Home phone number

Mobile phone number

Work phone number

Email address

CONTACT 2 (Second person to be contacted in case of illness or an emergency)

Relationship to child

Title

Full name

Address

Legal Responsibility:

Yes

No

Home phone number

Mobile phone number

Work phone number

Email address

CONTACT 3 (Third person to be contacted in case of illness or an emergency)

Relationship to child

Title

Full name

Address

Legal Responsibility:

Yes

No

Home phone number

Mobile phone number

Work phone number

Email address

CONTACT 4 (Additional Emergency Contact)

Relationship to child

Title

Full name

Address

Home phone number

Mobile phone number

Work phone number

Email address

MEDICAL, HEALTHCARE AND DIETARY REQUIREMENTS

Doctor's details

Surgery name

Telephone number

Address

Permission for school staff to administer first aid? Yes No

Medical information relevant to your child's development and school life e.g. allergies, asthma, diabetes, epilepsy. Please include copies of any relevant medical or treatment plans.

Does your child require any medication which would need to be administered in school e.g. an asthma inhaler, an adrenaline auto-injector (EpiPen), diabetes medication?

Does your child have any special dietary requirements? (e.g. food intolerances, no pork, gluten free)

SPECIAL EDUCATION NEEDS AND DISABILITIES

Does your child have additional needs such as autism spectrum condition, dyslexia, dyspraxia, hearing or visual impairment? If yes, please provide details below:

Does your child have an Educational Health Care Plan (EHCP)? Yes No

If your child has other particular needs in relation to their education please describe them here:

LOCAL VISITS

Trips and visits are regularly organised to various local amenities e.g. the local church, library, shops and surrounding area. Please indicate below if you are happy for your child to attend any of these local visits. We will seek separate consent for trips and visits which are further afield e.g. residential.

I give permission for my child to take part in local visits while at school. Yes No

PG CERTIFICATE FILMS

I give permission for my child to watch PG certificate films while at school. Yes No

ONLINE LEARNING PLATFORM

We use a secure online learning platform to share images and videos of your child's activities and achievements at school. You will be provided with a login to access the platform which also allows you to upload your own content to your child's learning journey. Sharing home learning forms an important part of evidencing your child's development.

I provide consent for: YES NO

Images or videos of my child to be shared on the school's secure online learning platform in order to evidence my child's learning journey. I agree to not download or share any data from the online learning platform in any other format, including on social media.

My child to appear in group images or videos as part of group activities, games and interactions with other children.

INTIMATE CARE

We exercise good practice in the toileting of children. Whilst a child is at school, they may have a toilet accident and need some assistance to be changed. If your child requires support to be changed, the staff will follow the school's policy to comply with Child Protection procedures should they need assistance.

I agree to school staff following the procedures should my child have an accident while at school and require support changing their clothes. Yes No

SIGNED

Name of parent: _____ Date: _____

Signature: _____

Please return this form along with your child's original birth certificate. We will use this to confirm the following details about your child:

- Spelling of your child's name
- Date of birth
- Registered parent/carer

FOR OFFICE USE ONLY

Child's original birth certificate/valid identification checked by school. Yes No

Member of staff: _____ Date: _____

IMAGES AND VIDEO CONSENT

The following information explains the reasons why and how we may use images and videos of pupils.

WHY DO WE NEED YOUR CONSENT?

When joining the school, we request the consent of parents and carers to use images and videos of your child for a variety of different purposes. Without your consent, we will not use images or videos of your child. Similarly, if there are only certain conditions under which you would like images or videos of your child to be used, we will abide by the conditions you consent to.

WHY DO WE USE IMAGES AND VIDEOS OF PUPILS?

We use images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers. The school is part of Pathfinder Multi Academy Trust. The Trust may also use images and videos of pupils on its website and in printed publications.

Where we use images of individual pupils, the name of the pupil will not be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil will not be used to accompany the text. If, for example, a pupil has won an award and their parent or carer would like their name to be published alongside their image, separate consent will be obtained prior to this.

We may take images or videos of individual pupils and groups of pupils to use on social media, the school website, school brochure or prospectus and other printed publications, including the school newsletter.

WHO ELSE MAY USE IMAGES AND VIDEOS OF PUPILS?

Local media and press may take images or videos of pupils (or use images or videos supplied by the school) to publicise school events and celebrations. These could be published in local or national newspapers, on television, or on approved websites. Where any other organisations intend to use images or videos of pupils, additional consent will be sought from parents and carers before any image or video is used.

PROVIDING YOUR CONSENT

Please read the following conditions and provide your consent as appropriate by ticking either YES or NO for each criteria. Images or videos of your child will only be used under the conditions you consent to.

| I provide consent for: | YES | NO |
|---|--------------------------|--------------------------|
| Individual and class photographs These are taken by a professional photographer and are available to buy. | <input type="checkbox"/> | <input type="checkbox"/> |
| Internal school use Using images or videos of my child within the school for the purposes of education and to celebrate successes in assemblies and in wall/classroom displays. | <input type="checkbox"/> | <input type="checkbox"/> |
| External school use Using images or videos of my child in the school newsletter, prospectus/school brochure, school website, social media channels and local media/York Press. | <input type="checkbox"/> | <input type="checkbox"/> |
| External Trust use Using images of my child in the Trust's termly newsletter, information brochure and on the Trust's website. | <input type="checkbox"/> | <input type="checkbox"/> |

WITHDRAWING YOUR CONSENT

We will remind parents and carers, on an annual basis, of the option to amend or withdraw consent. You also have the right to withdraw your consent at any time. Withdrawing your consent will not affect any images or videos that have been used prior to withdrawal. If you would like to amend or withdraw your consent, please submit your request in writing to the Headteacher.

SIGNED

- I understand:
- Why my consent is required.
 - The reasons and conditions under which the school and Pathfinder Multi Academy Trust uses images and videos of pupils.
 - Which other organisations may use images and videos of pupils.
 - The school will remind me, on an annual basis, of my option to amend or withdraw my consent.
 - I can amend or withdraw my consent at any time and can do so by writing to the Headteacher.

Name of child: _____

Name of parent: _____

Signature: _____

Date: _____

FUNDRAISING AND MARKETING CONSENT

The school may occasionally send fundraising and marketing messages on behalf of parties associated with the school. These messages can include fundraising activities run the school’s PTA/Friends Group or advertising musical instrument lessons provided by an external tutor. Under the UK GDPR and Data Protection Act 2018, we must seek consent to send these messages.

PROVIDING YOUR CONSENT

Please provide your consent as appropriate by ticking either YES or NO.

| I provide consent for: | YES | NO |
|---|--------------------------|--------------------------|
| School to send me fundraising and marketing messages on behalf of parties associated with the school. | <input type="checkbox"/> | <input type="checkbox"/> |

WITHDRAWING YOUR CONSENT

Parents and carers have the right to withdraw consent at any time. If you would like to amend or withdraw your consent, please submit your request in writing to the Headteacher.

SIGNED

Name of parent: _____

Date: _____

Signature: _____

FREE SCHOOL MEALS

The school has a quick and easy way to check whether you are entitled to claim free school meals. Children attending school can receive free school meals if their parents or carers are receiving certain benefits and we can assist you to ensure you're not missing out.

When we process your application, we will:

- check your child's eligibility for free school meals with information held by the Department for Work and Pensions and the Department for Education. This quick online check means we can often confirm eligibility immediately.
- write to you to confirm if your application has been successful.

Benefits for you, your child and the school:

- A free school meal for your child, which is good for their health and wellbeing and could help with their learning.
- Savings for you, worth over £400 a year.
- Extra money for the school through Pupil Premium funding, worth at least £1,300 a year.

About free school meals:

- We treat all claims in confidence and schools provide the same meals to all children regardless of free school meal status.
- Your child does not have to have a meal every day, you can still provide them with a packed lunch as and when you like.
- We will transfer your child's entitlement if they move to another school, so you won't need to go through the process again.
- It will not affect any other benefits you are claiming.
- Once you have registered, the system will perform a routine check and automatically update your eligibility if your circumstances were to change.

How does it work?

All we need is your name, date of birth and National Insurance Number (or Asylum support reference number) in order to perform the eligibility check.

Parent/carer's full legal name:

Parent/carer's date of birth:

National Insurance Number:

Asylum support reference number:

RETURNING THIS FORM

If you have any questions about this form or need support completing it, please contact 01904 806486. Please return the completed Pupil Registration Form either by post or email to:

St Lawrence's CE Primary School

Heslington Road
York YO10 5BW

Email: office@stl.pmat.academy