



# St Paul's Cray

## CE Primary School

Act Justly, Love Mercy, Walk Humbly

### SCHOOL ADMISSION FORM

St Paul's Cray CE Primary School

Buttermere Road

St Paul's Cray

Orpington

Kent

BR5 3WD

## SECTION 1: PUPIL INFORMATION

Child's Legal Surname:

Child's Forename(s):

Child to be known in school as:

Sex:

Date of Birth:

Home address of child:

Postcode:

Previous school/nursery (if any):

Name and postcode:

Dates attended from:

To:

Borough where child lives:

Are there any brothers/sisters attending this school? Please provide names

## SECTION 2: PARENT/CARER INFORMATION

**Name of Parent/Carer 1:**  
**(emergency contact 1)**

Mr/Mrs/Miss/Ms/Other (please state)

Relationship to Child:

Address of Parent/Carer 1:

Post Code:

Telephone:

Mobile:

Work:

Email: (please write clearly)

**Name of Parent/Carer 2:**  
**(emergency contact 2)**

Mr/Mrs/Miss/Ms/Other (please state)

Relationship to Child:

Address of Parent/Carer 2:

Post Code:

Telephone:

Mobile:

Work:

Email: (please write clearly)

If applicable, please name the parent/carers who has legal custody of the child (legal documentation will need to be provided)

Do you have a Court Order in place?

## SECTION 3: OTHER EMERGENCY CONTACTS

It is vital that we have details of people who are able to collect your child in an emergency, if you are unable to collect your child yourself. Please note that we will contact the below should we not be able to contact you in the event of emergencies and if your child is absent from school and we require the reason why.

<b>Name of Emergency Contact 3:</b>	Mr/Mrs/Miss/Ms/Other (please state)	
Relationship to Child:		
Telephone:	Mobile:	Work:
Email: (please write clearly)		
<b>Name of Emergency Contact 4:</b>	Mr/Mrs/Miss/Ms/Other (please state)	
Relationship to Child:	,,,,,,,,,	
Telephone:	Mobile:	Work:
Email: (please write clearly)		
<b>Name of Emergency Contact 5:</b>	Mr/Mrs/Miss/Ms/Other (please state)	
Relationship to Child:		
Telephone:	Mobile:	Work:
Email: (please write clearly)		

## SECTION 4: ETHNIC/CULTURAL/RELIGIOUS BACKGROUND

White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish heritage	<input type="checkbox"/> Gypsy / Roma <input type="checkbox"/> Any other white background
Mixed	<input type="checkbox"/> White/Black Caribbean <input type="checkbox"/> White/Black African	<input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background
Asian or Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background
Black	<input type="checkbox"/> Caribbean <input type="checkbox"/> African	<input type="checkbox"/> Any other Black background
Specify first language spoken at home:		
Other languages spoken at home:		
Asylum status (if applicable)	<input type="checkbox"/> Asylum Seeker	<input type="checkbox"/> Refugee
Nationality (please name)	Country of birth:	
Religion	<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu	<input type="checkbox"/> No Religion <input type="checkbox"/> Other Religion <input type="checkbox"/> Sikh
		<input type="checkbox"/> Jewish <input type="checkbox"/> Muslim

## SECTION 5: MEDICAL INFORMATION

<b>Name of Doctor/GP:</b>	
Surgery Name and Address:	
Telephone:	
Student's NHS Number:	
In the unlikely event that the school are unable to contact parents/carers or nominated contacts we require that you authorise the school to act on your behalf should an emergency arise and your child is taken to Hospital or medical centre.  I hereby authorise the designated school staff to give permission to the doctor in charge to undertake whatever treatment is considered necessary for my child.	Parent Name: _____  Signed: _____  Dated: _____
Does your child have any of the following medical conditions? <input type="checkbox"/> Epilepsy* <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Diabetes* <input type="checkbox"/> Multiple Sclerosis <input type="checkbox"/> Asthma <input type="checkbox"/> Arthritis <input type="checkbox"/> Eczema <input type="checkbox"/> Sickle Cell Disease* *for these conditions your child will require a Health Care Plan. Collect a form from the School Office	Is your child receiving support from: (provide name if possible) <input type="checkbox"/> Occupational Therapy <input type="checkbox"/> Physiotherapy <input type="checkbox"/> Speech Therapy (SALT) <input type="checkbox"/> Paediatrician <input type="checkbox"/> Educational Psychologist <input type="checkbox"/> Other (please specify)  <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Visual impairment
If your child has any other medical conditions, allergies, special needs or disabilities, please name them here:	
Does your child require an Adrenalin Auto Injector for an allergy? If so your child will need a Health Care Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of any prescribed medication or course of action required? Expand on a separate sheet if necessary	
Does your child have an Education Health Care Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION 6: DIETARY/FOOD ALLERGIES

<b>Will your child eat:</b>	<input type="checkbox"/> Packed lunch <input type="checkbox"/> School Meal
Does your child have any dietary needs/allergies:	<input type="checkbox"/> Artificial Colouring allergy <input type="checkbox"/> Gluten Free <input type="checkbox"/> No dairy produce <input type="checkbox"/> No nuts <input type="checkbox"/> No pork <input type="checkbox"/> Seafood allergy <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other (please specify) <input type="checkbox"/> No gelatine
If your child has any other allergies, please give details here:	
<i>Provide details of any prescribed medication or course of action required note that food allergies will require proof from your child's Doctor/GP</i>	

## SECTION 7: ADDITIONAL INFORMATION

How do you travel to school?	<input type="checkbox"/> Bus <input type="checkbox"/> Car / Van <input type="checkbox"/> Cycle <input type="checkbox"/> Public Bus <input type="checkbox"/> Train <input type="checkbox"/> Walk
Does the child have a parent or parents who are service (Military) personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the child in Local Authority or voluntary care? If yes please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please provide details:
Has the child ever been a previously looked after child?	<input type="checkbox"/> Yes <input type="checkbox"/> No Evidence required for this will be an adoption order, child arrangements order or special guardianship order.
Does the child currently have a Social Worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name of Social Worker: _____ Borough: _____

**If there are any changes to the information you have provided, please notify the School Office immediately in writing**

## **SECTION 8: COMMUNICATION WITH PARENTS/CARERS**

### **BROMCOM**

Our Management Information System, Bromcom has an App for parents which is available on Apple and Android phones called My Child At School (MCAS):-

### **MY CHILD AT SCHOOL LOGO**



This App enables you to receive letters/information from the school, pay for Dinner Money, Trips, and other events. We are a cashless school so all transactions are made via the App.

Details will be sent to you once your child has been admitted to the school.

### **SCHOOL MEAL PROVIDER – THE PANTRY**



Our school meals are provided by The Pantry Catering Company and you will be required to book your child's meal with them direct via <https://www.thepantrycatering.co.uk/> Once registered with our school you will be sent a link to set up an account with them.

## **GENERAL DATA PROTECTION REGULATIONS 2018**

Any personal information provided by you to the school will be held in line with the General Data Protection Regulations 2018. Further details can be found on the school's website <https://www.stpaulscray.apat.org.uk/> under Information/Data Protection, or you may request a copy of the school's privacy notices via the school office.

# ST PAUL'S CRAY CE PRIMARY SCHOOL

## CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

CHILD'S NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_

Please sign and date the form below if you are happy for your child to:

- a) Take part in school trips and other activities that take place off school premises; and
- b) Be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - Adventure activities at any time.
  - Off-site sporting fixtures outside the school day.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Educational visits and activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

### MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ST PAUL'S CRAY CE PRIMARY SCHOOL

## CONSENT TO USE PHOTOGRAPHS AND IMAGES ONLINE AND IN SCHOOL PUBLICATIONS

We are proud of the many achievements of our pupils here at St Pauls Cray CE Primary School and there are many activities and events for our pupils to get involved in. We often use photos of pupils on our website and in our school prospectus to give people a flavour of school life at our school, to keep the school community informed about what our pupils do and to celebrate pupils' achievements.

We also sometimes publish photos of pupils in our school newsletter which is published to our School/Amadeus Primary Academies Trust website and shared via Facebook.

In this digital age, many members of our school community look at our school website as an important communication tool which showcases what we do.

There is no obligation on you to give consent and if you choose not to give consent for some or all of the options on the form, we will ensure that your child's photo or a video is not used for those purposes if your child can be identified from it. It may be helpful to inform your child if you decide not to give consent for any of the options. In some cases, we may take group photos of pupils and we may publish a photograph if we are satisfied that individual pupils cannot be identified from the image.

Please note that there are likely to be circumstances when we may use your child's photograph for other purposes connected with the school where we do not require your consent because there is another legal reason which permits us to use photos or images of your child. For example, we keep a copy of the official school photo on our secure password encrypted database so that we can correctly identify pupils. There may be other times we use your child's photo or image for purposes connected with the school where we do not require your consent. For further information, please see our privacy notice which is available on our website.

With regards to sharing data with a school appointed external photography company, this is purely sharing your child's name, roll number and class so that when they take their photo they are able to provide us with a copy of the photo for our school records and make it easier to distribute the photo proofs to classrooms.

You can withdraw your consent at any time by confirming this in writing to the School Office. If you withdraw consent for your child's photo being used in any of the ways set out below, we will stop using in this way but we may still need to retain a copy of the photograph or image for other reasons, for example, where it is needed to perform our public task of providing education.

To enable us to update our records, please fill in the form below and return it to the School Office as soon as possible. If you have any questions, please do not hesitate to contact the School Office.

### **Providing your consent**

Please read the following options thoroughly and confirm if you wish to provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. We can only use photos and images for the reasons set out in this form if we have received this form back from you.

Please therefore return this form to the School Office as soon as possible so that we can update our records about whether you give your consent.

There is no obligation on you to give consent if you prefer not to do so.

The school/Amadeus Primary Academies Trust website will **only** publish images and videos of your child for the options that you provide consent for.

# ST PAUL'S CRAY CE PRIMARY SCHOOL

NAME OF PUPIL \_\_\_\_\_

I PROVIDE CONSENT WHILST MY CHILD ATTENDS ST PAUL'S CRAY CE PRIMARY SCHOOL	YES	NO
Using photos of my child on the school/Amadeus Primary Academies Trust website  (if a photograph of a pupil is put on the website, we will not include their name without seeking additional consent from you)		
Using videos of my child on the school/Amadeus Primary Academies Trust website  (if a video of a pupil is put on the website, we will not include their name without seeking additional consent from you)		
Using photos of my child in the school newsletter which is emailed to parents and made available on the school/Amadeus Primary Academies Trust website and shared via Facebook		
Sharing my data with a school-appointed external photography company for official school images. This includes their name, class and roll number		
Using photos of my child/sharing school newsletters on social media run by the school/Amadeus Primary Academies Trust, including the following: (Delete and/or add as appropriate)  <b>Twitter Facebook Instagram Linked in</b>		
Using videos of my child on social media run by the school/Amadeus Primary Academies Trust, including the following: (Delete and/or add as appropriate)  <b>Twitter Facebook Instagram Linked in</b>		
I PROVIDE CONSENT WHILST MY CHILD ATTENDS ST PAUL'S CRAY CE PRIMARY SCHOOL	YES	NO
The local media using photos of my child to publicise school events and activities (only the following organisations: News Shopper)		
The local media using videos of my child to publicise school events and activities (only the following organisations: News Shopper)		
Using photos of my child in marketing material, e.g. the school/Amadeus Primary Academies brochure and prospectus which may be in hard copy format and available online.		

I confirm that I have selected from the options whether I do or do not give consent for my child's photograph to be used in the various ways set out above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Home School Agreement

## Child's Agreement

I will do my best to:

- Uphold the school vision and values
- Always try my best and work hard to learn.
- Come to school regularly and arrive on time.
- Behave well and be polite and helpful to others.
- Follow the school and class rules.
- Be polite, friendly and show respect to other children and all adults.
- Look after others.
- Take responsibility for myself and my actions.
- Do my homework regularly and return it to school on time.
- Bring all the equipment I need every day including my PE kit, book bag and reading books.
- Wear the correct school uniform by following the school dress code.
- Take good care of the school equipment, school environment and living things.



## Parent/ Carer's Agreement

I/We will do my/our best to:

- Ensure my child attends school regularly, is punctual, properly equipped to learn and provide an explanation if my child is absent.
- Support the school to make sure my child maintains good behaviour.
- Ensure that my child wears the correct school uniform and PE kit to school when required.
- Encourage your child to always do their best.
- Ensure that my child's homework is completed and returned on time. Ensure that children read at least 3 times a week at home.
- Ensure that your child is safe online and using devices appropriately.
- Attend achievement assemblies, parent workshops and parent meetings to discuss your child's progress.
- Support the school in upholding its standards and policies.
- Support all staff in their efforts to create a caring community which values children and their rights.
- To treat all members of the school community with respect and politeness.
- Work in partnership with the school.

## St Paul's Cray CE School's Agreement

St Paul's Cray CE Primary will do its best to:

- Provide a safe, secure and caring learning environment.
- Provide a Christian ethos that is underpinned with a clear vision and values.
- Teach and encourage children to do their best at all times and achieve their full potential.
- Develop positive values and a caring attitude towards the school community and the environment.
- Provide a balanced curriculum of the highest quality and meet the individual needs of every child.
- Promote high standards of behaviour to ensure a safe and caring environment.
- Keep parents informed about school activities through newsletters, notices, website etc.
- Monitor the progress of children and provide advice and guidance to support their work.
- Set regular homework and mark it if appropriate.
- Be welcoming and offer opportunities for parents/carers to become involved in the daily life of the school.
- Treat children fairly, care for them well and ensure their happiness.
- Help your child to develop a sense of responsibility, be considerate of others, and support them to make the right choices.
- Encourage good attendance and punctuality and recognise this with rewards and certificates.
- Invite parents/carers to attend events that celebrate children's success and achievements.



**Together we will provide the best conditions for all children to learn and to feel safe and valued.**

# HOME SCHOOL AGREEMENT

Please sign below your agreement to the Home School Agreement, this will be reviewed from time to time in consultation with all interested parties.

Child's Name: \_\_\_\_\_

Signed by: Parent/Carer: \_\_\_\_\_

Signed by Child: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by School:

A handwritten signature in black ink that reads "Bennett". The signature is written in a cursive style with a large initial 'B'.

Mrs E Bennett  
Principal