



# School Admission Form

## Kinsale Infant School

Welcome to Kinsale Infant School. We are pleased your child will be joining us and we look forward to working with you to help them make the best progress possible.

Please read all sections of this form carefully and complete them accurately.

If any of your child's details change, please inform the office straight away.

Please note the following points:

- **Parental Responsibility / Emergency Contacts (Part 2 and 3)**  
Only adults with parental responsibility (Part 2) or those parents have given consent for (Part 3) will be allowed to collect your child at the end of the day.  
Failing to list any contacts, or not informing the school in advance if a different person is collecting your child, will cause delays before your child is allowed home.
- **Contact details – use for texting and emails**  
Please note we will use contact details for parents and carers with parental responsibility for text and email alerts unless the school is informed otherwise.
- **Free School Meals for all (Part 7)**  
All children are entitled to free school meals. Please indicate whether you think you will take this up every day, some days or not at all. Meals are ordered on a daily basis.
- **Pupil Premium Funding (Part 8)**  
This section allows the school to get extra money to support children at school. Please complete this section if any parts apply to you. If your circumstances change during the school year, please see the headteacher or a member of office staff. All personal details will be treated as strictly confidential.
- **Ethnicity and Faith (Part 9)**  
This section helps us to provide activities which are relevant for all children and respect the beliefs of different families.
- **Permissions (Part 10)**  
Please read all sections and sign each section to give consent. Please speak to the headteacher or a member of office staff if you have any questions.

***If you have any questions about this form, or need help filling it in, please contact the school office on 01603 405227 or email [office@kinsaleinfant.norfolk.sch.uk](mailto:office@kinsaleinfant.norfolk.sch.uk)***

**Child's Full Name** \_\_\_\_\_



This form sets out:

1. Information we are seeking about you/your child that the Kinsale Infant School needs in order to register the child with the School and to provide a suitable education. The School's privacy notice sets out how we use this information and your rights. You have already been provided with details of the privacy notice but if you want to look at it again, the notice can be found at: [<http://www.kinsaleinfant.norfolk.sch.uk/gdpr/>] or you can also ask for a copy of the notice from the School's office.
2. Information we are seeking about you/your child that it would be helpful for the School to use and share but is not a requirement to do so. We are seeking your consent for this.

**1. Registration Details**  
 You are required to provide this information to allow us to register your child with the School

**(a) Details of the child to be admitted**  
 We require this information to allow us to register your child with the School

Forename (as on Birth Certificate)		Other names (also known as)		Surname (Legal, not Preferred)	
If appropriate, underline the forename by which your child is known				Date of Birth	
Current Home Address					
Post code				Gender (please ✓)	
				M	F
If the above is on a military camp, what is the name of the camp?					

**(b) Details of the people who have legal parental responsibility for this child**  
 We require this information to allow us send information to you and to contact you, for example, to keep your child safe in the case of an emergency  
 (Please list in order of priority for contact during the school day)

The Education Act 1996 defines a parent to include the natural parents of the child as well as a person who is not a parent but who has parental responsibility or who has care of the child.

	Relationship to your child	Mr, Ms, Mrs etc	Forename	Surname	Home address, if different from your child's	
Parent						
	☎ Daytime		☎ Evening	☎ Mobile		
					e-mail:	
Parent						
	☎ Daytime		☎ Evening	☎ Mobile		
					e-mail:	

The usual arrangements for your child if living with different parents on different days of the week				
<b>Additional Emergency Contacts</b>				
People other than the above who can be contacted in an emergency.				
Relationship to the child	Mr, Ms etc	Forename	Surname	Home address, if different from the child's
☎Daytime	☎Evening	☎Mobile		
☎Daytime	☎Evening	☎Mobile		
<b>Other family details</b>				
Please give details of any other children currently living at your child's home(s) and attending the school				
Children's names	DofB	Class		

<b>(c) Educational history</b>							
We require this information to support pupil learning							
<b>Last school attended</b>							
The new school will obtain earlier educational school records from the school named below – this is a statutory requirement							
School name			Address			Telephone	
Dates attended above school				From		To	
<b>Pre-school educational experience</b>							
This only needs to be completed for children aged 7 or younger							
Dates	From		Please tick	Playgroup	Nursery	At home	Other

	To		→			
If your child has had any gaps in his/her education please provide detail below						
The start and end dates of the gap(s) and reason(s) are required.						

<b>(d) Doctor, health care &amp; other specific arrangements</b>					
We require this information to keep your child safe, to support pupil learning and to provide appropriate pastoral care					
Name of doctor & surgery		Contact details of practice/health centre			
		The school has contact details of local doctors. If you are not using a local doctor, please supply the contact details separately.			
Has your child had a tetanus injection?		Yes	No	If yes, date	
INHALER	Does your child use one?	Yes	No	If yes, frequency taken	
	If yes, type of medication?				
Other medical information relevant to your child's development and school life e.g. hearing, sight, allergies, diabetes, epilepsy.					
Does your child have an Education, Health & Care Plan (EHCP)?				Yes	No

If your child has other particular needs in relation to his/her education please describe them here:				
Please give details of any special dietary requirements your child may have?		Lunch time arrangements (please ✓ one box)		
			Paid	Free
		School meals		
		Packed Lunch		
		Home		
How will your child normally get to and from school?				
		Is your child entitled to free transport?	Yes	No
What is the main language spoken at home? <i>(The school can only record what information the parent declares in this box.)</i>				

## 2. Further details

We seek your agreement to use and share the following details with the Department for Education (DfE) and Norfolk County Council to assist in the completion of the school's census under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This information allows the DfE to better plan to meet needs within the school system. For example, what extra support the DfE may need to provide to schools with high numbers of children who do not speak or understand English sufficiently to access the curriculum and the associated needs in the school system helps the DfE ensure that all children, wherever they are from, have the best possible education.

You do not have to give consent to do so and it will not affect the education that your child receives from the School.

*Please note: a child may provide this information where they are deemed mature enough to have capacity to understand and agree to the use of and the sharing of their personal data with others.*

### (a) Ethnicity (The school can only record what information the parent declares in this section.)

Please tick the box that you believe best describes your child's ethnicity:

#### White

British			
Irish		Sri Lankan Other	
Gypsy		Any other Asian background	
Gypsy / Roma		<b>Chinese</b>	
Other Gypsy/Roma		Chinese	
Traveller of Irish heritage		<b>Black or Black British</b>	
Albanian		Caribbean	
Bosnian-Herzegovinian		Angolan	
Croatian		Congolese	
Greek		Ghanaian	
Greek Cypriot		Nigerian	
Italian		Sierra Leonean	
Kosovan		Somali	
Portuguese		Sudanese	
Serbian		Other Black African	
Turkish		Any other black background	
Turkish Cypriot		<b>Other ethnic groups</b>	
Eastern European		Afghan	
Western European		Arab other	
White Other		Egyptian	
<b>Mixed</b>		Filipino	
White and Black Caribbean		Iranian	
White and Black African		Iraqi	
White and Pakistani		Japanese	
White and Indian		Korean	
White and any other Asian background		Kurdish	
Any other mixed background		Malay	
<b>Asian and Asian British</b>		Moroccan	
Indian		Thai	
Pakistani		Vietnamese	
Other Pakistani		<b>An ethnic group not listed here:</b>	
Bangladeshi		I do not wish to provide this information	

### (b) Service child (The school can only record what information the parent declares in this section.)

Does your child have a parent (or parents) who is a current serving member of the regular HM Services, and is of Personal Marital Status Cat 1 or Cat 2?	Y/N
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### 3. Further details, continued

We seek your agreement to use and share the following details with the school. It will not be shared with the Department for Education (DfE) This information allows the school to better plan to meet needs within the school system, for example, dietary requirements, religious education, etc.

You do not have to give consent to do so and it will not affect the education that your child receives from the School.

*Please note: a child may provide this information where they are deemed mature enough to have capacity to understand and agree to the use of and the sharing of their personal data with others.*

Religion:

### 4. Statement [to be signed]

- a) I agree to the use and sharing of information as set out in paragraph 2 above
- b) I understand that I do not have to give agreement to this and it will not affect the education that my child receives
- c) I understand that there may be circumstances where the School will still share my information with other agencies without my agreement. This will include where it is necessary to safeguard myself or another individual or it is necessary for the prevention or detection of crime
- d) I understand that I can withdraw my agreement to the use and sharing of the information at paragraph 2 above any time (If you wish to do this please write to, email or contact the School Office)
- e) I understand that the information I have provided in this form will be forwarded to my child's new school when she/he changes school
- f) I believe the information provided in this form to be correct. I will inform the School of any changes that may occur whilst my child is attending the school.

Signed  
(Parent/Guardian/  
Child):

Date:

Thank you. When completed, please return this form to the school.

#### For School Office Use

Admission No		Records sent for	
Proof of birth certificate provided		School MIS updated	
Correct UPN recorded		Class allocated	

## Part 10 - Permission for Activities

Please read carefully the details below and sign each section to give permission for your child to fully take part in school activities.

### Local Outings and Walking Visits

Sometimes children go on walking visits in the local community eg to a local church, library, shops etc. We will always ask permission when visits involve travel by coach.

*I agree to my child being taken on a supervised outing within the local area*

Signature

### Using the Internet

Children use the internet to play games which support learning in the classroom and it can also be used for research. The schools internet is filtered and staff check websites children use.

*I agree to my child using the internet within the school's policy and procedures*

Signature

### Forest School Learning

Forest School builds upon the outdoor play common to Reception learning, providing a valuable outdoor learning experience. This can include learning about the environment, den building, muddy play, judging risk, tool use and campfires. Activities are led by qualified staff trained in Forest School and Outdoor First Aid.

*I agree to my child taking part in Forest School activities.*

Signature

### Food preparation, cooking and tasting

Cooking and tasting food are two important experiences we offer. This helps children to learn important skills as well as learn about other countries and cultures. We may ask for a small donation towards the cost of ingredients.

I agree to my child eating food which is prepared in class or bought for tasting

Signature

My child has no known allergies

My child has allergies

Please add further details of allergies:

## Photographs and Videos

School regularly take photos of children at school. These are used for recording their work as well as for creating displays around school. These may be seen by parents during visits.

*I give permission for my child's photograph to be used within the school eg on displays*

Signature

We may share children's achievements in school newsletters. These letters are published on our website.

*I give permission for my child's name and photograph to be included in school newsletters*

Signature

The school website is used to celebrate the school's achievements and share information with the wider community. We share photos from events at school for parents to enjoy.

*I give permission for my child's name, photograph or filming to be used on the school website*

Signature

When possible we share school achievements with local media, such as the EDP or Evening News. This may include photographs and filming of children at school. As a school, we welcome these opportunities and hope that you do too. Photography or filming will only take place with the permission of the Headteacher, and is always supervised. It is standard policy for children's ages and full names to be requested when they are included; other details, such as home addresses, will never be given out.

*I give permission for my child's name, photograph or filming to be used in local media*

Signature

Thank you. When completed, please return this form to the school.