



PUPIL DETAILS

<p>Child's Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Post Code: _____</p>	<p>Date of Birth: _____</p> <p>Boy/Girl (delete as appropriate)</p> <p>Home Authority _____</p> <p>(the Authority to which you pay your Council Tax)</p>
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PARENT 1 DETAILS:

Full Name: _____ Relationship to Child: _____

Tel No: Home: _____ Work: _____ Mobile: _____

Email Address: _____

Parent's Occupation: _____

Address (if different from child) _____

PARENT 2 DETAILS:

Full Name: _____ Relationship to Child: _____

Tel No: Home: _____ Work: _____ Mobile: _____

Email Address: _____

Parent's Occupation: _____

Address (if different from child) _____

If a separated parent, can we contact them in case of an emergency? Yes / No *(Please delete as appropriate).*

DAYTIME EMERGENCY CONTACT NUMBERS:

In case of emergency, please give details of at least **two different people** who can be contacted in the event that we **cannot contact the parents/carers above**. Please place in order of priority.

<p>Name: _____ 1</p> <p>Tel No: _____</p> <p>_____</p> <p>Association with Child: _____</p>	<p>Name: _____ 2</p> <p>Tel No: _____</p> <p>_____</p> <p>Association with Child: _____</p>
<p>Name: _____ 3</p> <p>Tel No: _____</p> <p>_____</p> <p>Association with Child: _____</p>	<p>Name: _____ 4</p> <p>Tel No: _____</p> <p>_____</p> <p>Association with Child: _____</p>

SIBLINGS ALREADY AT THE SCHOOL:

Name(s): _____ Date of Birth: _____

PREVIOUS SCHOOL/NURSERY/PLAYGROUP:

Name: _____ Address: _____

Education Authority: _____ Attended from: _____ to: _____

ETHNICITY

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The Information Commission (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named. Please also tick whether the form was filled in by a parent or the pupil. Parent Pupil

White

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

Mixed

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

Asian or British

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

Black or Black British

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

Other

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Any other ethnic background |
|----------------------------------|--|

I do not wish an ethnic background to be recorded

LANGUAGES SPOKEN AT HOME

Is English the first language of your child? Yes No

If 'No' what is the first language of your child? _____

Has your child grown up hearing and speaking more than one language at home? Yes No

If 'Yes' please write the name(s) of these languages:

(1) _____ (2) _____

RELIGION

Please tick one box only

- | | | |
|--|---|---|
| <input type="checkbox"/> Baptist | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Christian |
| <input type="checkbox"/> Calvinist | <input type="checkbox"/> Congregational | <input type="checkbox"/> Greek Orthodox |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Jewish | <input type="checkbox"/> Methodist |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Quaker | <input type="checkbox"/> Roman Catholic |
| <input type="checkbox"/> Russian Orthodox | <input type="checkbox"/> Seven Day Adventist | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> No Religion | <input type="checkbox"/> United Reformed Church | <input type="checkbox"/> Anglican |
| <input type="checkbox"/> I do not wish to answer | <input type="checkbox"/> Other | |

GDPR (General Data Protection Regulations)

At Monks Orchard, we use information about your child in a number of different ways, and we would like your consent for some of the ways we use this personal data. We set these out in more detail below.

If you are not happy for us to use information listed, that is no problem – we will accommodate your preferences. Similarly, if you change your mind at any time, you can let us know by emailing office@monksorchard.co.uk, by calling the school on 020 8654 2570, or just popping in to the school office.

If you have any other questions, please get in touch.

Photos and videos

We sometimes take photographs of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website.

Please tick the relevant box(es) below, sign and return this form to school.

Name:-	Tick (✓)
I am happy for the school to take photos of my child.	
I am happy for photos of my child to be used on the school website.	
I am happy for photos of my child to be used in the school newsletter.	
I am happy for photos of my child to be used in printed school materials; eg, the school prospectus.	
I am happy for photos of my child to be used in internal displays.	
I am happy for photos of my child to be used for the school lunch database.	
I am happy for photos of my child to be used in the media; eg, local newspapers.	
I am happy for photos of my child to be used on social media; eg, Twitter.	
I am happy for the school to take videos of my child.	
I am happy for the school to use videos of my child for promotional purposes, such as on the school website.	
I am NOT happy for the school to take or use photos or videos of my child.	

Signature: _____ Dated: _____
Parent/Carer

SAFEGUARDING NOTIFICATION

If a child has had an accident with toileting and needs to be changed, the child will be sensitively supported to change or, depending upon the age of the child, will be changed by one member of our DBS checked staff. Parents will always be informed at the end of the day if this has happened or at the time of the incident if the child is unwell, distressed or needs greater assistance.

I give permission for my child to be changed in the event of a toileting accident, or supported to change, by one DBS checked member of staff at Monks Orchard School.

Signed: _____ Date: _____

MEDICAL CONDITION / ALLERGY / DIETARY REQUIREMENT INFORMATION*

Medical Condition: _____

Allergy: _____

Advice or Treatment: _____

In the case of asthma inhalers:

Medication: _____ Dosage: _____

How often to be taken: _____

Any other information about your child's condition: _____

Food Allergies / Dietary Requirements (if any) _____

Signed: _____ Dated: _____

*Completion of a separate form for administering medication in school will be required.

DOCTOR'S NAME AND ADDRESS:

Signed: _____
Parent/Carer

Dated: _____

Relationship to Child: _____

PLEASE ENSURE YOU HAVE COMPLETED THIS FORM IN FULL

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and keep it up-to-date. The school is required to share some of the data with the Local Education Authority and with the DfES.



Monks Orchard Primary School
Tel: 020 8654 2570
Email: office@monksorchard.co.uk
Website: www.monksorchard.co.uk



**FAIRCHILDES
ACADEMY
COMMUNITY
TRUST**

**IN THE EVENT THAT YOU ARE UNABLE COLLECT YOUR CHILD
AFTER SCHOOL, PLEASE INDICATE BELOW THOSE PEOPLE
WHO HAVE YOUR PERMISSION.**

<u>FULL NAME</u>	<u>RELATIONSHIP TO CHILD</u>

CHILD'S NAME: _____ **CLASS:** _____

SIGNED: _____ **DATED:** _____
PARENT/CARER

**PLEASE LET THE SCHOOL OFFICE KNOW IMMEDIATELY
SHOULD ANY OF THE ABOVE INFORMATION CHANGE.
MANY THANKS.**