



FULWELL JUNIOR SCHOOL

PUPIL ADMISSION RECORD and EMERGENCY CONTACT DETAILS

Please provide us with the following information to help us help your child:

CHILD'S LEGAL SURNAME MALE FEMALE please tick

CHILD'S LEGAL FORENAMES

PREFERRED NAME (S) DATE OF BIRTH.....

CHILD'S MAIN ADDRESS

..... POSTCODE

ADDITIONAL ADDRESS IF CHILD RESIDES WITH TWO PARENTS:

.....

Who has **parental responsibility** for the child named above? *(see notes overleaf before completing)*

FULL NAME 1) 2)

ADDRESS
(if different from above)

DAYTIME TELEPHONE NO:

RELATIONSHIP TO CHILD:

SIBLINGS:	NAME	AGE	SCHOOL
.....
.....
.....

If your child is unwell we may need to contact someone who is available to collect and take care of them. This can include yourself if you are usually available during the day.

If nominating a couple please state BOTH names (e.g. Mr AND MRS for grandparents/aunts & uncles etc)

1st contact: Name(s)	2nd contact: Name(s)
Address	Address
Daytime Tel. Numbers	Daytime Tel. Numbers
.....
Relationship to child	Relationship to child
3rd contact: Name(s)	4th contact: Name(s)
Address	Address
Daytime Tel. Numbers	Daytime Tel. Numbers
.....
Relationship to child	Relationship to child

MEDICAL INFORMATION:

NAME OF CHILD’S DOCTOR: **Tel No.**

ADDRESS:

Please advise if your child has any health conditions or issues we need to know about: **E.G.**

Asthma	Yes <input type="checkbox"/> No <input type="checkbox"/>	Diabetes	Yes <input type="checkbox"/> No <input type="checkbox"/>
Epilepsy	Yes <input type="checkbox"/> No <input type="checkbox"/>	Eczema	Yes <input type="checkbox"/> No <input type="checkbox"/>
Speech difficulty	Yes <input type="checkbox"/> No <input type="checkbox"/>	Hearing difficulty	Yes <input type="checkbox"/> No <input type="checkbox"/>
Wears glasses	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fainting/blackouts	Yes <input type="checkbox"/> No <input type="checkbox"/>

Details:

Allergy (e.g.nuts) Yes No if yes please give full details **(a care plan will be required)**

Any other condition:

Would any of these affect your child’s ability in any school activity? Yes No

Please give **any** additional details that may be helpful to us caring for your child

EDUCATIONAL INFORMATION:

Has your child attended any other school (s)? No Yes Please give details:

Name of School Infant Junior Primary

Local authority

To which religion (if any) is your child affiliated? **(see guidance notes opposite)**

Is your child able to take part in	Religious Education?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Assemblies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

ADDITIONAL INFORMATION – which all schools are obliged to collect.
Parents have the right to refuse to provide this data, and in the sections on nationality and country of birth parents also have the right to retract this at a later date. If you wish to exercise this right the information will be recorded as ‘refused’.

Child’s country of birth Nationality

Ethnicity - to which ethnic group do you consider your child to belong? **(see guidance notes opposite)**

Child’s first language

Is there anything else you would like to share with us that you consider would be helpful? **E.G.** *Court Orders restricting contact, child adopted, child-minder details etc.*

SCHOOL MEALS

Please tick if your child will:

STAY FOR SCHOOL MEAL BRING A PACKED LUNCH BE TAKEN HOME FOR LUNCH

GUIDANCE NOTES TO ASSIST WITH COMPLETION

WHO HAS PARENTAL RESPONSIBILITY?

A mother automatically has [parental responsibility](#) for her child from birth.

A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

Births registered in England and Wales *(other guidance applies for births registered in Scotland & Northern Ireland)*

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

Unmarried parents

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1st December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from the court

Births registered outside the UK

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

FURTHER CLARIFICATION ON WHO HAS PARENTAL RESPONSIBILITY MAY BE FOUND AT:

www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility

Please note:

An adult who does not have parental responsibility but who cares for a child for part of the day e.g. grandparent, child-minder etc. and has a parent's permission to collect a child in an emergency may be added to the contact list.

TO WHICH RELIGION IS YOUR FAMILY AFFILIATED?

Anglican	Baptist	Buddhist	Christian	Hindu	Jewish
Muslim	No religion	Other Christian	Other religion	Refused	Roman Catholic
Sikh	United Reform Church				

TO WHICH ETHNIC GROUP DO YOU CONSIDER YOU BELONG TO?

Ethnicity is a personal awareness of a common cultural identity and relates to how a person feels and not how they are perceived by others. It is a subjective decision as to which category a person places themselves in and does not infer any other characteristics such as religion or country of origin.

The following ethnicity code set reflects categories used in the 2001 national population census plus additional categories.

Please select one from the list which best reflects the ethnicity of your child when completing the page opposite and add any further detail you feel necessary.

Any other Asian background	Bangladeshi	Gypsy/Roma	Roma
Any other Black background	Black African	Indian	Traveller of Irish Heritage
Any other ethnic group	Black Caribbean	Other Gypsy/Roma	White British
Any other mixed background	Chinese	Pakistani	White and Asian
Any other white background	Gypsy	Refused	White and Black African White and Black Caribbean

FULWELL JUNIOR SCHOOL PHOTOGRAPHY STATEMENT

(see guidance notes opposite)



We require a written response from **all** parents. You have the right to change your decision **at any time** in the future, and you will be reminded of this right on an annual basis. In this context photographs refers to all **images- photos, videos, digital imaging and film etc.**

Please choose **one** of the following responses:

I give permission for photographs of my child to be taken for **all categories outlined opposite.**

Child's name:- _____ Date: _____

Signed:- _____ (Parent/Guardian)

OR

I do not give permission for photographs of my child to be taken **for all categories outlined opposite.**

Child's name): _____ Date: _____

Signed: _____ (Parent/Guardian)

N.B. We will contact you for further clarification if you indicate you do not want your child to be photographed in all categories.

ARRIVAL AND HOMETIME ARRANGEMENTS

SAFEGUARDING - it is a requirement that we have a clear overview of the arrangements for your child getting to and from school. To assist and support, kindly read the following and sign as confirmation:-

*I am aware of and accept responsibility for my child's journey to and from school, either by making their own way there and back or by being dropped off/collected. I will ensure I have made these arrangements clear to my child on a daily basis. I shall also reinforce the school safety procedures to my child should the person collecting them not arrive at school i.e. **if there is no-one there to collect them, they must return to the reception area and inform the staff on duty.***

Signed **Relationship to child**

My child will travel to and from school :

e.g. with an adult by car, or collected by After School Club on foot (please complete for each day)

Monday **Thursday**

Tuesday **Friday**

Wednesday

- We expect all children in Year 3 to be brought and collected by an adult. Please let us know if your child will be travelling unaccompanied.

NB. Changes to arrangements – If you need to change your child's collection arrangement or pick up place for any reason please let the School Office know as early as possible in order that the teacher and your child can be made aware of the new arrangement.



PHOTOGRAPHY STATEMENT (guidance notes)

We have classified photography (video, digital and prints) into **4 main areas**. You have the right to withdraw your child from **all** categories of photography- **or a selection** of categories. You will be reminded annually of your right to change your categorisation of permission of the photography of your child at **any time**.

Area A - Main Core Business of the School

This includes-

- ▶ Photographs contributing to the history of the school, its pupils, activities or the community. These are stored in school as archives/portfolios. This could include the videoing of a concert etc. (for the use of the school only) or a visual display in the school building.
- ▶ Teaching and learning – e.g.
 - ✓ stored by coordinators as a record of the development of their subject.
 - ✓ taken or displayed by the pupils themselves (for example, taken with a model they have made - and exhibited in their books)
- ▶ Identification and security – the most obvious example of this would be to help staff identify a child with a known medical condition where emergency intervention may be needed.
- ▶ Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school.

Area B - Commercial Agency

This relates to individual, group or class photographs taken by a commercial agency (e.g. of an individual, a team or a class). Here the photographer retains copyright.

Area C - Publicity and Promotion

Publicity photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times.

This includes-

- ▶ Involvement of press and other media (e.g. sporting team; representing school at an awards event; publicity shot re. a school event)
- ▶ Officers of the council, including the Education Directorate. The authority control copyright.

Area D - Parental and child photographs

Photography in schools traditionally forms an enduring part of each family's record of their child's progress and a celebration of success and achievement as well as being an established social practice. We believe, where practical, arrangements should allow photographs/videos to be taken by parents and other guests attending school sports, concerts and similar events e.g:-

- ▶ Concerts, plays, sports events etc.
- ▶ Photography by pupils themselves on residential school trips and special events (e.g. Year 6 Leavers' Prom).

School Web Site –

Please see the specific section further on for full details regarding pupils' images on our own website.

SCHOOL WEBSITE : PERMISSION FOR PUPIL PARTICIPATION

Our school website showcases some of the work, achievements and extra-curricular activities the children are involved in. We would like your permission for your child to be included on here from time to time:-

- In simple photographs of school based activities
- In video footage of school performances/productions
- In footage of school visits and external events

(You may want to take a look at our website, just to see the kind of images and information we like to show: log on to www.fulwelljunior.co.uk)

Name of Child

I hereby give permission for the following (*please tick all that apply*):

- Photographs of my child to be uploaded to the website showing them in class/curriculum based activities (writing/maths/PE etc). I understand the images may be stand alone photographs or part of a slide-show of images.
- Footage of my child participating in school plays/performances etc. as recorded in the school hall or grounds.
- Photographs and/or footage of my child taking part in outside activities such as school visits, presentation events etc.
- The full name of my child to be used to acknowledge achievement awards / prize giving either with or without an image.
- I understand the images will only be used during their time at school and once they have left Fulwell Juniors, the images will be deleted from the archive.

or

- I do **NOT** want my child's image to be shown on the website under any circumstance.
- I do not want my child's name used in any capacity e.g. achievement awards etc.

Signed

Relationship to Child

Please read:

Fulwell Junior School will ONLY use the images of children to promote and showcase curriculum based information and special events as stated. The images will be securely uploaded to the site and will not be shared with any other outside agency. We take the issue of internet safety very seriously; we have completed a Risk Assessment regarding the website content and parents are welcome to peruse this document on request. Where children participate in promotion events that are held outside school from time to time, e.g. local newspaper competitions etc. we would always check with parents before any image/name was printed.

TEXT MESSAGING SERVICE

By popular demand and in addition to our other methods of communication we also operate a text messaging service. This has proved to be an invaluable way of delivering information to parents at short notice e.g. clubs cancelled, adverse weather closures etc. and is also useful for parents to contact the school office regarding pupil absence.

Please provide ***one primary contact mobile telephone number*** to which you are happy to receive communications regarding your child or school. (In certain circumstances where parents share custodial responsibility for a child but do not live together a second mobile phone number may be added.)

Priority 1 Parent Name

Child's Name

Chosen Mobile Number

E-mail Address if applic.

(e-mail communications may become available in the future)

Signature **Date**

Please advise us if your mobile number changes at any time. Your details will not be used for any other purpose other than school business; you will not receive any spam or marketing material.

TO TEXT FULWELL JUNIOR SCHOOL OFFICE USE :- 01915800470

Please add this number to your contacts



PARENTAL PERMISSION FOR VIEWING DVDs IN SCHOOL

At certain times of the year, we like to give the pupils a 'treat' and watch a film or DVD in class. This is *normally* a Disney film or similar (e.g Shrek, Toy Story etc) and linked to curricular study, comparing books with film.

Obviously there are classifications of films that we must observe. This information is to both advise you of the school's practice in this area and request your permission for your child to participate when we decide to show a film.

The choice of movie will *always* be appropriate to your child's age group and we would never show anything that we judge likely to cause upset.

Please take a moment to review the options and tick the most appropriate one.

I am happy for my child to watch films/programmes of PG classification (Parental Guidance) at the discretion of the school. I understand that this is most likely to be movies such as Matilda etc. and I am happy for my child to view media of that classification.

OR

I would prefer my child views U certificate media only, and am happy for this to take place without further authorisation from myself.

Name of child

Signed Relationship to child

If you change your mind about your decision at any time, please notify the School Office in writing.

DISABILITY EQUALITY SCHEME

Dear Parents/Guardians/Carers,

We have a Disability Equality Scheme, which is a statutory responsibility for all schools. As part of this we are required to consult with parents and gauge your views and needs.

The information about disabled parents and community users will be used to assess:-

- ▶ the effect of our policies and practices on the involvement of parents in their child's education
- ▶ the effect of our policies and practices on the involvement of disabled users in community activities.

The definition for disability being used is-

The Disability Discrimination Act 1995 defines a disabled person as someone who has a 'physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. The Disability Discrimination Amendment Act 2005 has extended the definition of disability to include people with HIV, multiple sclerosis and cancer from the point of diagnosis. Individuals with a mental illness no longer have to demonstrate that it is "clinically well-recognised"; although the person must still demonstrate a long-term and substantial adverse affect on his/her ability to carry out normal day-to-day activities.

We have 2 areas for you attention and consideration.

SECTION ONE – IDENTIFICATION

For adults, identification of disability is by self-declaration. If you have any needs, disabilities or barriers that you would like to make us aware of, and any way in which we can meet these needs, please feel free to –

- A) Write in the box provided
- B) Telephone Office 0191 5535566 (J Anderson – School Business Manager) (G Price – School Administrator)

<p>NAME _____ Child's name _____</p> <p>Disability Information: -</p>
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SECTION TWO – THE DISABILITY EQUALITY SCHEME AND ACTION PLANS

These documents are available from the Office on request.

If at any time your position changes or you choose to share information with us, please let Mr P. Speck, Mrs J. Anderson or Mrs G. Price know. This way we can ensure we offer you every support and meet your needs.

Thank you.

OTHER INFORMATION



We aim to support you in accessing information about community services and facilities open to parents, families and children.

We have produced a link on our web page www.fulwelljunior.co.uk signposting useful websites, including Sunderland City Council, Ofsted, Department of Health and Department for Education.

CAN WE HELP? If there are any other services or information that we can help you with please either indicate below or let us know when such needs arise. We will either help you directly or alternatively put you in touch with someone who can.

Thank you very much for providing the important information required on this form. We welcome you and your child to Fulwell Junior School and look forward to a successful partnership with you over the coming years.



FULWELL JUNIOR SCHOOL : CONSENT FOR OFF-SITE ACTIVITIES

Your child will have the opportunity to visit many interesting and educational venues during their 4 years with us linked to their curricular studies. Some will involve travelling by private coach and others will involve walking within the local community to destinations that can be reached easily on foot (for example the local park, churches and our cluster school neighbours). Off site education that takes place within the normal school hours of 9.00am-3.30pm will be informed to you by letter or text message.

All off-site events have a clearly linked educational or sporting benefit and support the broader curriculum. Within normal school hours, a **general consent form** is the most straightforward way of allowing children to engage fully in events without seeking parental permission each and every time, and all children are expected to participate. ***Please see below.***

Each visit, regardless of proximity to school, will have a rigorous assessment of health and safety, supervision and safeguarding carried out ahead of time.

NB : Some off-site visits that exceed the normal school day or involve higher risk activities will require your formal written consent but such visits would be informed to you separately as and when they occur. It may also be necessary from time to time to request a financial contribution towards the visit, but this would also be communicated to you separately.

It is obviously important that you update us with changes to your contact details if and when they occur.

PARENTAL CONSENT FOR OFF-SITE ACTIVITIES

I am happy to give a 'blanket' permission for my child
to leave the premises of Fulwell Junior School on occasion, and under the supervision of staff, to visit destinations where there is an educational benefit or where sporting participation is required.

I understand some of these visits will require transport and others may be undertaken on foot.

I entrust the school to complete suitable risk assessments and safeguarding checks for any such visit to ensure the welfare of my child is fully supported.

Signed **Relationship to child**

Date

I acknowledge the request that I keep all emergency contact details up to date.

FULWELL JUNIOR SCHOOL

PARTNERSHIP AGREEMENT



Between: Junior School Staff - Parents - Pupil

NAME OF CHILD.....

CLASS.....

Fulwell Junior School –We endeavour to:

- ❖ Care for your child's safety and happiness in an orderly but warm environment
- ❖ Be open and welcoming at all times
- ❖ Develop in children a sense of self discipline, an understanding of the need to make appropriate, suitable choices and an acceptance of the need to take responsibility for their own actions
- ❖ Contact parents if there are concerns with attendance, punctuality, homework or behaviour.
- ❖ Provide regular Consultation Meetings with parents to discuss their child's progress.
- ❖ Send home written reports to parents.
- ❖ Keep parents well informed with through; weekly news updates on the school website, text messages and letters home.
- ❖ Provide pupils with a broad balanced curriculum that is matched to your child's needs and abilities.
- ❖ Provide regular homework, in line with the school policy.
- ❖ Support all children to realise their potential and encourage them to do their best at all time.
- ❖ Prepare children in readiness for secondary school and their future life as responsible adults.

Parents/Guardians – I/We endeavour to:

- ❖ Ensure my child arrives at school on time:
8:50am for the morning session/1.00pm for the afternoon session.
- ❖ Ensure my child is aware of collection/ end of school day arrangements:
3.30pm end of school day /4.30pm if attending a club.
- ❖ Make sure my child attends regularly and inform the school to explain any absence before 9.30am.
- ❖ Comply with the Attendance Policy including the avoidance of Term Time Holidays
- ❖ Comply with school policy regarding prompt payment of dinner and other monies in advance.
- ❖ Comply with the school's commitment to appropriate school uniform.
- ❖ Attend Consultation Evenings, Meetings, SEN reviews, Curriculum Workshops etc as appropriate.
- ❖ Support the school homework programme.
- ❖ Support the school's high expectations, policies and guidelines for behaviour.
- ❖ Inform the school promptly if there are any concerns or problems that might affect my child's safety, work, behaviour or general well-being.

Pupil – I will try my best to:

- ❖ Attend school regularly and on time.
- ❖ Follow the school rules.
- ❖ Wear the correct school uniform.
- ❖ Do my homework and hand it in on time.
- ❖ Be polite to all.
- ❖ Be considerate and caring about the feelings of others.
- ❖ Take care of the school building, grounds and equipment.
- ❖ Take responsibility for my own actions.

F.J.S. Signature..... (Head teacher)

Parent/Guardian's Signature.....

Pupil's Signature.....

Date.....

