



Mottingham Primary School

'Learning and Achieving Together'

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Website: www.mottinghamprimaryschool.co.uk

Headteacher: Miss M. Drake BA(Hons) PGCE, NPQH

Information Form

Information on Child:

Name of Child:	First Name(s):	Surname:			
Known as:		Gender:		Date of Birth:	
Country of Birth:		Date of child's arrival in UK:		Religion:	
Home Language(s)*:		Other Language(s)*:			

*Please note accurate language information is important to the school budget.

Adults in the Home:	Name	Known as	Date of Birth	Relationship to child:

Brothers and Sisters:	Name	Date of Birth	Current School

Home and Family:

Mother's Name: Known as: Title: (For example
Mr, Mrs, Miss, Ms, Dr.)

Address:
Postcode: Local Authority:

Phone Numbers: Home: Work: Mobile:

Father's Name: Known as: Title: (For example
Mr, Dr.)

Address:
Postcode: Local Authority:

Phone Numbers: Home: Work: Mobile:

Who has PARENTAL RESPONSIBILITY for child?

Mother Father Both Other

If 'Other' has PARENTAL RESPONSIBILITY for child, please give full details:

Name of Carer(s):

Relationship to Child:

Is the child 'looked after'
by a Local Authority? Name of Local
Authority:
Yes No

Emergency Contacts:

We need details of **two** people other than the Parents/Carers, who we can contact if there is an emergency:

Name (1): Tel:

Address:

Relationship to Child: Language Spoken:

Name (2):	<input type="text"/>	Tel:	<input type="text"/>
Address:	<input type="text"/>		
Relationship to Child:	<input type="text"/>	Language Spoken:	<input type="text"/>

Educational History:

Names of previous schools, pre-schools or nurseries attended in the UK (please put in order of attending):

	Name of School	Local Authority	From	To
1.				
2.				
3.				
4.				

Contact details of last school attended:	Address:	Contact Name:	Phone Number:
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of child's first admission to a UK school:

Other Educational Experience: (e.g. schools attended in another country, supplementary school or tuition, religious school, Saturday school)

Interests and Achievements

Health:

Doctor's Details: Surgery Address: Doctor's Name: Phone Number:

Dietary Requirements: Please note this includes for religious reasons.

Does your child have any allergies, medical conditions or illnesses? Yes No

If yes, please give more details in the box below. Details needed may include: professionals or agencies involved, operation history, medication taken - frequency and dose, reaction(s) and source of allergy.

Allergies / Details / Medication:

Do your child's health needs require a health care plan? Yes No

Has your child received support from any of these agencies? Tick as appropriate.

Agency	Yes	Agency	Yes	Agency	Yes
Anti Social Behaviour		Education Psychology		Speech and Language	
Behaviour Support		Education Welfare		Social and Communication	
CAMHS		Learning Support		Social Services	
Counselling		Paediatrician		Other	

Does your child have special needs for which they receive extra support? Yes No

If yes, what stage of the SEN register are your child's needs currently being met at?

Statement of Needs School Action Plus (SA+) School Action (SA)

Please give details of area(s) of need (eg communication, speech and language, learning, physical, behavioural)

End of Day Collection Arrangements:

Please indicate who is authorised to collect your child from school. Please include parents/carers and those who may occasionally collect. Please note this ONLY allows those listed to collect your child.

Person	Yes	No	Person	Yes	No	Names of these individual(s).
Mother			Grandparents			
Father			Child Minder			
Carer			Siblings (over age of 16)			
			Other (over age of 16)			

If anyone listed, or otherwise, cannot collect on certain days of the week then you must make this clear below.

Special collection arrangements (eg certain days, court orders prohibiting collection by certain individuals, custody arrangements)

Lunch Information:

Does your child have: A school meal A packed lunch

You are eligible for free school meals if you or your partner (living at the same address) receive one of the following:
*Income Support *Income-based Job Seekers Allowance *Income-related Employment and Support Allowance *The Guarantee Credit element of State Pension Credit *Support from the National Asylum Support Services (NASS) * Child Tax Credit provided you are NOT entitled to Working Tax Credit and have an annual income (assessed by HM Revenue and Customs) that is £16,190 or less. (May 2012)

Are you eligible for free school meals? Yes No Please note this information is important to the school budget.

Additional Information:

How does your child normally travel to school?

Please add any further information that you may wish the school to know. This may include parent jobs/employment information, parent skills and talents, parent support required for reading and writing etc

What is your child's ethnic group?

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, skin colour, language, culture, ancestry or family history. Ethnic group is not the same as nationality or country of birth. Please study the list below and tick one box only to indicate the ethnic background of the pupil named on this form.

White

- | | | | |
|-------------------------------|-----|------------------------------|-----|
| ◆ British | [] | Black or Black British | |
| ◆ Irish | [] | ◆ Caribbean | [] |
| ◆ Traveller of Irish Heritage | [] | ◆ African | [] |
| ◆ Gypsy/Roma | [] | ◆ Any other Black background | [] |
| ◆ Any other White background | [] | | |
| ◆ Turkish/Turkish Cypriot | [] | Chinese | [] |
| ◆ White European | [] | | |

Mixed

- | | | | |
|------------------------------|-----|--|-----|
| ◆ White and Black Caribbean | [] | Any other ethnic group | [] |
| ◆ White and Black African | [] | | |
| ◆ White and Asian | [] | I do not wish an ethnic background category to be recorded | [] |
| ◆ Any other mixed background | [] | | |

Asian or Asian British

- | | | | |
|------------------------------|-----|-----------------------------------|-----|
| ◆ Indian | [] | This information was provided by: | |
| ◆ Pakistani | [] | Parent | [] |
| ◆ Bangladeshi | [] | Carer | [] |
| ◆ Any other Asian background | [] | School | [] |

Any information you provide will be used solely to compile statistics on the progress of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time information will be passed on to the Local Authority and the Department for Children, Schools and Families to contribute to local and national statistics.

OFFICE USE ONLY:

ADMISSION DATE:	<input type="text"/>	UNIQUE PUPIL NUMBER:	<input type="text"/>
CLASS:	<input type="text"/>	Birth certificate/and proof of address seen:	<input type="checkbox"/>
PUPIL RECORDS REQUESTED ON:	<input type="text"/>	RECEIVED ON:	<input type="text"/>

E-safety agreement form for parents

Parent / Guardian name: _____

Pupil name(s): _____

As the parent or legal guardian of the above pupil(s), I grant permission for my daughter or son to have access to use the Internet, LGfL e-mail* and other ICT facilities at school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email*, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent / Guardian signature: _____

Date: ___/___/___

Use of digital images - photography and video: **I also agree to the school using photographs of my child or including them in video material, as described in the document 'Use of digital and video images'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.**

Parent / guardian signature: _____ Date: ___/___/___

* At this school we only use London Grid for Learning with pupils. The email is 'safe' as pupils can only email others in their class. We do not set-up individual email accounts until Year 3. Where we choose to let pupils communicate with others outside of the school, we only do so with those approved by the school. We tell pupils to never give out their email to strangers unless they have approval.

Keeping pupils safe: stop, think, before you click!

Use of digital images - photography and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- **Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity;**
e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.
- **Your child's image for presentation purposes around the school;**
e.g. in school wall displays and PowerPoint© presentations to capture images around the school or in the local area as part of a project or lesson.
- **Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;**
e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child's could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Please return this form to the school office when completed. If a form is not returned it will be classed as an agreement to the terms of this document.

Further information for parents on e-Safety can be found at:

<http://www.parentscentre.gov.uk/usingcomputersandtheinternet/linksbytopic/>