

ADMISSIONS FORM

**Please complete this form and return it to the Admissions team
in school.**

Your child's birth certificate or passport must be produced at school when you hand in this form.

Office use only

Admission Date: _____

UPN 372 / _ _ _ _ / _ _ / _ _ _ _

Admissions Number _____

Proof of D.O.B. - Birth Certificate / Passport / ID Card / other *(please circle)*

In accordance with section 434 of the Education Act 1996, schools are required to keep a register containing the “prescribed particulars” of all pupils registered at their establishment. Schools also need to know who has parental responsibility for each child, including any relevant court orders that may affect the school’s relationship with the child’s parents.

Parents/Guardians should complete the questions below for each child that they intend to register at the school. This will ensure that all parents receive what the law entitles them to regarding their child’s education, e.g. pupil premium. It will also help the school to effectively safeguard and promote the child’s welfare.

Disclaimer

The Academy collects and uses personal data in order to meet the legal requirements and legitimate interests set out in the GDPR and UK law. The data collected will be used to meet legal requirements, support pupil learning and provide pastoral care.

Maltby Learning Trust (Maltby Redwood Academy) is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. All personal data collected by the school is stored in line with the GDPR Data Protection Policy and is only kept for as long as is necessary to complete the task for which it was originally collected.

Parents have the right to: be informed about the use of their personal data, access the data the school holds, request data is amended if it is inaccurate or incomplete, request data is erased where there is no compelling reason to continue processing it, request data is restricted and object to the processing of their personal data. Where the processing of data is based on consent, as a parent at Maltby Redwood Academy you have the right to withdraw this consent at any time.

By signing this form, you are providing positive indication of consent for data processing to be carried out by Maltby Redwood Academy.

Section 1: Student Information

Year applying to: <i>(please circle)</i>	Nursery	Reception	1	2	3	4	5	6	
Legal Forename:				Middle Name					
Legal Surname:									
Preferred Surname (if different):									
Preferred Forename (if different):									
Date of Birth:				Age:		Gender:	M	F	
Last two Schools Attended:									
Address of Student:								Postcode:	

Section 2: Parental Information



COMMUNICATIONS

The Academy communicates with Priority 1 parents/carers electronically. Messages are sent via text in the first instance, then email if required. Please ensure you provide an email address for the Priority 1 contact.

Parent/Carer Signature

I give you permission to contact me by email

I do not give you permission to contact me by email

Parent/Carer Details – Priority 1 Contact

Full Name:				Relationship to Student:	
Date of birth:					
Does this person have parental responsibility: <i>(please circle)</i>				Yes / No	
Mobile Telephone:				Landline Telephone:	
Place of Work and Work Telephone:					
Email Address:					
Address (if different from student):				Postcode:	
Employed by the Armed Forces: <i>(please circle)</i>	British Army	Naval Service	Royal Air Force		

Parent/Carer Details – Priority 2 Contact

Full Name:				Relationship to Student:	
Date of birth:					
Does this person have parental responsibility: <i>(please circle)</i>				Yes / No	
Mobile Telephone:				Landline Telephone:	
Place of Work and Work Telephone:					
Email Address:					
Address (if different from student):				Postcode:	
Does this person require second correspondence?				Yes / No	
Employed by the Armed Forces: <i>(please circle)</i>	British Army	Naval Service	Royal Air Force		

If the student does not live with the parent/s named above, please write the name of the person who has parental responsibility

Full Name:		Relationship to Student:	
Mobile Telephone:		Landline Telephone:	
Place of Work and Work Telephone:			
Email Address:			
Address (if different from student):			Postcode:
Employed by the Armed Forces: <i>(please circle)</i>	British Army	Naval Service	Royal Air Force

Section 3: Emergency Contact Details



Please give details of any other person who can be contacted in an emergency. Please place them in the order that you wish them to be contacted.

Priority 3	Full Name:	
	Relationship to Student:	
	Home Telephone Number:	
	Work Telephone Number:	
	Mobile Number:	
	Address:	Postcode:
Priority 4	Full Name:	
	Relationship to Student:	
	Home Telephone Number:	
	Work Telephone Number:	
	Mobile Number:	
	Address:	Postcode:

Section 4: Medical Information

Medical Diagnosis/Condition:	
Medical needs and details of symptoms:	
Name of Medication:	
Daily care requirements e.g. before sport or at lunchtime:	
Describe what constitutes an emergency for your child and the action to take if this occurs:	
Follow up care required e.g. hospital, home:	

Clinic/Hospital Contact	
Name:	
Phone Number:	

G.P. Contact	
Name:	
Phone Number:	

I give permission for medication to be stored and administered by relevant staff.	Signed (parent/carer)
I give permission for you to hold and process medical data about my child.	Signed (parent/carer)
I give permission for my child to be given emergency first aid treatment by a first aid trained staff member in case of a medical emergency.	Signed (parent/carer)

i *N.B. Academy policies and guidelines on Medical Information can be found on the Academy website. If you do not have access to the internet please request a copy from the Academy.*

Section 5: Other Information

School CENSUS information

Every term, the DfE requires schools to collect certain personal data relating to the pupils registered at their school, as well as their educational attainment data. Such information will then be used to inform our school's funding allocations. We would be grateful if you could provide us with the below information relating to the child named in this form; however, you are under no obligation to do so.

Some of the information collected is classed as Special Category data which means it is more sensitive and needs more protection.

It includes information about, or which reveals, a person's:

- Ethnicity
- Nationality
- First Language
- Religion

i *Please indicate your child's ethnic origin.*

WHITE	British		MIXED	White and Black Caribbean	
	Irish			White and Black African	
	Traveller of Irish Heritage			White and Asian	
	Gypsy/Roma			White and Chinese	
	White European			Any other mixed background	
	Any Other White Background			OTHER	Yemeni
ASIAN OR ASIAN BRITISH	Indian		BLACK OR BLACK BRITISH	Any other ethnic group	
	Pakistan			Caribbean	
	Bangladeshi			African	
CHINESE			Any other Black background		
			Refuse/prefer not to say		

Is English the first language spoken in your home? <i>(please circle)</i>	YES	NO
If no, what is the home language?	Religion	
Country of Birth	Student Nationality	

i Please indicate what type of meal your child will have <i>(please circle)</i>	School Meal	Packed Lunch
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i Free School Meals - Please indicate if your child is in receipt of Free School Meals at their Primary School. <i>(please circle)</i>	YES	NO
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i Dietary Requirements – If your child has dietary requirements or food allergies, please give details:	

i Adopted from Care – Please indicate if your child has ever been adopted from care <i>(please circle)</i>	
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Has your child ever been adopted from care?	YES	NO
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i Please indicate how your child will usually travel to school <i>(please circle)</i>	
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Walking	Bus	Taxi	Cycle	Car/Van	Car Share	Train
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Section 6: Permissions

i INTERNET ACCESS PERMISSION	
	<i>Parent/Carer Signature</i>
I give permission for my child to access the internet in the Academy	
I do not give permission for my child to access the internet in the Academy	

i PHOTO PERMISSION	
<p>The Academy has cause on many occasions to celebrate the achievements of students. In order to maximise the impact of these stories, we use photographs and video which may be published along with your child's name. These images may be used in, but not restricted to, Academy magazine, Academy website, prospectus, local and national press and social networking sites such as Twitter and Facebook for publicity/promotional purposes.</p> <p>Please sign each box below to give permission for your child's photograph to be used for these purposes.</p>	
	<i>Parent/Carer Signature</i>
I give permission for the Academy to use images of my son/daughter for these purposes.	
I am happy for the school to take photos/videos of my child.	
I am happy for photos/videos of my child to be used on the Academy website.	
I am happy for photos/videos of my child to be used in the school prospectus.	
I am happy for photos/videos of my child to be used on social media sites.	
I am happy for photos/videos of my child to be used in the Academy magazine.	
I am happy for photos/videos of my child to be used in the local and national press.	
I am happy for photos/videos of my child to be used in internal displays.	
I am happy for my child to be included in group class photographs.	
I am NOT happy for my child to be included in group/class photographs.	
I am NOT happy for the academy to take or use photos/videos of my child.	



PARENTPAY PERMISSION

We use a secure online payment service called ParentPay, which is a convenient way to pay for school meals, trips, after school clubs and more online.

There are many benefits of using ParentPay including:

- Quick and easy to use.
- Gives you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.
- Removes the burden on children as they do not have to worry about carrying or losing money at school.
- Flexible payment options (credit/debit card or cash via Paypoint).
- Secure online account where you can view full payment histories and statements securely online at any time.
- Helps with budgeting as payments are immediate unlike cheques.
- A receipt is emailed to your registered email address for each payment you make which gives you peace of mind that payment has been made safely and securely.
- Shows all items available for payment relevant to each of your children.
- Offers you the ability to set automated email / SMS payment reminders.

To enable you to use this service, ParentPay require access to student/parent information. Therefore, please can you sign below to enable us to share this information with ParentPay.

If you require any further information, please visit our website and follow the link to ParentPay.

I give permission for the Academy to share any necessary information relating to my child (including parent/carer details), as required by ParentPay, in relation to the online payment service.

Parent/Carer Signature:



Permission for local visits

To enrich the school curriculum, we sometimes take pupils out of the school on short walks or visits around the local area. These visits do not include coach travel and pupils are fully covered under our insurance policy. You will be given notice of any visits in advance.

Parent/Carer Signature

I give permission for my child to be taken out of school for local area visits

I do not give permission for my child to be taken out of school for local area visits



Live and Learn Sports Permissions

Live and Learn are providers of sports education for the Maltby Learning Trust. They deliver high quality sports lessons in school and after school provision. They collect the names of students only in order to assess progress in lessons and provide feedback to teachers and parents.

I give permission for school to share any necessary information relating to my child as required by Live and Learn Sports.

I do not give permission for school to share any necessary information relating to my child as required by Live and Learn Sports.



ClassDojo Permissions

ClassDojo is a communication app for the classroom. It connects teachers, parents, and students who use it to share photos, videos, and messages through the school day. They use ClassDojo to work together as a team, share in the classroom experience, and bring big ideas to life in their classrooms and homes.

Please refer to the Terms of Service and Privacy Policy at www.classdojo.com

I give permission for school to share any necessary information relating to my child as required by Class Dojo and to use my child's image

I do not give permission for school to share any necessary information relating to my child as required by Class Dojo and to use my child's image



Important

Parents/carers completing this form for admission to Foundation Stage 1 of Maltby Redwood Academy should be aware that a place in Foundation Stage 2 is NOT guaranteed at the end of the year. All parents/carers should complete the 'Parental Preference' form contained in the booklet 'Admission to Primary School' for their request to be considered. Similarly, admission to the school named on Page 1 does not guarantee your child a place at the associated secondary school. Parental Preference forms will be issued to all parents/carers whose children are due to enter the next phase of education to enable them to express a preference for their preferred school.

Parental contact information is necessary in case of an emergency. It is your responsibility to ensure that all contact details are kept up to date. Any change in circumstances should be notified in writing to the office.

The information provided will be used to create and update your child's educational records, and Local Authority records. It may be used for statistical analysis and will only be disclosed to other professionals where necessary for the educational development of your child.

The information given on this application form will be transferred to the school's computer systems. Under the GDPR, any person named on this form has the right to check the information recorded. The law entitles all parents with parental responsibility to receive information regarding their child.

GDPR (General Data Protection Regulation)

? What's this about?

A new law is being made that keeps your child's information safe – things like their address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with yours.

We collect some information about our pupils. It's our job to tell you how we will collect the information, how we will record it and how we will use it.



In this notice, you will see different names or terms used that you may not be familiar with, such as:

Data controller: This person (or group of people, like a school) is in charge of the information we collect.

Data processor: This person processes information for the data controller.

Data protection officer (DPO): This person makes sure we do everything the law says.

The school's DPO is **Mr Toby Wilson**

Personal data: This means any information that can be used to identify someone, such as your address and date of birth.

? Who looks after your information?

Maltby Learning Trust (Maltby Redwood Academy) is the data controller of the personal information you give us – we look at how and why your information is collected and used.

Sometimes the school has to share your information to other people, such as the government, but it will only give away your information when you say it's ok or when the law says that they have to. When your child's data is given to someone else, they must also look after it and keep it safe.

? Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we've collected it, here's how we use it:

- To support your child's learning
- To monitor and report on your child's progress
- To provide appropriate support
- To protect pupil wellbeing
- To assess the quality of our service
- To comply with the law regarding data sharing

What information do we collect?

The categories of information that the school collects, holds and shares include the following:

Your personal information

This is things like your name and address.



Your characteristics

This means information about your child, like where they're from, what language they speak and things like that.

Your attendance information

We will also record how many times your child misses school and why they couldn't come to school.

Your assessment information

We collect your child's test results when they sit a test or exam.

Some of your medical information

We keep information about any times your child has been ill and any special conditions your child has that we need to know about to keep them safe.

Your special educational needs

We collect information that helps us teach your child better, such as any special educational needs your child may have.

Behavioural information

We record the number of times your child has been excluded and why.

Photography

Using photographs of your child counts as processing their personal data. Before we take or use any photographs we will ask your child (if they are old enough) or ask parents/guardians to give permission for us to take and use pictures of your child. We might use your child's pictures on display boards, social media or on the school's website, for example.

CCTV

CCTV (closed-circuit television) images captured in school. We use CCTV cameras inside and around school to keep your child, the staff and the building safe and secure.

Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not.

When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

How long will we keep your information?

We don't keep it forever, only for as long as we need it to help us do the things we needed it for.



Will your information be shared?

We won't share your child's information with anyone else without your permission, unless the law says we can or should. We may share information with:

- The LA (Local Authority)
- Health and social welfare organisations
- The NPD (National Pupil Database)
- Exam boards
- OFSTED (Office for Standards in Education)
- Police
- Your family and representatives
- Suppliers and service providers

The information that we share with them includes:

- Pupils on roll at the school
- Attendance figures
- Performance data
- SEN information (Special Educational Needs)
- Exclusions

Sometimes we have to share your information. We normally have to share it with the people in charge of all schools, the Department for Education (DfE).

They store some of their information in the National Pupil Database, and then share some of it with people looking to help schools and pupils like you. But don't worry, the database is very safe and your information won't get lost or given to anyone who shouldn't have it.



What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data:

- Be told how we use their information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your child's information in certain ways.
- Tell us you don't want your child's information to be processed.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to Mr Price at Maltby Academy, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113

Four important things to understand

Now you've read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your child's information with others, but only when we really need to.
- We will ask for your permission to share your child's information whenever you have a choice.

You can tell us not to share your child's information, even when you have said yes before.