



PUPIL ADMISSION FORM
HOYLAKE HOLY TRINITY C of E PRIMARY SCHOOL

**APPLICATION FORMS MUST BE RETURNED WITH A BIRTH
CERTIFICATE OR PASSPORT**

OFFICE USE

Class

House

Birth Cert ☐

1) DETAILS OF CHILD

Surname Name		Admission Date	
Middle Name(s)		Date of Birth	
First Name		Male/Female	
Address			
Postcode		Telephone Number	
Please give names of any siblings who currently attend the school:			
Previous School attended: Address Tel			

2) PARENT/OTHER EMERGENCY CONTACT DETAILS

1st contact:-		2nd contact:-	
Relationship to child:		Relationship to child:	
Mr/Mrs/Miss/Ms (delete as appropriate)		Mr/Mrs/Miss/Ms (delete as appropriate)	
Surname		Surname	
First Name		First Name	
Address		Address	
Postcode		Postcode	
Home Tel. No Day Time Work No. Mobile Tel. No Email		Home Tel. No Day Time Work No. Mobile Tel. No Email	

- Please advise if the father has parental responsibility **YES/NO**
- Are there Court Orders regarding your child we need to know about? **YES/NO**

If yes please bring a copy of the Court Order

3rd contact:-		4th contact:-			
Relationship to child:		Relationship to child:			
Mr/Mrs/Miss/Ms (delete as appropriate)		Mr/Mrs/Miss/Ms (delete as appropriate)			
Surname		Surname			
First Name		First Name			
Address		Address			
Postcode		Postcode			
Home Tel. No Day Time Work No. Mobile Tel. No		Home Tel. No Day Time Work No. Mobile Tel. No			
TRAVEL ARRANGEMENTS (please circle)					
Bicycle	Bus	Walking	Car/van	Taxi	Other

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3) MEALS

MEAL ARRANGEMENTS (please circle)			
Paid school meal	Free school meal	Sandwiches	Home

- You may be eligible for Means Tested Free School Meals. Do you or your partner receive Income Support, Income based JSA, Child Tax Credit etc? **YES/NO**
- Do you wish your child (Reception – Year 2) to receive a free piece of fruit at morning break? The fruit is free and washed. **YES/NO**

Does your child have any allergies that we would need to know about? Please state below:

DOCTORS DETAILS

Name of Doctor	
Address	
Telephone Number	

4) PUPIL RECORDS/STATISTICS

The DFE requires the school to maintain a record of the ethnic background, religious affiliation and mother tongue of each child. Please tick appropriately for sections a), b) and c).

a) ETHNICITY (please tick)

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

b) RELIGIOUS AFFILIATION (please tick)

Christian		Buddhist		Hindu		Jewish		Catholic	
Muslim		Sikh		No Religion		Other			

c) HOME LANGUAGE - which languages do you speak at home?

English		Polish		French		Spanish		Other	
German		Italian		Portuguese		Turkish			

- I have received a copy of the Data Protection Act **YES/NO**

Signature (Parent/Guardian)

Date



HOYLAKE HOLY TRINITY C of E PRIMARY SCHOOL
USING IMAGES OF CHILDREN

Dear Parent / Guardian

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. If we use photographs of individual pupils, we may use the name and age of that child in the accompanying text or photo caption. However, no other personal information will be used. (See Conditions of Use below).

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown.

- May we use your child's photograph in the newspaper? **YES / NO**
- May we use your child's photograph in school related publications and on our school website? **YES/NO** School Twitter/Facebook account **YES/NO**

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please note the conditions for use of these photographs below:

Conditions of Use:

- This form is valid for the period of time your child attends this school. The consent will automatically expire after this time. Consent can be withdrawn or given at any point by completing a new form.
- We will not re-use any photographs or recordings after your child leaves this school.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- If we use photographs of individual pupils, we may use the name of that child in the accompanying text or photo caption.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

I have read and understood the above conditions.

Parent/Guardian's Signature: _____ Name (in block Capitals): _____

Child's name _____ Class _____ Date: _____



HOYLAKE HOLY TRINITY C of E PRIMARY SCHOOL

INTERNET AND EMAIL

Dear Parent / Guardian

Pupil Name

Class

As parent/legal guardian/carer of the above name pupil, I acknowledge that they will have access to networked computer services such as email and the Internet. I accept that the school will do everything within its powers to protect my child from accessing materials that are unacceptable. I also accept responsibility for making it clear to my child that they must follow the school's instructions and guidance, and report any questionable material they encounter to their teacher immediately.

Signed

Name

Dated



HOYLAKE HOLY TRINITY C of E PRIMARY SCHOOL
LOCAL ENVIRONMENT VISITS

Dear Parents/Guardian

From time to time, as part of the children's learning or social development we go out of school into the local environment. Often these excursions are dependent on the weather or changing circumstances so they are difficult to plan.

To allow us to be flexible and make the most of situations which arise we would like your permission to take your child out of the school grounds into the local community whenever it is appropriate to their learning. Transport may be on foot, by mini-bus or coach. We will try to inform parents in advance of our intentions but, due to the local nature of the excursions we will not seek to collect in permission slips.

Local excursions could include road safety work, traffic surveys, ecological work, community relationship and citizenship activities.

Please allow your child to be a part of this work by completing the permission section below.

Hoylake Holy Trinity Primary School

I give permission for (Child's name) to go out of school and work in the local environment, at the discretion of their class teacher.

Signed Parent/Guardian

Dated.....



HOYLAKE HOLY TRINITY C of E PRIMARY SCHOOL

MEDICAL INFORMATION

Dear Parents/Guardian

To ensure that we hold the correct information for your children, please complete the form and return to school as soon as possible. **All medical information is treated in confidence.**

Child's name _____ Class _____

Please indicate if any of the following apply to your child:

Condition	YES / NO
Asthma	YES / NO
Allergic to plasters	YES / NO
Other Allergies – please state	YES / NO
Coeliac	YES / NO
ADHD / ADD	YES / NO
Eczema	YES / NO
Diabetes	YES / NO
As part of the National Child Measurement Programme, the school may be asked to provide address information in order for the School Nurse to write to you so they can ask for your consent in this programme. Please specify if you consent to us releasing this data.	YES / NO
In case of emergency if you cannot contact me, I give permission for my child to receive medical attention from a doctor, paramedic or at a hospital.	YES / NO
Any other medical information/condition. Please give details:	

Signed..... Date:.....

If your child needs medication for on-going chronic health conditions (Inhalers/Epi Pens etc) you **MUST** complete the below parental agreement for school to administer medicine – one medicine per form.

Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of School/Setting	Date
Child's Name	Group/Class/Form
Name and strength of medicine	Expiry date
How much to give (i.e. dose to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

Note: Medicines must be the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact

Name and phone no. of GP

Agreed review date to be initiated by:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy.

I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Guardian's Signature:

Print Name:



HOYLAKE HOLY TRINITY C of E PRIMARY SCHOOL
ELIGIBILITY FOR FREE SCHOOL MEALS

Dear Parents/Guardian

KS2 Pupils:

The procedure to claim free school meals is very straightforward. You can ring the application department on 0151 606 2002 – option 2 and make a claim over the phone. You can also complete a paper Free School Meal Form or apply on line at <https://www.wirral.gov.uk/schools-and-learning/funding-and-financial-support/free-school-meals-pupil-premium>

You will be asked what your National Insurance number is. Free School Meals will not backdate your application so it is important to make an application as soon as possible.

We would ask that you register to receive free school meals even if your child does not intend to have a meal but have sandwiches. This is because the school is awarded extra money for all children who are eligible for a free meal, regardless of whether they take one or not.

Reception and KS1 Pupils:

Following a new government initiative, all children are entitled to a free meal based on their age. If you believe you would be eligible for a free meal due to your financial situation we would ask that you still apply. This is because age related eligibility will stop when your child moves up into KS2 and if you have not formally applied you may need to pay for school meals.

Parents/guardians in receipt of Income Support or Income Based Jobseekers Allowance are entitled to claim for free school meals. If you receive Child Tax Credit but are **not** in receipt of Working Tax Credit and have an annual income that does not exceed £16,190 then you are also eligible.

Please complete the attached Free School Meal form and we will make the application for you or process your claim on line for you in the office.

PRIVACY NOTICE FOR PUPILS

Data Protection Act 1998: How we use your information

Hoylake Holy Trinity C of E Primary School is the data controller for the purpose of the Data Protection Act. We process personal information relating to our pupils and may receive information about them from their previous school, local authority and the Department for Education (DfE). We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about you to anyone without your consent unless the law and our policies allow us to. If you wish to see a copy of the information about you that we hold/or share, please contact Jill Potter in the School Office.

We are required, by law, to pass some information about you to the Department for Education (DfE). This information will, in turn, then be made available for the use by the LA.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://wirral.gov.uk/my-services/childrens-services/about-childrens-services/childrens-records>

or

- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the School Office for the LA information, or the DfE as follows:

Public Communications
Unit Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Tel: 0370 000 2288