



# MILLBROOK SCHOOL

## ADMISSION FORM

Child's Surname:	Child's Forename:
	Middle Names:
	Chosen Name (known as):
Child's Date of Birth:	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Child's NHS Number :	
Child's Address:	
Postcode:	Home Telephone Number:
<b>School uses email to communicate with parents. Please provide email addresses below.</b>	
Mothers email Address:	
Fathers email Address:	
Travel to school: Walk <input type="checkbox"/> Car <input type="checkbox"/> Public Transport <input type="checkbox"/>	
Names and dates of birth of brothers and sisters ( <i>if applicable, please state school attended</i> )	
Name.....	Date of birth..... School.....
Name.....	Date of birth..... School.....
Name.....	Date of birth..... School.....
Full Names of Parents/Guardians:	
Mother's Home Address, if different from child's above:	
Father's Home Address, if different from child's above:	
Custodial Arrangements (if relevant) e.g. court orders, access:	

### Contact Information – Parents/Guardians

	Mother's	Father's
Occupation:		
Work Telephone No:		
Hours Worked (if daytime):		
Place of Work:		
Mobile No:		



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## Contact Information

This information is required should your child be ill at school. The child's home telephone number will always be tried first but please give a minimum of two other contact numbers in priority order. These can be mother's/father's work numbers, childminder, friends, relatives, neighbours, etc.

	Full Name	Relation to child	Daytime Tel No/ Mobile No	Place: (eg home, work)
1				
2				
3				
4				

## Previous School/Nursery/Playgroup:

Name:	
Address:	Telephone No:

## Family Doctor/Medical Surgery:

Name of Surgery:	
Address:	Telephone No:

## Medical Details:

Does your child suffer with any of the following: (If yes please give details)

	Yes	No	Details
Allergies			
Asthma – will need a pump in school			
Sight/hearing/speech problems			
Mobility problems			
Any other condition we need to know about			

Please also give details of:

Continuous medical treatment-medicine etc:
Hospitalisation:
Serious illness:
Serious accident:
Any other medical condition that might affect school life:
Is there anything else you think we should know about your child:
Does your child have any special dietary requirements (e.g. vegetarian, specific food allergies, etc.)



## MILLBROOK SCHOOL

Religion:

Language normally spoken by your child:

Language spoken at home: (if different to the above)

Country of birth:

Nationality:

### THE DATA PROTECTION ACT 1998

The information provided on this admission form is subject to the Data Protection Act 1998. The information is provided for use by the school and the Local Education Authority. It may also be disclosed to the governing body and the parent's association.

If you do not wish this information to be disclosed to either the governing body or the parents association you should notify the school in writing.

Should you wish to obtain a copy of the information held by the school relating to your child(ren) at any time, you may do so by writing to the school.



**Information for Consent**

At Millbrook Primary School we want to take every measure possible to protect your child. With this in mind we require your consent as a parent or guardian. Please do not feel you must give your consent, the choice is entirely yours as a parent. If you change your mind at any time please inform a member of staff to amend your child's records.

Child's name \_\_\_\_\_

- ❖ Occasionally the press come into school to take photographs of the children engaged in school activities and we take photographs for our website and blog.

I confirm that my child's photograph can be printed in the press, website and Twitter.

I confirm that my child's photograph cannot be printed in the press, website and Twitter

- ❖ From time to time your child will be given the opportunity to participate in local excursions for routine sporting fixtures, environmental studies, library and shop visits etc. during his/her time at school.

My child may take part in these excursions

My child may not take part in these excursions

**Password System**

We have introduced the option for you to use the 'password' system here at Millbrook School. In case you are not familiar with this system, it is a safe word for yourselves and other people who you may wish to collect your child from school. It is your responsibility to keep this password safe and to share it only with those as necessary. Without this password we will not let your child leave School with anyone other than you without first ringing you for confirmation. If you wish to be part of this system, please complete the information below.

I would like to use the password system Yes/No (delete as applicable)

The unique password I have chosen is .....

I understand anyone collecting my child will need to use this password.

Parent / guardian signature: ..... date: .....

**Dinner Money**

I agree to pay for my child's school meals in advance. This also applies if free school meals have been applied for and have not yet been authorised. The cost of school dinners are **payable at least WEEKLY in advance**; parents/carers are expected to pay on a Monday each week in a labelled envelope with the name and class of the child and the amount enclosed and given to their child's class teacher or posted in the school office post box. (see dinner money debt policy)











- ❖ I have provided the school with my child's birth certificate for photocopying. *Without a birth certificate your child will not be admitted.*

- ❖ I have completed the enclosed Ethnic Background Record Form (pink form)

## **Home School Agreement**











### **Our School**

***Millbrook Primary School will do its best to:***

-  Provide a safe, secure and caring learning environment;
-  Teach and encourage the children to do their best and achieve their full potential as a valued member of the school community;
-  Develop in each child positive values and a caring attitude towards the school community and the environment;
-  Provide a balanced curriculum of the highest quality and meet the individual needs of every child;
-  Set regular homework and to mark it if appropriate;
-  Inform children and parents/carers what the teachers aim to teach the children each term
-  Be welcoming and offer opportunities for parents/carers to become involved in the daily life of the school;
-  Contact parents/carers as soon as concerns are raised about your child's work, behaviour, attendance or punctuality;
-  Have a clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy;
-  Communicate between home and school through notices, newsletters, website and general meetings.

### **You the Parent**

***To help my child at school, I will do my best to:***











-  See that my child attends school regularly, is punctual and properly equipped and ready to learn;
-  Inform the school on the first day of absence;
-  Raise any concerns or problems that might affect my child's ability to learn or behave appropriately;
-  Support the school to make sure my child maintains good behaviour;
-  Support my child with homework and other home learning opportunities and listen to my child read daily;
-  Attend parent meetings with the teacher to discuss my child's achievements and progress;
-  Support all staff in their efforts to create a caring community which values children and their rights
-  Support the school in getting any help my child may need;
-  Read all letters/messages/emails that are sent home;
-  Inform the school immediately of any changes to parents/carer and emergency contacts details.



**Home School Agreement** (Continued)

**Child**

***I will do my best to:***

-  Learn;
-  Work hard and listen carefully to instructions;
-  Come to school regularly and on time;
-  Follow the school and class rules;
-  Behave well at all times to maintain the safety of myself and others;
-  Be polite, friendly and helpful to other children and all adults;
-  Tell somebody if there is something I am not happy about;
-  Do my homework regularly and return it to school on time;
-  Bring all the equipment I need every day including my PE kit, book bag and reading books;
-  Take good care of the school environment and living things.

**Home School Agreement Acceptance**

❖ I have discussed the home school agreement with my child and agree to follow it to ensure that my child receives the best learning possible.









Signed Parent/Carer \_\_\_\_\_ Child \_\_\_\_\_

Dated \_\_\_\_\_









**E-Safety Agreement**

I, \_\_\_\_\_, promise to (child's name)

-  Say no to inappropriate content – nasty pictures, videos or bad language. Keep to games suitable for my age.
-  Avoid stranger-danger on-line – only communicate with people I know and trust, keep my personal details secure
-  Behave on-line as I'm expected to at school and home – e.g. show the 6 values, treat others with respect.
-  Respect my family's wishes when choosing what to do on-line.
-  Follow instructions at school carefully when using technology
-  Tell someone if I'm worried about anything on-line
-  Be sensible about screen time
-  Be open and honest about what I do on-line.





Signed \_\_\_\_\_ Pupil      Date \_\_\_\_\_

**As parents and carers we will:**

-  Stay vigilant and protect our child from inappropriate on-line content
-  Expect our child to use high standards of behaviour on-line for example, showing the school values when communicating.
-  Helps our child make a sensible choice with time spent on technology.
-  Encourage openness and honesty from my child about how they use the internet
-  Use photos/videos at school events for our own use, and not post publicly without permission.
-  Support the school by setting a good example ourselves on-line, and sharing information that helps keep others safe.

Signed \_\_\_\_\_ Parent/Carer      Date \_\_\_\_\_

**The School will:**

-  Provide a safe environment so children can enjoy using technology to learn.
-  Teach good e-safety practice, for example anonymity and password protection
-  Help children with concerns about e-safety, e.g friendships online, cyber bullying
-  Keep parents informed about risks to children around technology.

Signed \_\_\_\_\_ Headteacher      Date \_\_\_\_\_