



ASHLANDS PRIMARY SCHOOL ADMISSION FORM.

CHILD'S DETAILS.	
Preferred Surname:	
Legal Surname (If Different)	
Forename:	
Preferred Forename:	
Other (Middle) Names:	
Date of Birth:	Male / Female / Not specified:
Home Address:	
PARENT DETAILS.	
Parent Name:	Parent Name:
Address (If different from above)	Address: (If different from above)
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Mobile:	Mobile:
Email:	Email:
<p>Ashlands Primary School uses Arbor to manage pupil and guardian data. Once we have registered your child on the system you will receive an email and login from Arbor asking you to confirm the details you have given us on this Admission Form.</p> <p>You should use this log in to update your contact information throughout the year.</p>	

OTHER EMERGENCY CONTACT DETAILS.

Name:	Name:
Tel:	Tel:
Relationship:	Relationship:

ETHNIC / CULTURAL DETAILS: (This section is optional)

Ethnicity	
First language	
Other information about your child you feel is relevant	

OTHER

Is your child a Looked After Child by the Local Authority? (If yes please attach details/evidence)	
Does your child have a statement of special needs? (If yes please attach details / evidence)	
Does your child have siblings already attending Ashlands? (If yes please list names and dates of birth)	

MEDICAL INFORMATION.

Practice / Doctors Name:

Address:

Tel:

Details of any allergies or health problems that school should be aware of and emergency procedures that need to be followed if relevant:**Does your child have Asthma?**Yes No **If so does he/she require an inhaler in school?**Yes No

If yes please ensure it is clearly labelled with your child's name and make a note of when it is due to be replaced, as it is your responsibility to ensure the inhaler is within date and is in working order.

Department of Health's Guidance on inhalers in school states that we are required to keep emergency inhalers in school. We are required to ask your permission to use our emergency inhaler if for any reason your child's inhaler was not in school.

Please tick this box to give permission for your child to use an emergency inhaler.

In the event of a medical emergency I give staff consent to arrange appropriate medical treatment and / or for my child to be sent/taken to a doctor/hospital if no one on the contact list can be reached.Yes No

(if you do not tick YES or NO we will assume consent is given)

Does your child have any dietary requirements?

PARENTAL CONSENT.

It is a requirement under the General Data Protection Act that we have your consent to use images of your child. If you do not tick a box then we have to assume that consent is **NOT GIVEN**.

At Ashlands we:

- Have adopted safeguards in order to minimise any potential risks using images
- Will avoid publication of your child's full name with photographs on our website, newsletter etc
- Only appropriate images will be taken of your child
- Images will be kept securely on the school's computer system
- Children will be supervised by school staff when photographs are being taken

- I consent to images of my child taking part in school activities being captured and used for educational and / or marketing purposes. Children are not identified by name unless prior parental permission has been obtained.
- When my child leaves Ashlands Primary School I consent to their images potentially remaining on display within school / on the school website / prospectus / other school publications.
- My child taking part in local walks around Ilkley. For example to study local buildings / carry out traffic surveys / visit nearby shops / parks. Separate consent will be sought for visits further afield.
- My child viewing U or PG films.

THIRD PARTY DATA SHARING CONSENT:

We will not give information about you or your child to anyone outside the school / Bradford Metropolitan District Council Children's Services without your consent unless the law and our rules allow us to.

All information given by you and shared with third party suppliers will be in the strictest confidence under the requirements of the Data Protection Act 1998.

- It will be used by school so that they can contact me electronically and to allow me to pay for items such as school trips, invoices and dinners electronically
- It will be used by school to enable them to operate their cashless catering system
- It will be shared within BMDC, its contractors and the DfE in order to provide and plan services e.g. School Transport
- It will be used to administer health, social and welfare care and will be shared with health care advisors, practitioners and other relevant agencies
- It will be forwarded to your child's new school when they change school
- It will be used for the tracking of and enhancement to your child's educational development within school
- It will be used for statutory returns and for research purposes

I understand that if I withhold consent from the school sharing my data (name, child's name, mobile phone number and or email address) that the school may not be able to communicate with me.

By signing this form:

- I confirm that I have parental responsibility for this child.
- I note the above statement and believe the information provided on this form to be correct as of this date and I understand how the data on this form is shared.
- I agree that I will inform the school of any changes that occur whilst my child attends school.
- I confirm that I have consent from those people who are listed as emergency contacts on this form to share their data with you.
- I understand that CCTV is in operation around the school site. Images will only be shared with the police if the need arises.

Signed:

Date:

Parent / Carer of:

PLEASE ENCLOSE PROOF OF RESIDENCY AND PROOF OF ID

We have been asked by Bradford Education to obtain proof of residency and proof of ID at time of admission to nursery or school. This can be in the form of a utility or council tax bill or child benefit document. We have been advised that we should only accept completed admission forms if the name and address on the form agrees with the name and address on the evidence of residency provided.

OFFICE USE ONLY

PROOF OF RESIDENCY SEEN:

YES / NO

PASSPORT OR BIRTH CERTIFICATE SEEN

YES / NO

SCHOOL MEALS AT ASHLANDS

Children in Reception, Year 1 and Year 2 are entitled to a free school meal under the **Universal Free School Meals Programme** regardless of their parents' income.

Your child may be eligible for free school meals on **economic grounds** if you receive one of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190, provided they are not receiving Working Tax Credit
- the 'Guaranteed' element of the State Pension Credit
- support under Part VI of the Immigration and Asylum Act 1999 (you will need to apply directly to the school or call the Education Service on 01274 439393)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit with an annual net earned income threshold of less than £7,400

You can apply online at <https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals/>

You will be told straight away if you qualify and school will also be sent a notification, if you have any difficulties or would like help applying please contact the school office for assistance.

Alternatively, school can check FSM eligibility for you. If you are happy for this to happen we need the following information:

Your full name	
Your date of birth	
Your National Insurance Number	
Signed	
Date	

We would encourage you to apply for FSM on economic grounds even if your child is in Reception, Year 1 or Year 2 (and therefore receives a universal FSM) because **all children** who qualify for free school meals **on economic grounds** at Ashlands are entitled to support with:

- Assistance with school uniform
- Free educational visits
- Free sports clubs
- Free education clubs
- Free school milk
- Assistance with council run music lessons

Conditions apply – please speak to the office for further details.

PUPIL PREMIUM AT ASHLANDS

From April 2014, schools in England can receive the Pupil Premium for **children adopted from care, or who left care under a Special Guardianship Order on or after December 2005**. Schools can also claim the Pupil Premium for children **who left care under a residence Order on or after 14 October 1991**.

The Pupil Premium exists to help schools raise the attainment of students and close the gap with their peers. The Government has extended the coverage of the Pupil Premium in recognition of the traumatic experiences many adopted children have endured in their early lives and a realisation that their needs do not change overnight.

To enable Ashlands to claim the Pupil Premium you will need to inform us about your child and provide supporting evidence, for example, show the original Adoption (Court) Order. You will need to self-declare before the school's annual School Census (normally October of each year). This will then trigger the payment of the Pupil Premium to the school.

As a school we appreciate sharing such information is sensitive and you may not wish to disclose this information to school. This is, of course, entirely your decision but rest assured that any information shared with school is in the strictest confidence.

Below is a link to the Gov.uk adoption, fostering and surrogacy website, which answers the most Frequently Asked Questions.

<https://www.gov.uk/browse/childcare-parenting/fostering-adoption-surrogacy>

3) If your family is in the military services then you will qualify for pupil premium. Please contact the school office for further information.

If you have any questions regarding Pupil Premium please do not hesitate to contact the school office.



Dear Parents

On May 25th 2018 the General Data Protection Regulation came into force. The aim of the Regulation was to make personal information even more confidential than it already is under the current Data Protection Act. The Regulation affects all countries in the European Union, but it will remain in British Law following Brexit. In the United Kingdom the Information Commissioner's Office will check that everyone is complying with the law.

The school has worked hard to ensure that we comply with the requirements of the Regulation. We will include aspects of GDPR in the IT and Computing Curriculum so that your children learn how to protect their privacy and online reputation in our highly technological world.

School staff have had training in the requirements of the GDPR and we have reviewed the security of all our IT systems and the storage of our paper records. If any companies or partner agencies have access to any school data then we are requiring them to confirm that they also comply with the GDPR.

Thank you for your continued support as we all work to protect everyone's right to privacy.

Andrew Soutar
Headteacher



General Data Protection Regulation GDPR Privacy Notice for Families

"Where every child has the chance to shine"

This policy embodies our Ethos Statement – Safe Children at Ashlands

Introduction

Everybody has a right to have their personal information kept confidential, this includes the children who attend Ashlands Primary School and their families. The school is committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation which is a European Union regulation that the UK government has decided to keep into the future.

Why does the school have to issue this Privacy Statement?

The school is classed as a Data Processor because the school processes data, for example it shares some attainment data with the Department for Education. Because the school also decides to have some internal systems, such as having systems to make sure the school treats everybody equally, then the school is also a Data Controller. The law requires that we must therefore keep data (personal information) confidential and secure. We must also tell families about what data we keep, why and how we intend to keep it secure.

Why do we keep data?

The School uses data (personal information) for the following main reasons:

- To record who is on the school roll (our admissions)
- To record school attendance
- To assess how well pupils are attaining and to predict how they might attain in the future
- To help keep children safe and healthy (protecting pupils' welfare)
- To make sure that we give equal treatment to all children
- To support the social life of the school community

The school receives most data, works with it, stores it and shares it with others on the legal basis of *Public Task*. This means that these activities are tasks that the school has to carry out.

The school will ask for families for *consent* to our using other data, such as photographs.

Keeping your information private

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent any data from being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

Our laptop computers and other portable devices are protected with passwords and encryption. Any desktop computers that have sensitive information on are also protected with passwords and encryption.

Our server is kept secure, the hard disks do not leave the school. The members of staff do not share passwords or leave equipment or paper records in vulnerable places. The school has a robust policy on the use of mobile phones and cameras.

The school receives confirmation from other parties who have access to pupil data (for example a company may help the school to analyze pupil attainment) that they comply with the General Data Protection Regulation.

To help keep children safe it is important that the adults looking after children know if there are any health issues that they have. Although we will share this information, we will only share it with people who need to know it to keep your children safe and healthy.

The school has asked Andrew Soutar (Headteacher) to be responsible for looking after pupils' information. We have also appointed a *Data Protection Officer* who advises and visits the school. He is Mr. Stygall who works for a company called Safeguarding Monitor. He has been a head teacher.

The Governing Body has a governor who also looks after pupils' information. Their name is Mr. Ritchie Williamson.

Families' Data

The sort of data that is personal or sensitive and which should be kept private includes:

- Your family's full name, address and other contact details
- Anything to do with health and welfare
- Anything to do with your religion (if you follow a religion) and your ethnicity
- How your children are getting on in school

The school will ask every family to play their part in protecting other people's personal information (or data) which is why we ask all the children in Key Stage 2 to sign an Acceptable Use Policy. The children and their families have the *right* to have their data kept confidential and we ask you to share the *duty* to maintain other people's confidentiality.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.

Signed

Dated

Name (please print)



Ashlands Home School Agreement

School Mission Statement

At Ashlands we seek, through a broad and balanced curriculum, to enable each child to build confidence and achieve their full potential in an ordered environment.

The school encourages lively and enthusiastic learning and aims for high standards of achievement. To this end, we believe in a collaborative partnership between staff, head, parents, governors and the wider community.

The Partnership between Home and School is at the very heart of each child's capacity to get the most out of school. To ensure that we work as closely as possible from the very start and to make sure we have a shared understanding of expectations we have here the Ashlands Home-School Agreement. We invite parents and children to join us in signing this important agreement.

The School is committed to:

- teaching your child the basic skills to the very best of his/her ability
- providing a curriculum that responds to the needs of each child, enhancing their learning as well as their understanding and curiosity about the world around them
- caring for your child's safety and happiness
- asking you and your family your views on what we do
- being open to ideas and suggestions that serve the interests of the school community
- welcoming dialogue and involving families in decisions through consultation
- keeping you informed about school matters and about your child's progress through termly meetings with class teachers, an annual written report, regular 'Celebration' assemblies, and termly 'Share and Celebrate' sessions
- achieving high standards of work and behaviour by building good relationships and developing a sense of responsibility
- being open and welcoming at all times and offering opportunities for you to become involved in the daily life of the school

Parents and Carers are be committed to:

- making sure their child comes to school regularly, well rested, on time appropriately dressed and equipped but without precious objects
- letting the school know of any concerns or problems that might affect their child’s work, behaviour and sense of well being
- supporting our school’s policy and guidelines for good behaviour and anti-bullying
- supporting the school’s homework policy; reading with your child regularly, hearing your child read as asked and helping with spellings
- trying not to take children out of school during term time and seeking permission for any leave of absence in term time; avoiding under all circumstances times when your child is taking national tests
- letting school know as soon as possible if their child cannot attend school, due to illness or unforeseen circumstances
- picking children up punctually at the end of a session and making sure we know who is taking their child home
- respecting the school community’s policies and its desire for ‘No Smoking on School premises’ and ‘No Dogs on School premises’
- labeling all school clothing and collecting lost property promptly
- trying to set an example at home of how you want your child to behave and to view the world

Each child will:

- do their best in their work
- behave in a way that allows everyone to feel happy and safe in school
- let a grown-up know if they are worried or upset

Signatures	Name	Signature	Date
Child			
Parent/Carer			
Head Teacher	Andrew Soutar	<i>A. Soutar</i>	