



# Ashlands Primary School

A Moorlands Learning Trust Academy

Headteacher: Donna Russell

Leeds Road, Ilkley, West Yorkshire LS29 8JY

Telephone: 01943 609050 Website: [www.ashlandsprimary.org.uk](http://www.ashlandsprimary.org.uk) Email: [office@ashlands.mlt.co.uk](mailto:office@ashlands.mlt.co.uk)

## CHILD'S DETAILS.

<b>Preferred Surname:</b>		<b>Legal Surname (If Different)</b>	
<b>Forename:</b>		<b>Preferred Forename:</b>	
<b>Other (Middle) Names:</b>			
<b>Date of Birth:</b>		<b>Male / Female / Other / Not specified:</b>	
<b>Home Address:</b>			

## PARENT / GUARDIAN DETAILS.

<b>Parent / Guardian Name:</b>		<b>Parent / Guardian Name:</b>	
<b>Address (If different from above)</b>		<b>Address: (If different from above)</b>	
<b>Home Phone:</b>		<b>Home Phone:</b>	
<b>Work Phone:</b>		<b>Work Phone:</b>	
<b>Mobile:</b>		<b>Mobile:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Permission to collect?</b>		<b>Permission to collect?</b>	

We use Arbor at Ashlands to manage pupil and guardian data. Once we have registered your child on the system you will receive an email from Arbor asking you to log in and confirm the details you have given us on this Admission Form.

You should use this log in to update your contact information throughout the year.

**For more information about Arbor please follow this link**  
[Parent Portal and Arbor App as a parent – Arbor Help Centre \(arbor-education.com\)](https://www.arbor-education.com)

**OTHER EMERGENCY CONTACT DETAILS.**

<b>Name:</b>		<b>Name:</b>	
<b>Tel:</b>		<b>Tel:</b>	
<b>Relationship:</b>		<b>Relationship:</b>	
<b>Permission to collect?</b>		<b>Permission to collect?</b>	

**ETHNIC / CULTURAL DETAILS: (This section is optional)**

<b>Ethnicity</b>	
<b>First language</b>	
<b>Other information about your child you feel is relevant:</b>	

**OTHER**

<b>Is your child a Looked After Child by the Local Authority?</b> (If yes please attach details/evidence)	
<b>Does your child have a statement of special needs?</b> (If yes please attach details / evidence)	
<b>Does your child have siblings already attending Ashlands?</b> (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:**

**In the event of a medical emergency, I give staff consent to arrange appropriate medical treatment, including to be sent to doctor / hospital if no one on the contact sheet can be reached.**

Yes  No

**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.**

We have emergency epipens on site that will be used in the event of a child developing a severe reaction anaphylaxis reaction.

**Please tick the below box to give permission for staff to administer the emergency epipens**

Ashlands has its own beehives and throughout the year the children will have the opportunity to visit the wildlife garden and learn about beekeeping. **Does your child have a known allergy to bee stings?**

Yes  No

## Catering for Dietary Requirements at Ashlands Primary School

At Ashlands we work in partnership with Mellors Catering who provide school dinners for the children.



Mellors work with parents and school to understand the severity of food allergies/ intolerances and do their utmost to ensure all children have the benefit of a school lunch.

Attached to this Admission Form is a Mellors Allergens Pack that should be completed if your child has a food allergy or intolerance.

On receipt of this information the school cook will, if necessary, contact you to arrange a meeting to better understand the allergen / intolerance and what steps need to be taken.

**Please complete the attached form and return it to the school office along with this Admission Form only if your child has an allergen / food intolerance.**

**Does your child have any dietary requirements? (Not allergies / intolerance)  
E.G vegetarian, pescatarian, halal, vegan etc**

### 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 / Moorlands Learning Trust / Bradford Metropolitan District Council 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 safely and effectively.
- It will be shared within MLT, BMDC, its contractors and the DfE in order to provide and plan services e.g. pupil assessment, the school nursing team, children’s social services. This list is not exhaustive.
- 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.**

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.



## Not just free school meals

Did you know that you may also be entitled to.....

- ✓ Assistance with school uniform
- ✓ Free educational visits
- ✓ Subsidised Residential Trips
- ✓ Free sports clubs
- ✓ Free education club
- ✓ Free Music Lessons
- ✓ Free milk

At Ashlands, we ensure that families of children who are eligible for the Pupil Premium benefit directly from the **extra money** that this brings in to school.

You could be entitled to Pupil Premium if you receive:

- *Income Support*
- *income-based Jobseeker's Allowance*
- *income-related Employment and Support Allowance*
- *support under Part VI of the Immigration and Asylum Act 1999*
- *the guaranteed element of Pension Credit*
- *Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)*
- *Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit*
- *Tax Credit*
- *Universal Credit*

### To sign up for Pupil Premium you can either:

- a) **Sign up at home online** using the link <https://www.bradford.gov.uk/benefits/applying-for-benefits/free-school-meals/>
- b) If you don't have a computer at home or would like some help with completing the form, pop into the school office (please bring in your National Insurance number with you). **Conditions apply – please contact the school office for further details.**





# 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	Donna Russell		09.09.22