



CAPITA SIMS.NET (SCHOOLS INFORMATION MANAGEMENT SYSTEM)

ADMISSION FORM

EXPLANATORY NOTES

In accordance with the Data Protection Act 1998, Education (Pupil Registration) Regulations 1995 and the Education (Pupil Registration) (Amendment) Regulations 2001, the information collected from this form will be used for the purpose of pupil administration. This data will be held securely and will only be disclosed to staff in the school or the Children, Young People and Families Department who have a right of access, and the Department for Children, Schools and Families (DCSF). It may be necessary to share information with other departments within Cornwall County Council for purposes connected with or ancillary to your child's education (e.g. school transport). The Council and the school may also, upon request, pass information to law enforcement agencies for the purposes of the prevention or detection of crime where the law permits this. If a disclosure elsewhere becomes necessary we will contact you before doing this.

Section A – Basic Pupil Details

- Pupil forenames and legal surname must be shown as per the pupil's birth certificate. If you wish your child to be known with an alternative chosen surname or forename please indicate in the appropriate box. Any change of surname must be accompanied with documentary evidence, showing consent from all those parental responsibility holders or a Court Order.
- If applicable, please ensure any previous surnames are given.
- Indicate details of any brothers/sisters who also attend the school at the time of completing the admission form. If any siblings reside at a different address to this pupil please indicate in the box provided. You may wish to provide the school with these alternative details.

Section B – Registration

- This area is to be completed by School – please leave blank.

Section C – Pupil Address

- Please ensure a valid postcode is given. The Pupil Address given should be the one where the pupil typically resides. There is a facility to store pupil telephone numbers (home/mobile) and pupil email address on our records – please fill this in if desired.

Section D – Family/Home

- Please ensure all sections are completed for as many contacts as you have. The contact priority confirms who should be the first point of contact (e.g. Mrs A N Other, Mother, Contact Priority 1).
- Please Tick the MAIN DAYTIME telephone number to be used in an emergency.
- If there are any Court Orders in place please tick the appropriate box and ensure that details are completed in Section I.
- **Parental Responsibility** – This means assuming all the rights, duties, power, responsibilities and authority that a parent of a child has by law in relation to the child and his property.
 - If parents are married, separated or divorced, both parents have parental responsibility on an equal basis, unless it is restricted by a court order.

- If parents are unmarried, only the mother has parental responsibility, unless the father has obtained parental responsibility through formal agreement with the mother or a court order.
Children born after Dec 2003 – both parents registered on the birth certificate have parental responsibility.
- Other people (step-parents, foster parents, other relatives etc.) do not have parental responsibility unless they have obtained it via the courts.
- People other than a child's natural parents can acquire parental responsibility through:
 - Being granted a residence order;
 - Being appointed a guardian;
 - Adopting a child.

The parental responsibility of a party does not stop simply because another person is also given it, so, in some cases several people may be regarded, for the purposes of education law, as being the 'parent' of a child.

Section E – Pupil Medical Information

- We do require the details of each pupil's registered Medical Practice name, address and telephone number. If you also know that there is an assigned Doctor then please give details.
- It is imperative that any pertinent medical information regarding a pupil is given to the school. This information will only be used by the school to ensure the safety of your child (e.g. if your child has a nut allergy they do not participate in cooking when traces of nuts are included in the ingredients.)
- If you are willing for your child to receive medical treatment in the case of an emergency please tick the appropriate box to show your consent.

Section F – Pupil Ethnic/Cultural Information

- First Language
Please record the language your child first learnt at home. This information helps the school and connected services to provide the right support for bilingual children.
- The codes shown for Ethnicity are set by the DCSF and cannot be altered. The data is required for Government surveys. Please select one code choice only.

Section G – Pupil Additional Information

- Please select one code choice only for both Meals and Mode of Transport. If your pupil uses more than one mode of transport (e.g. walks for two days and has car transport for the other three days) then please pick the most used as the choice.
- The Child of Service Personnel section is a new area of data. The DCSF require this data from January 2008.

Section H – Pupil School History

- It is most helpful to include full details of your child's previous school. Please give address, postcode and telephone of the school so we may contact them to forward pertinent educational records.

Section I – Court Orders

- It is important to include any details relevant to your child to enable the school to understand the pupil's position if there is a Court Order in place.

Section J – Use of Images Consent

- Conditions of Consent are as follows:
 - o The information you provide is valid from the time when the School receives the Admission Form until the time your child leaves the School. If your circumstances change or you change your mind about any issues addressed in this Form please let the School know immediately.
 - o The School will not use any images of your child once your child has left the School without obtaining the parents' specific consent.
 - o The School will not itself publish names of pupils with any images of children without prior specific and separate consent from parents.

- If a pupil is named on any text which the School publishes, a photograph will not be included with the text, unless this is the wish of the pupil and parents.
- The School will generally avoid publishing close up or individual photographs of pupils. The School's preference is to publish class or group images of pupils.
- The School will only use images of pupils who are appropriately dressed.
- The School will not pass to the press the names of any pupils appearing in photographs or recordings which the press wish to publish or broadcast, unless a parent has consented to this.
- If you agree that the media can take and use images of your child you should note that the media's use of images of children is governed separately by the Data Protection Act, other legislation and industry codes of practice.