



# Black Horse Hill Infant School

## Pupil registration form/admission form



In accordance with the Education Act 1996, section 434 Registration of pupils, schools are required to keep a register containing the “prescribed particulars” of all pupils registered at their establishment. We are required to process, i.e. receive, work with, store and share data with others on the lawful basis of *Public Task*. This means that the school is required to carry out these tasks as part of their public duty.

Special category (sensitive) data will be processed on the lawful basis of *public interest* and *vital interest*. Schools must know who has parental responsibility for each child, including any relevant court orders that may affect the school’s relationship with the child’s parents.

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

To ensure that parents receive their entitlements regarding their child’s education, e.g. pupil premium, a form should be completed for each child registered at the school. This will also help the school to effectively safeguard and promote the child’s welfare.

### Disclaimer

Black Horse Hill Infant School collects and uses personal data to meet the legal requirements set out in the GDPR and UK law. The data collected will be used to support pupil learning and provide pastoral care.

Black Horse Hill Infant School is the data controller. This means the school determines the purposes, and the manner in which, any personal data relating to pupils and their families is to be processed. All personal data collected by the school is stored in line with the GDPR Data Protection Policy and is only kept for as long as is necessary to complete the task for which it was originally collected.

Parents have the right to:

- Be informed about how Black Horse Hill Infant School uses your personal data
- Request access to the personal data that Black Horse Hill Infant School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

## BLACK HORSE HILL INFANT SCHOOL

Admission No..... Date of admission.....

U.P.N..... Date address verified.....

Date Birth Certificate sighted..... Date application received.....

1. Child's Surname .....

Child's Forename(s) .....

2. Child's Date of Birth ..... *Original Birth Certificate must be seen by school*

3. Child's Address .....

Postcode ..... (*Proof of **child's** address must be seen by school*)

Home telephone number .....

4. Mother's/Guardian's Name .....

Title (Mr/Mrs/Miss/Ms/Other) .....

Mother's Address (if different from No 3) .....

Telephone No (home) .....(work).....(mobile).....

5. Father's/Guardian's Name .....

Title (Mr/Mrs/Miss/Ms/Other) .....

Father's Address (if different from No 3) .....

Telephone No (home) .....(work) .....(mobile) .....

6. a. Other Emergency Contact Name .....Relationship to child.....

Contact Address .....Post Code.....

Contact Telephone Number .....

b. Other Emergency Contact Name .....Relationship to child.....

Contact Address .....Post Code .....

Contact Telephone Number .....

7. Child's Previous School, Childminder or Nursery

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8. Medical Information – Details of any medical conditions or SEND your child may have including any previous major illnesses or injuries

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10. Family Doctor .....

Address .....

Telephone No.....

11. Brothers & Sisters:-

Names

Date of Birth

Current School Attended

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12. RESPONSIBILITY FOR PUPILS OUTSIDE SCHOOL HOURS

I should like to point out that we do not take responsibility for pupils before and after school unless they are attending our Out of School Club provision. Our staff do come to school earlier to do preparation work but are not required to arrive early, consequently the Authority can accept no responsibility for pupils before the start of school in the morning or after the closure of school in the afternoon. School doors open at 8.40am (8.45am for F1 pupils). We ask that parents/carers ensure that their child is safely in the school building before leaving the playground.

I would also like to make it clear that the Authority accepts no responsibility for children who are playing on or using any playground equipment before the start and after the end of school each day.

Permission for a child to leave school during school hours will not be granted unless a letter is sent to school and the child is called for by a parent/carer, who should report on arrival to the school secretary and pick up a pass.

Please note that your child is not normally permitted to be on the school premises outside school hours. May I also remind you that the school cannot accept responsibility for children journeying to and from school.

This information is given to you in order that the position concerning the responsibility of the Authority and of its teachers may be clearly understood. It is in no way an indication of any lessening of the desire of the school to do all we can for the welfare of the children.

Headteacher

Mrs Julie Morris B.Ed.Hons, N.P.Q.H.

**This form should be signed by someone with parental responsibility.**

The information I have given is correct to the best of my knowledge and belief.

Signed .....

Name (please print) .....

Date signed .....

**Please keep us informed of any changes to the information contained in this form.**