



MILFORD INFANTS' AND PRE-SCHOOL Pupil Admission Form

The information requested is being collected under the Education (Pupil Registration) Regulations 2006. Under the provisions of the General Data Protection Regulation 2018, it will be used only for the purpose of pupil administration, will be held securely and will only be disclosed to staff in the school or to Somerset Local Authority or to the Department for Education where there is a right of access, or where this is appropriate. If a disclosure elsewhere becomes necessary, we will contact you before doing this. When no longer required, it will be disposed of in a manner appropriate to its sensitivity and the necessary regulations.

CHILD DETAILS

Legal Surname*			
*Legal Surname is the name that appears on the child's birth certificate. Please supply relevant supporting evidence for any legal name change.			
Legal Forename**		Preferred Forename	
**Legal Forename is the name that appears on the pupil's birth certificate. Please supply relevant supporting evidence for any legal name change.			
Middle Name(s)		Date of Birth	
Gender-M/F		Birth Certificate provided	Yes/No

Contact Information – Please give details of all persons who have Legal Parental Responsibility. If there are more than two persons with Legal Parental Responsibility, please provide the required information in the General Information section at the end of the form. (For a definition please refer to the GOV.UK website and search for Parental Rights and Responsibilities).

	Child's Mother	Child's Father
Title Mr/Mrs/Ms/Dr		
Name		
Address		
Town		
County		
Postcode		
Home telephone		
Work telephone		
Mobile telephone		
Email address		

PEOPLE TO CONTACT IN AN EMERGENCY (*other than parents*)

	Emergency Contact 1	Emergency Contact 2
Title Mr/Mrs/Ms/Dr		
Name		
Relation to Child		
Home telephone		
Work telephone		
Mobile number		

SIBLINGS – please give details of any brothers and/or sisters

Sibling Name	Sibling Date of Birth	Same Address
		Yes/No
		Yes/No
		Yes/No

PREVIOUS SCHOOL (or Playgroup/Nursery School)

Please give the name and contact details of the last school attended (enter playgroup or nursery school details if appropriate)

Name of School/Playgroup/Nursery	
Address	
Telephone number	

MEDICAL INFORMATION

Surgery name and address	
Telephone number	

Please give below information on medical conditions, allergies, drug sensitivity or regular medication:

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Please give below information on any special dietary needs:

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Child's Ethnic group - please tick:

	✓		✓
White - British		Indian	
White - Irish		Pakistani	
Traveller of Irish Heritage		Bangladeshi	
Any other White background		Any other Asian background	
Gypsy/Roma		Black Caribbean	
White and Black Caribbean		Black - African	
White and Black African		Any other Black background	
White and Asian		Chinese	
Any other mixed background		Any other Ethnic Group	

Child's First Language - please tick:*(Language spoken at home during early years)*

	✓		✓
Bengali		Italian	
Cantonese		Panjabi	
English		Portuguese	
Greek		Spanish	
Gudjurathi		Turkish	
Hindi		Urdu	
Other – please specify			

Disabilities – please tick:

	✓		✓
Problems with Mobility		Problems with Hand Function	
Problems with Personal Care		Problems with Eating and Drinking	
Problems with Medication		Problems with Incontinence	
Problems with Communication		Problems with Learning	
Problems with Hearing		Problems with Vision	
Problems with Behaviour		Problems with Consciousness	
Problems with ASD/Aspergers		Problems with Palliative Care Need	
Other Disability/Health problem			

Religion – please tick:

	✓		✓
Buddhist		Muslim	
Christian		No religion	
Hindu		Other Religion	
Jewish		Sikh	

Please note – information on your child's ethnicity, first language and disability is requested to enable the school to complete statutory returns to the DfE. The categories are set by the DfE. Further information about these data collections, and the recording of Ethnic Minority data, can be found on the DfE website: <http://www.education.gov.uk> or by contacting the Performance Management & Information Team, County Hall, Taunton, Somerset TA1 4DY.

If ethnic background details are not provided for the pupil, then the school may use its best judgment to assess this information. Advice on ascription should be sought from the Headteacher in the first instance.

Mode of Travel – please tick:*(Only one option may be chosen)*

	✓		✓
Bus		Public Bus	
Car share (ie 2 families sharing)		Taxi	
Car/Van		Train	
Cycle		Walk	
School Bus		Other	

Service Children - if either parent is serving in the Armed Forces please give details.

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PUPIL PREMIUM / FREE SCHOOL MEALS ELIGIBILITYIs your family eligible for Pupil Premium? *(See explanatory notes)****Please supply this information as it affects the amount of Pupil Premium funding that the school is given.***YES ☐ NO ☐**FREE SCHOOL MEAL VOUCHERS**

If I am entitled to income based Free School Meals, either now or in the future, for my child and the government choose to provide meals during school holidays (i.e. via vouchers from a third party selected by the school) I give consent for my contact details to be provided to the third party under GDPR regulations so that they can issue any vouchers etc. directly to me via email or text.

GENERAL INFORMATION

Please give below any other information which you feel might help the school to ensure the best interests of the pupil are met eg, if any Court Orders exist, if your child has any Special Educational Needs or if your child has any regular caring responsibilities (when did their caring role start?) etc.

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The school is classed as a Data Controller under the Data Protection Act and as such has a duty to process any personal information obtained and held by them according to the Data Protection Principles. The school also has a statutory duty to share some or all of this information with other professional bodies as set out in the school's Privacy Notice. Should you have any queries in relation to this please contact the school directly.

Signed: **Date:****Please sign and return to school as soon as possible**

Milford Infants' School and Pre-School, Glenthorne Avenue, Yeovil, Somerset, BA21 4PG

Tel: 01935 475426

EXPLANATORY NOTES

PARENTS

This form asks you to state the names and addresses of all parents. In the case of a parent who does not live at the pupil's permanent address, they are entitled to request the disclosure of information about the pupil, and the school will provide the information, after satisfying themselves that they are the pupil's parent. If you do not provide the contact details here, the school may deal directly with the non-resident parent if they subsequently make a request.

LEGAL SURNAME

If the legal surname to be recorded is different to that recorded on the birth certificate, then supporting documentation must be presented at the time of admission.

PUPIL'S ADDRESS

Please note that a pupil can have recorded up to four addresses: 2 Home addresses (in the case of shared care arrangements, children may reside at more than one address during a normal week), a Term Time and an Overseas Address.

COURT ORDERS

Please ensure that the school is advised if there are any Court Orders relating to the pupil. A copy of any Court Orders will need to be provided. This information is confidential, but will help the school understand the pupil's position.

PUPIL PREMIUM FUNDING

Pupil Premium funding is allocated to schools:

- for children eligible for Free School Meals (FSM)
- for children whose parents are currently serving in the armed forces
- for children who have been in care or have been adopted from care
- for children who leave care under a special guardianship order or residence order.

Please note that being eligible to Pupil Premium funding entitles your child to individual funding for uniform, after school clubs and school trips whilst at Milford Infants' School.

FREE SCHOOL MEALS

Eligibility for free school meals is determined by central government regulations. Your child will be entitled to a free school meal if you are currently in receipt of the following:

- Universal Credit with an annual household income of less than £7,400 after tax
- Income Support (IS)
- Employment and Support Allowance (Income related) - not Contribution related
- Income-based Job Seekers Allowance (IBJSA) - not Contribution based
- Guaranteed Element of State Pension Credit.
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit with an annual taxable income (as assessed by HMRC) of less than £16,190, as long as the family is not also in receipt of Working Tax Credit.

The above summary is included as an indication of the general criteria for eligibility; in all cases an application would need to be made to confirm eligibility against the detailed regulations which apply at the time. You can apply online at www.somerset.gov.uk/freeschoolmeals or by contacting the school office for an application form. **Please note that even if you do not intend to claim a free school meal you are asked to register your child's eligibility since this information is used amongst other things to attract additional government funding (the 'Pupil Premium').**

UNIVERSAL INFANT FREE SCHOOL MEALS

From September 2014, all children in Reception, Year 1 and Year 2 in schools in England have been entitled to receive universal infant free meals. If you have a child within these year groups that does not access a meal and you would like them to, please contact your school to find out how to take up the meals. **(Note: If you meet the criteria to qualify for benefits related free school meals, it is important for you to complete an application form so your school will receive Pupil Premium – See the above on free school meals)**

TRANSPORT

School transport is available for children attending their designated transport area school or their nearest school if they are more than 2 miles (up to the age of 8) or 3 miles (age 8 and upwards) distance from their home. An application form can be made on-line at www.somerset.gov.uk/schooltransport or by phoning Somerset Direct on 0300 1232224.

YOUNG CARERS

We have included a question to help children and young people who are young carers. Young carers are children and young people under 18 years old who provide regular and on-going care to a family member. Not all children who have ill or disabled parents or siblings take on caring roles, or do so in ways that cause difficulties. Circumstances will vary, however it is important that schools are aware of who their young carers are, so that they can be sensitive to their circumstances and support the individual child at an early stage. Once schools are aware they can put measures and support in place to ensure young carers get the most from their school experience and help them to meet their full potential. There is a dedicated service that supports young carers across Somerset. The Somerset Young Carers Project's details can be obtained from your school.

ADOPTED FROM CARE, LEFT CARE UNDER A SPECIAL GUARDIANSHIP, RESIDENCE OR CHILD ARRANGEMENTS ORDER

Schools now ask parents/carers with children adopted from care or who have left care under a Special Guardianship or Child Arrangements/Residence Order if they would like the school to know this. The Government currently provides £1900 per year for schools to give additional support to children recorded on the School Census.