



# ADMISSION FORM

Please complete all sections then sign the last page

The General Data Protection Regulation, the Data Protection Act and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the school's student records database. This information will be used to establish academic records and tracking systems for your child as well as medical and emergency contact records. The information may be shared with other agencies, as indicated in our Privacy Notices, available from the school website [www.shirley.cambs.sch.uk](http://www.shirley.cambs.sch.uk) The information on ethnic origin and first language is needed by the school and by Cambridgeshire County Council (the Children's Services Authority). This is to ensure that resources are made available when required and that the Education Service offers real equality of opportunity for all pupils.

The sections marked \* are non-compulsory. If supplied, this information will be shared with Education Welfare Benefit Service, Cambridgeshire County Council, and other relevant bodies administering public funds, who collect and use information about you so that we can provide your child(ren) with entitlement to education benefits under The Education Act 1996.

By signing this form, I confirm I understand that data will be shared as appropriate to enable: determination of the support available; verification of any entitlement to Free School Meals/Pupil Premium; prevention and detection of fraud in connection with any claims; periodic checks by the Education Welfare Benefit Service to confirm entitlement to education benefits.

Full details about how we use this data and the rights you have around this can be found at [www.cambridgeshire.gov.uk/privacy](http://www.cambridgeshire.gov.uk/privacy). If you have any data protection queries, please contact the Data Protection Officer at [data.protection@cambridgeshire.gov.uk](mailto:data.protection@cambridgeshire.gov.uk).

Legal Surname .....(as it appears on child's birth certificate)

Legal Forename .....(as it appears on child's birth certificate)

Middle Name(s) .....

Preferred Forename ..... Gender.....Male / Female

Date of Birth .....

Home Address .....

.....

.....

Postcode ..... Home telephone number .....

In Local Authority Care ..... Yes/No If Yes, Name of Care Authority .....

Name & address of previous school.....

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If this school is overseas, please give name and address of any previous UK school attended (primary or secondary)

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## SERVICE CHILDREN IN SCHOOL

Schools are now required to indicate whether a child has a parent(s)/guardian(s) currently serving in regular military units of any of the armed forces, and designated as Personnel Category 1 or 2. Please could you indicate if your child is a 'service child in education' by ticking one of the boxes below.

|    |  |     |  |   |  |
|----|--|-----|--|---|--|
| No |  | Yes |  | I do not wish a service children indicator to be recorded |  |
|----|--|-----|--|---|--|

### CONTACT INFORMATION – PARENTS/CARERS

Please provide details of parents/guardians (**who have parental responsibility for the child**) below and place them in the order you wish them to be contacted in an emergency.

Please also complete the attached sheets giving details of additional persons we may contact in an emergency. If you need additional forms please ask at the school office.

**Please tell us if the information changes; we need to be able to contact you quickly if your child is ill.**

### Parental Responsibility – PRIORITY CONTACT 1

Title.....Surname .....Forename.....  
Relationship to student ..... Parental responsibility.....YES / NO  
\*Date of Birth..... \*NI Number .....  
Home address .....  
.....Postcode.....  
Home telephone number ..... Mobile telephone number .....  
Home email.....  
Work address.....  
Work email..... Work telephone number .....

### Parental Responsibility - PRIORITY CONTACT 2

Title.....Surname .....Forename.....  
Relationship to student ..... Parental responsibility.....YES / NO  
\*Date of Birth..... \*NI Number .....  
Home address .....  
.....Postcode.....  
Home telephone number ..... Mobile telephone number .....  
Home email.....  
Work address.....  
Work email..... Work telephone number .....

**SEPARATED PARENT INFORMATION – For parents not living with student**  
**PRIORITY CONTACT** ..... (Please specify contact priority)

Under the 1989 Children’s Act all parents have the right to receive information about their child’s progress.

Title.....Surname .....Forename.....

Relationship to student ..... Parental responsibility..... YES / NO

\*Date of Birth..... \*NI Number .....

Home address .....  
.....Postcode.....

Home telephone number .....Home email.....

Work address.....Work email.....

Work telephone number ..... Mobile telephone number .....

Court Case Yes/No ..... Address can be Disclosed Yes/No

**IMPORTANT INFORMATION ABOUT YOUR CHILD**

**MEDICAL DETAILS**

Doctor ..... Telephone number.....

Address .....

Please state clearly any medical conditions of which you wish the school to be made aware, (e.g. asthma, epilepsy, eczema, diabetes, allergies)

.....  
.....

Please state if your child has a medically diagnosed allergy, food allergy or intolerance .....

.....

Does your child have any Special Needs Provision YES / NO

If YES \*SEN Support / \*EHCP \*Statement? (\*Please delete accordingly)

**DIETARY INFORMATION**

Please state clearly if your child has specific dietary requirements (e.g. vegetarian, vegetarian but eats fish, Halal)

.....  
.....

## PERSONAL INFORMATION

To help us and the local authority in monitoring equal opportunities you are asked to complete the following:

1. Country of birth .....Nationality.....
2. Family's Ethnic Origin. (Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.)

|                                      |  |
|--------------------------------------|--|
| White - British                      |  |
| White - Irish                        |  |
| White - Traveller of Irish Heritage  |  |
| White - Gypsy/Roma                   |  |
| White - Any other White background   |  |
| Mixed - White and Black Caribbean    |  |
| Mixed - White and Black African      |  |
| Mixed - White and Asian              |  |
| Mixed - Any other mixed background   |  |
| Asian or Asian British - Indian      |  |
| Asian or Asian British - Pakistani   |  |
| Asian or Asian British - Bangladeshi |  |

|   |  |
|---|--|
| Any other Asian background (This includes African Asian, Nepali, Sinhalese, Sri Lankan Tamil....)   |  |
| Black or Black British -Caribbean   |  |
| Black or Black British -African   |  |
| Any other Black background  |  |
| Chinese   |  |
| Any other ethnic group – please circle one.<br>(This includes Afghan, Arab, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin American, Lebanese, Libyan, Malay, Mauritian, Moroccan, Polynesian, Thai, Vietnamese, Yemeni...) |  |
| I do not wish an ethnic background to be recorded   |  |

3. Date of arrival in UK (if relevant).....
4. First language .....Other language(s).....
5. Religion .....
6. If there are any religious or cultural practices of which the school should be aware, please specify.  
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7. Please give the name, gender and date of birth of any other children in your family.  
 Name ..... Date of Birth .....Male / Female  
 Name ..... Date of Birth .....Male / Female  
 Name ..... Date of Birth .....Male / Female

## TRAVEL ARRANGEMENTS

Linked to the Government's Travel to School Initiative, we are currently refining a school travel plan, which details how our students travel to and from school. We would be grateful if you could tell us what mode of transport your child normally uses. Where he/she uses more than one mode of travel for each journey to school, you should tell us the most frequently used and/or the longest element of the journey by distance.

|            |  |                      |  |           |  |         |  |
|------------|--|----------------------|--|-----------|--|---------|--|
| School Bus |  | Public Transport Bus |  | Bicycle   |  | Walking |  |
| Taxi       |  | Car/Van              |  | Car Share |  | Other   |  |

Any additional information.....  
 Who will be collecting your child at the end of afternoon school? .....

## LUNCH ARRANGEMENTS

|              |        |         |           |          |        |
|--------------|--------|---------|-----------|----------|--------|
|              | Monday | Tuesday | Wednesday | Thursday | Friday |
| School Meal  |        |         |           |          |        |
| Packed Lunch |        |         |           |          |        |
| Home         |        |         |           |          |        |