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### **PUPIL ENROLMENT FORM**

**SCHOOL NAME: COMPER**

***If You have any questions concerning the completion of this form, please contact the Headteacher or the school secretary.***

*Please complete each side of this form for your child. The information will be used for administrative purposes within this school. It will be sent on to your child’s next school or other educational institution and also to the Local Authority (LA) and School Health Nurse Service to enable them to maintain their records. The provision of accurate information helps this school and the LA to see that your child and other children get the best from their schooling. It is important that you tell us if there are any changes to the information you give and, from time to time, we may ask you to confirm that it is correct. The County Council is entitled to collect this information under the provisions of the Data Protection Act 1998.*

## **SECTION 1: PUPIL’S DETAILS:**

Legal Surname: ………………………………………. Forename: ………………………………...

Preferred Surname: ………………………………………….

Gender: Male / Female Date of Birth \_ \_ / \_ \_ / \_ \_ \_ \_

Middle Name: ………………………………… Chosen Name: …………………………...

**Pupil Address Details:**

Postcode: ………………….. House Number/Name: ……………………………………...

Street: ………………………………………………... Town/City: ………………………………..

County: …………………………………...

Is this the pupil’s home address or term time only address *(tick one box only)*

**Additional Pupil Address:**

Postcode: ………………………….. House Number/Name: …………………………………………..

Street: ……………………………………………………... Town/City: …………………………………….

County: ……………………………………………….

If your child has siblings already at our school please provide their name(s):

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………...

**SECTION 2: CONTACT DETAILS:**

*To fulfil the provisions of the Education (Pupil Registration) Regulations the school is required to keep an admissions register that includes the name and address of every person considered, in law, to be the parent of a pupil. Please note that this includes: mother; married father- even if separated or divorced from the mother; unmarried father- provided parental responsibility is obtained either by formal written agreement of the mother or by court order; any person who has a residence order in relation to the child; any person who has actual care of the child.*

***If any parents do not live with the pupil but require copies of school correspondence e.g. newsletters, pupil report, please notify the school****.*

**Contact 1** Surname: ………………………………. Forename: …………………………………...

Gender: Male / Female / Not specified

Title: Mr / Mrs / Miss / Ms / Dr / Rev Other:

Postcode: …………………………… House Number/Name: ……………………………...

Street: ………………………………………………………... Town/City: ………………………………….

County: ……………………………………………………...

Relationship to Pupil: e.g. Mother, Father etc ……………………………..

Does this contact have Parental Responsibility? Yes/No

National Insurance No. ……………………………………… Date of Birth ………………………………..

(This is for the purpose of checking for pupil premium eligibility and 30 hours code)



1. Daytime Telephone Number: ………………………. is this a home work mobile number

2. Alternative telephone number: ……………………… is this a home work mobile number

3. Alternative telephone number ……………………….. is this a home work mobile number

Please add any details that will help us contact you e.g. the name of your work place, extension number: ……………………………………………………………………………………………………...

E-mail address: ………………………………………………………… home / work (*delete one*)

First Language: ………………………………………………………... Is a Translator Required? Yes/No

**Contact 2** Surname: ............................................ Forename: ………………………………………...

Gender: Male / Female / Not specified

Title: Mr / Mrs / Miss / Ms / Dr / Rev Other:

Postcode: ……………………………………. House Number/Name: …………………………………

Street: …………………………………………………... Town/City: ……………………………………..

County: …………………………………………………..

Relationship to Pupil: e.g. Mother, Father etc …………………………………………………………….

Does this contact have Parental Responsibility? Yes/No

National Insurance No. …………………………………….. Date of Birth ……………………………….

(This is for the purpose of checking for pupil premium eligibility and 30 hours code)

1. Daytime Telephone Number: ………………………... is this a home work mobile number 

2. Alternative telephone number: ………………………. is this a home work mobile number

3. Alternative telephone number: ……………………….. is this a home work mobile number

Please add any details that will help us contact you e.g. the name of your work place, extension number:

E-mail address: ………………………………………………………………... home / work (*delete one*)

First Language: ……………………………………………………….. Is a Translator Required? Yes/No

**3** **Emergency Contact** Surname: ……………………….….. Forename: …………………………..

Gender: Male / Female / Not specified

Title: Mr / Mrs / Miss / Ms / Dr / Rev Other: .......................................

Postcode: ………………………………………. House Number/Name: …………………………...

Street: ……………………………………………………. Town/City: ……………………………………..

County: …………………………………………………….

Relationship to Pupil: e.g. Mother, Father etc ………………………………………………………..

1. Daytime Telephone Number: ………………………….is this a home work mobile number

2. Alternative telephone number: ………………………...is this a home work mobile number

3. Alternative telephone number: ……………………….. is this a home work mobile number

Please add any details that will help us contact you e.g. the name of your work place, extension number:

E-mail address: ……………………………………………………………… home / work (*delete one*)

First Language: ……………………………………………………… Is a Translator Required? Yes/No

**SECTION 3: MEDICAL INFORMATION**

*Knowledge about children’s health is vital if we are to help them reach their potential educationally. Would you please, therefore, supply the following information about your child. This information will be available to relevant officers at the LA, school staff and to the School Health Nurse Service and any other National Health Service professionals, as required.*

Practice name: ………………………………………………. Telephone number: ………………………….

Address of practice: …………………………………………………………………………………………….

Post Code: ……………………………………..

**In the event of an emergency do we have your consent to contact your child’s medical practice directly?** Yes / No

Has your child had his/ her pre-school booster? Yes Don’t know 

Do you give consent to your child’s vision being screened by the School Health Nursing Service? Yes No 

Does your child suffer from: Does your child have any problems with:

Asthma Mobility 

Epilepsy Behaviour 

Diabetes Hearing 

Bowel or bladder conditions Speech 

Serious allergies Vision 

Any other medical conditions Wears glasses 

If you have ticked any of the boxes, please give details:



Does your child need regular medication on prescription? Yes No 

Will your child need medication during school hours? Yes No 

***If you have answered ‘Yes’ please contact the school to make an appointment to discuss your child’s needs with school staff.***

Does your child suffer from any condition which may Yes No 

affect his/ her participation in PE/ sport/ swimming?

If you have answered ‘YES’ to any of the above please give details:



Would you like an opportunity to discuss your child’s health with the school? Yes No 

**SECTION 4: ETHNIC MONITORING:**

*Please tick the ethnic group to which your child belongs. Please note that this question is not about citizenship or nationality. It is essential that we have this information so that we can monitor the effectiveness of the school’s and*

*the LA’s equal opportunities policies and practices in maximising your child’s progress and achievement.*

*White British should include any pupils from England, Scotland, Wales and Northern Ireland. White Irish should*

*include any pupils from the republic of Ireland.*

White British Asian or Asian British - Indian 

White Irish Asian or Asian British - any other Asian background\* 

White Traveller of Irish heritage Asian or Asian-British- Pakistani 

Any other white background\* Black or Black-British - African •

White Gypsy/ Roma Black or Black-British - Caribbean 

Mixed – any other mixed background\* Black or Black-British - any other black background\* 

Mixed - White and Asian Chinese 

Mixed - White and Black African Any other ethnic group\* 

Mixed – White and Black Caribbean Prefer not to answer 

Asian or Asian British -Bangladeshi \*(please specify) …………………………………………….

*Please write down the first language your child used or uses. If your child used more than one language,*

*a language other than English should be recorded.*

*Language: …………………………………………………..*

*Please tick your child’s religion, if you wish. Please tick one box only.*

Christian Jewish 

Muslim Buddhist 

Hindu Other 

Sikh No religion 

**SECTION 5: ADDITIONAL INFORMATION:**

Please indicate which type of meal your child will usually be taking at school:

School lunch Packed lunch Home 

Is this child Looked After? Yes / No If yes please give details:

Start of placement: \_ \_ / \_ \_ / \_ \_ \_ \_

Care Authority:

*By law, children in families claiming Income Support or Income Based Jobseeker’s Allowance are entitled to free school meals (provided evidence of these benefits has been made available to the school). Even if your child will not be taking free school meals it is important that we have this information since it affects our funding and the way in which the school’s performance in tests and examinations is compared with that in other schools. We will ask this question again from time to time to ensure that our records are accurate, and on occasion may need to see relevant proof.*

Please indicate if you are receiving Income Support/ Job Seekers’ Allowance 

**SECTION 6: SCHOOL HISTORY:**

*Please give details of all previous settings attended by your child- if any.*

*Continue on a separate page if there is insufficient space.*

**School 1:** Name of school or pre-school setting:........................................................................................

Address of school or pre-school setting:

Post Code: …………………………...

Date of arrival at this school: \_ \_ / \_ \_ / \_ \_ \_ \_ Date of leaving this school \_ \_ / \_ \_ / \_ \_ \_ \_

Reason for leaving this school:

**School 2:** Name of school or pre-school setting:.......................................................................................

Address of school or pre-school setting:

Post Code: …………………………...

Date of arrival at this school: \_ \_ / \_ \_ / \_ \_ \_ \_ Date of leaving this school \_ \_ / \_ \_ / \_ \_ \_ \_

Reason for leaving this school:

**SECTION 7: YOUR SIGNATURE:**

Please sign and date this form below:

Signature………………………………………………………... Date………………………...

Name (in block capitals please) ………………………………………………………………..

Relationship to child ……………………………………………



##### ***For school use only***

###### ***UPN:*** ……………………………………….. ***Admission date: \_ \_ / \_ \_ / \_ \_ \_ \_***

###### ***Birth Certificate seen*** **Date** ……………..



***Address verified (e.g. council tax bill, proof of exchange of contract)***