



# PRENTON PRIMARY SCHOOL ADMISSION FORM

All boxes MUST be completed in full

PLEASE  
COMPLETE  
ALL 5 PAGES  
OF THIS FORM

Please complete all sections. Items marked with \* are compulsory requirements.

\*Legal Surname of Child:

\*Forenames:

\*Date of Birth

MALE / FEMALE (please circle)

\*Address (inc. post code):

\*Ethnicity e.g. white/British, Asian,  
Black Caribbean, etc

Child's first language spoken at home:

Child's second language:

Can child read/write languages other than English?

Write

Read

\*Country of Birth

\*National Identity

Religion

Eg: Welsh, Scottish, English, British, Other, Etc.

Present school/nursery/pre-school group attended: :

\*Full Name of Mother:

\*Mother's Date of Birth

\*Present Address (inc. post code):

\*Tel. no.

Place of Work/Type of Employment

Telephone Number:

Mobile tel. no.:

\*National Insurance Number:

\*Full Name of Father:

\*Father's Date of Birth

\*Present Address (inc. post code):

\*Tel. no.

Place of Work/Type of Employment

Telephone number:

Mobile tel. no.:

\*National Insurance Number

Name, address & telephone number of any other people with Parental Responsibility for your child. Please state relationship to child.

Name:

Address:

Tel. no.:

Relationship to child:

\*I confirm that I have permission to inform Prenton Primary School of all of these contact details under the General Data Protection Regulations 2018

Signed:  
Parent/Guardian/Carer

Date:

If brothers or sisters currently attend Prenton Primary School please give details below:

Name:

Date of Birth:

Name:

Date of Birth:

Name:

Date of Birth:



# PRENTON PRIMARY SCHOOL ADMISSION FORM

PLEASE  
COMPLETE  
ALL 5 PAGES  
OF THIS FORM

All boxes **MUST** be completed in full

## \*LUNCH TIME ARRANGEMENTS

Will your child be staying:  
(Please circle one only)

Packed Lunch

School Dinner

*Please note that we need one weeks notice to change lunch arrangements*

## \*SERVICE CHILDREN IN EDUCATION

Please indicate whether any parents are in the Armed Services \*YES / NO

*\* Please delete as applicable*

## \*GENERAL VISIT CONSENT FORM

I give permission for my son/daughter/ward\*

*\*Delete as necessary*

Name \_\_\_\_\_ Class \_\_\_\_\_

to participate in general out of school activities **during school hours.**

I understand that the Council is insured in respect of it's legal liabilities only and that there is no Personal Accident Cover. (Parents/Guardians may take out Personal Accident Cover if they feel it necessary.) *In effect this means that accidents can arise for which the Council is not responsible and, consequently, not insured. Parents/Guardians may wish to obtain suitable insurance to cover such eventualities.*

I understand that the teacher in charge of the party will be acting in loco parentis and may give permission for my child to receive medical treatment, which might include the use of anaesthetics. (Every attempt would be made, of course, to contact parents before any medical decision was taken. It is, therefore very important that the school has up-to-date telephone numbers where parents/guardians can be contact at all times of the day)

I agree that my child/ward will follow the school Code of Conduct at all times.

\*Signature \_\_\_\_\_ Parent/Guardian Date \_\_\_\_\_

EMERGENCY CONTACT NUMBER \_\_\_\_\_

## Travel arrangements

Please tick the appropriate choice of how your child/ren get to school:

Bicycle		Car		Walks		Public Transport		Taxi		Other (please specify)	
---------	--	-----	--	-------	--	------------------	--	------	--	------------------------	--

## Leave of Absence information

At Prenton Primary School we have a strict policy on pupil absence.

**Leave of absence in term time is only authorised in exceptional circumstances.**

If you wish to take your child out of school in term time and think that you have exceptional circumstances, please collect and complete a form from the school office and return at least 14 days before the date you wish to remove your child from school. We also require a letter from an employer or full details of the circumstances

Before you or any extended family book any leave of absence, please check the school term dates which are available on the school website, from the school office and also on the [www.wirral.gov.uk](http://www.wirral.gov.uk) website.

**Term dates are available on [www.wirral.gov.uk/schools-and-learning](http://www.wirral.gov.uk/schools-and-learning) up to July 2021**

**I have read and understand the Leave of Absence information.**

\*Signed \_\_\_\_\_ Parent/Guardian/Carer



# PRENTON PRIMARY SCHOOL ADMISSION FORM

All boxes **MUST** be completed in full

PLEASE  
COMPLETE  
ALL 5 PAGES  
OF THIS FORM

## Prenton Primary School Pupil Acceptable Use Policy Agreement

### School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use;
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Prenton Primary School will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

### Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

These rules help us to be fair to others and to keep everyone who uses the computers safe.  
For my own personal safety:

1. I will always ask permission before using the computer and the internet.
2. I will only use the websites I have been told to use.
3. When I use the computer I will only use my own login and password, which is secret.
4. I will never share my password details with anyone else. It is just for me.
5. I will only look at and change my own files.
6. I will always write polite, sensible and correct words on the computer.
7. If I see anything that I am unhappy with or I am unsure about, I will tell a teacher immediately.
8. I must not bring any software/disks or memory sticks into school.
9. I will never put any personal details into the computer, such as my address or phone number.
10. I understand that my teachers are able to check that I am using the computer properly.
11. I will not use the school ICT systems for anything other than school work.  
(This includes internet shopping, video broadcasting e.g. YouTube).
12. I will not download any files without permission from my teacher.
13. I understand that if I deliberately break these rules, I may not be allowed to use the Internet or the computers.

The school exercises the right to monitor the use of the school's computer systems, including access to websites to ensure the safety of all children.

Pupil Name..... Class.....

\*Parent signature.....(on behalf of student)



# PRENTON PRIMARY SCHOOL ADMISSION FORM

All boxes **MUST** be completed in full

PLEASE  
COMPLETE  
ALL 5 PAGES  
OF THIS FORM

## Visual Images consent form

Dear Parent / Carer

This information is to read alongside the Visual Images Consent slip below. It sets out information on Data Protection and how we as a school would use photographs in school publicity material, the school website, Twitter feed and in newspapers.

The school needs and welcomes positive publicity. Photographs add colour, life and interest to articles promoting school activities and initiatives. Making use of photographs for the school in publicity materials can increase pupil motivation and staff morale and help parents and the local community identify and celebrate the school's achievements. However, photographs must be used in a responsible way. The school needs to respect young people's and parents' rights of privacy and be aware of potential child protection issues.

### Data Protection Act

Photographs and video images of pupils and staff are classed as personal data under the terms of the General Data Protection Regulation 2018. Therefore, using such images for school publicity purposes requires the consent of either the individual concerned or in the case of pupils, their legal guardians. This means that the school should not display images of pupils or staff on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the school have access.

The permission of all the people who will appear in the photograph, video or web cam image must be obtained before the footage is recorded. This means adults as well as children.

Where photographs are taken at an event attended by large crowds, this is regarded as a public area so it is not necessary to get permission of everyone in a crowd shot.

The General Data Protection Regulation 2018 does not apply to photographs or films taken by parents for their own private use of their children.

Any images or film taken by parents / carers or family members must be taken for personal use only. Images including others **must not** be put on the Internet, and that if they are Data Protection legislation may be contravened. This applies to parents taking photographs/filming assemblies etc.

### Use of Images in School Publicity Material

Wherever an individual can be recognised from an image, the following rules will be adhered to:

If the child is named in the publicity material, the school will avoid using their photograph.

If a photograph is used, the school will avoid naming the child.

Only images of children in suitable dress will be used in order to reduce the risk of inappropriate use.

The image of a child who is subject to a court order will never be used.

It will be established whether the images will be retained for further use.

Images will be stored securely and used only by those authorised to do so.

Photographs of children (or teachers) will not be re-used after they have left the school without consent. They will be deleted from the secure area after 7 years.

### Use of Images on the School Website

Prenton Primary School operates the following policy on its website regarding the use of photographs, to ensure the privacy and safety of pupils at the school:

Where pupils are named, only their first names are given.

Where a pupil is named, no photograph of that pupil is displayed.

Where a photograph is used which shows a pupil, no name is displayed.

When choosing photographs for the website, the school is mindful of the way pupils may appear in them, and will not include images which are in any way inappropriate, such as close up portrait shots of individual pupils. No other private information about pupils is ever published on the website such as surnames or contact details.

### Use of Images in Newspapers

Prenton Primary School will provide names of children to accompany photographs published in newspapers and magazines only where the parent / carer has provided their consent.

For photographs of larger groups such as the Year 6 class, it is sufficient to state 'Year 6 from Prenton Primary School'. For smaller groups, e.g. teams individual names can be published where the parent / carer has provided their consent. There is no breach of the Data Protection Act in simply passing on a child's name to a journalist so long as the school has secured parental consent.



# PRENTON PRIMARY SCHOOL ADMISSION FORM

All boxes **MUST** be completed in full

PLEASE  
COMPLETE  
ALL 5 PAGES  
OF THIS FORM

## \*PARENT/CARER CONSENT FOR VISUAL IMAGES

I have read and understood the conditions and give my permission as above

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Signed \_\_\_\_\_ {parent/guardian} Date \_\_\_\_\_

Name in {block capitals} of parent/guardian \_\_\_\_\_

If you have any objections to signing this consent form, please inform school as soon as possible.

---

## \*Medical Conditions:

Please note any current medical conditions that may affect your child in school:

**Medical evidence (eg Doctors note) in support MUST be attached to this form**

---

## \*DOES YOUR CHILD HAVE ANY ALLERGIES?

It is important for school to know if your child is allergic to anything in order for us to know how to manage any potential situation.

**This form will cover any and all food tasting activities throughout the academic year.**

Child's Name: \_\_\_\_\_

Allergic/intolerant to: \_\_\_\_\_

Symptoms to look out for i.e. rash etc : \_\_\_\_\_

\_\_\_\_\_

Emergency contact name: \_\_\_\_\_

Emergency contact tel. no. : \_\_\_\_\_

-----

## FOR OFFICE USE

Address confirmed Yes/No  
Address Verified Yes/No

Birth Certificate Produced Yes/No  
All sections completed Yes/No