**Registration Form**

# **This form is to be completed by the parent/guardian and returned to the school office.**

**PUPIL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | | |
| **Forename:** |  | **Middle name:** |  |
| **Chosen name:** |  | **Gender:** | M/F |
| **Date of Birth:** | **Birth Certificate to be brought into school** |  | **Year Group:** |
| **Pupil Address:** |  | | |
| **Post Code:** |  | | |
| **Parent/guardian contact email(s)** |  | | |

**CONTACT DETAILS**  
‘Keeping Children safe in Education 2018’ states schools should have at least two emergency contacts for every child in school in case of emergencies.

Please give details of each parent who has parental responsibility and then anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency. (For example, Mum might be Priority 1, Dad Priority 2 and Grandma/Friend Priority 3.)

We will assume that the named contacts have permission to take your child home unless we have been otherwise informed..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority** | **Name &**  **Relationship to pupil** | **Contact details** | | **Telephone numbers** |
| 1 | Name: | Address: (if different from child’s)  Postcode: | Home Tel: | |
|  | |
| Relationship to pupil: | Mobile Tel: | |
|  | |
| Work Tel: | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2 | Name: | Address: (if different from child’s)  Postcode: | Home Tel: |
|  |
| Relationship to pupil: | Mobile Tel: |
|  |
| Work Tel: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3 | Name: | Address: (if different from child’s)  Postcode: | Home Tel: |
|  |
| Relationship to pupil: | Mobile Tel: |
|  |
| Work Tel: |
|  |

|  |
| --- |
| **Does the child live with both parents: (Please circle) Y/N** |
| **Correspondence should be sent to: (Please circle all that are appropriate)**  **Mother Father Guardian Other** |

**Do any of the following apply:**

*A****Looked After Child****is a****child****in the care of a Local Authority either: through a Care Order made by a Court or voluntary agreement with their parent(s) to accommodate them.*

|  |  |
| --- | --- |
| Is the child a Looked After Child? | Y/N |
| Is the child a previously Looked After Child? | Y/N |
| Is this child a refugee/asylum seeker? | Y/N |
| Is this child from a Services family? | Y/N |

**SIBLINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** | **Forenames** | **Male/Female** | **Date of Birth** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PREVIOUS SCHOOL OR PRE SCHOOL/PLAYGROUP**

|  |
| --- |
| **Please provide name, address and telephone number of previous school or pre-school/playgroup:** |
|  |

**DIETARY -** Please state any dietary needs

|  |
| --- |
| **Dietary Needs** |
| **Food Allergies** |

**MEDICAL**

|  |  |
| --- | --- |
| **Doctor’s Name:** |  |
| **Surgery Address:** |  |
| **Telephone Number:** |  |

|  |
| --- |
| **Medical Condition(s):** |

|  |
| --- |
| **Medical Note(s):** |

|  |
| --- |
| **Special educational/Additional needs:**  Has your child been identified with any special educational or additional needs? If so, please give details below: |

|  |  |
| --- | --- |
| **Ethnicity:**  (see accompanying sheet for codes) | **Country of birth:**  **Nationality:** |
| **Home/first Language:** | **Religion:** |

|  |
| --- |
| **PARENTPAY** |
| Bathford Church School subscribe to a system called Parent Pay which enables the school to message parents via email. This also allows parents to pay for school items (e.g. lunches, trips) online.  Parent Pay is a secure web based system, designed specifically for schools and treat security of your data with the utmost importance. Parent Pay are registered with the data protection register and guarantee the security of your details.  A letter will be sent with your activation details during your child’s first week at school. We would urge all parents, whenever possible, to activate their account with these log on details at [www.parentpay.com](http://www.parentpay.com) so that you receive all information electronically. |

|  |  |
| --- | --- |
| **PERMISSIONS**: | |
| I give permission for my son/daughter to be taken out of school to go on local walks or attend events involving the local community and feeder schools, as part of the school curriculum or fundraising activities during my child's education at Bathford Church School.  I will be informed of all trips and can refuse permission for individual trips. | Y / N |

|  |  |
| --- | --- |
| **Data Protection Act 2018:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF. For further details, please see our Privacy Notice. | |
| **Signature:**  **(Parent/Guardian)**  **Name:** | **Date:** |