



Supplementary Information Form for School Admissions

Date form completed : ____ / ____ / ____

Form completed by : _____ (PRINT FULL NAME)

My child is starting : Nursery ☐ Reception ☐ Year 1-6 ☐

Session preference (Nursery only) : AM 08.30 – 11.30 ☐ PM 12.15 – 15.15 ☐

Please note: the session for nursery is a preference only and does not mean your child will be offered your preferred time

FOR OFFICE USE ONLY				
Birth certificate seen	Proof of address seen	Documents checked by (initials)	Details added to Nursery waiting list (if applicable)	Date added
				DD / MM / YYYY
Year group :			Registration group :	
FOR OFFICE USE ONLY				

CHILD'S PERSONAL DETAILS

First Name		Date of Birth	DD / MM / YYYY
Middle Name		Country of Birth	
Surname		Nationality	
Known As (preferred name)		Home Language	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	Other Language	
Date of arrival in the UK (if app.)	DD / MM / YYYY	English as Additional Language (EAL)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Address			
Postcode		Please provide other child's details below:	
Do you have other children in our school?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Child Full Name Child Full Name	Class Class
Who does your child live with?			
How will your child come to school? <i>Please circle</i>	Walk Car Bus Train Taxi Bicycle Other		

CONTACT INFORMATION

Parent / Carer Details – Primary Contact (first parent to call if child is unwell / had an accident in school)			
Title	Mr/Miss/Mrs/Ms	Relationship to child	
Full Name		Date of Birth	DD / MM / YYYY
Home Telephone		Mobile Telephone	
Work Telephone		Email	
Home Language		Speaks English	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Address			
Postcode		National Insurance	
Does this person have parental responsibility?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does this person have a disability?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Parent / Carer Details – Secondary Contact (parent who the school will contact if the primary parent is unavailable / not answering)			
Title	Mr/Miss/Mrs/Ms	Relationship to child	
Full Name		Date of Birth	DD / MM / YYYY
Home Telephone		Mobile Telephone	
Work Telephone		Email	
Home Language		Speaks English	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Address			
Postcode		National Insurance	
Does this person have parental responsibility?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does this person have a disability?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Additional Contact – relative / family friend			
Title	Mr/Miss/Mrs/Ms	Relationship to child	
Full Name		Main Telephone	

Additional Contact – relative / family friend			
Title	Mr/Miss/Mrs/Ms	Relationship to child	
Full Name		Main Telephone	

DIETARY INFORMATION

School Meal ☐ Packed Lunch ☐

All children in Reception, Year 1 and Year 2 can get free school meals whatever your income. But if you have one of the qualifying incomes it will help us as a school if you tell us, so we can get the extra funding to support your child. The eligibility criteria can be found here:

https://secure.manchester.gov.uk/info/500186/education_benefits/7355/free_school_meals

School can check if your child is eligible to receive Free School Meals from the local authority. If you give permission for the school to do this on your behalf, please tick here: ☐

Dietary Requirements (e.g halal, vegetarian, vegan)			
Food Allergies (e.g nuts, gluten, dairy)			
School Milk *Milk is free until your child turns 5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Eligible for Free School Meals	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

PREVIOUS SCHOOL / CHILDCARE SETTING

School Name		Date of Leaving	DD / MM / YYYY
School Address		Reason for Leaving	

Has your child ever had extended periods of absence from school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details		

Did your child receive any additional support in school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details		

Please list any other schools / settings your child has previously attended		
Dates attended	School Name & Town	Reason for Leaving
DD / MM / YYYY - DD / MM / YYYY		
DD / MM / YYYY - DD / MM / YYYY		

MEDICAL INFORMATION

Doctor's Surgery		Doctor's Name	
Address		Telephone	

Does your child have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please give details			

Does your child wear glasses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your child wear hearing aids?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your child use any mobility aids?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your child attend any medical appointments for a current medical problem?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your child take any ongoing medication?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your child have any allergies to medicines?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your child have any other allergies? (e.g plasters, bee stings, hay fever)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does your child have asthma?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has your child had an extended stay in hospital in the last 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has your child ever been referred to/attended speech therapy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has your child ever been referred to/attended a paediatrician?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has your child ever been referred to/attended physiotherapy or occupational therapy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has your child ever received a diagnosis, such as Autism or ADHD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has your child ever been referred to/attended Health Young Minds for Mental Health support?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

If you answer 'yes' to any of the above, please give details so we can talk with you further about supporting your child and their needs.

Are there any other details you feel we should know about your child? Please list below.

If your child has been diagnosed with Asthma and requires the use of an inhaler at school, do you give permission for a first aider to administer an inhaler to your child in the event of an emergency? **Please tick** ☐

SAFEGUARDING & CHILD PROTECTION

To ensure the safeguarding and welfare of your child is protected and maintained, our school need to know if your child has ever been involved with any of the following in the past 3 years: (please tick)		
Child Protection <input type="checkbox"/> Child in Need <input type="checkbox"/> Looked After <input type="checkbox"/> In Care <input type="checkbox"/>	Private Fostering <input type="checkbox"/> Adopted <input type="checkbox"/> Special Guardian <input type="checkbox"/> Early Help <input type="checkbox"/>	Post-Adoption <input type="checkbox"/> Post-LAC <input type="checkbox"/> Social Worker <input type="checkbox"/> None of the above <input type="checkbox"/>
Please provide more information:		

ETHNICITY / CULTURE INFORMATION

Asylum Status	Asylum seeker <input type="checkbox"/>	Refugee <input type="checkbox"/>	Traveller <input type="checkbox"/>		
Does your child speak English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes, English as an additional language <input type="checkbox"/>		
Child's religion?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>				
Child's first language?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>				
Does your child read & write in English?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Read only <input type="checkbox"/>		

White	Black	Other ethnic group
British <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Afghan <input type="checkbox"/>
Irish <input type="checkbox"/>	Nigerian <input type="checkbox"/>	Arab <input type="checkbox"/>
Traveller of Irish Heritage <input type="checkbox"/>	Somali <input type="checkbox"/>	Iranian <input type="checkbox"/>
Gypsy/Roma <input type="checkbox"/>	Other African <input type="checkbox"/>	Vietnamese <input type="checkbox"/>
European <input type="checkbox"/>	Other black background <input type="checkbox"/>	Chinese <input type="checkbox"/>
Other white background (please state)		Any other (please state)

Asian	Mixed/dual background
Pakistani <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>
Indian <input type="checkbox"/>	White & Black African <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	White & Asian <input type="checkbox"/>
African Asian <input type="checkbox"/>	Other mixed background <input type="checkbox"/>
Other Asian <input type="checkbox"/>	

INTERNET USAGE IN SCHOOL & E-SAFETY CONTRACT

As part of classroom learning, our children use and access the internet. Children are always supervised by a member of staff when using the internet and there are access restrictions on our network for any unauthorised websites. To confirm you are happy for your child to use the internet in school for their learning, please tick here ☐

Pupil's Agreement & Parent's Consent

We ask that you and your child read the Pupil's E-Safety Agreement (page 10) and tick below.

☐ I (*pupil*) understand and will abide by the rules which are designed to keep both myself and the school safe

☐ I (*parent*) will encourage my child to abide by the rules. I understand the school will take reasonable precautions to ensure pupils cannot access inappropriate materials and will inform the school of any concerns over my child's e-safety. I will ensure that any pictures I take during school events that include other children **WILL NOT** be shared by me using social media.

PARENTAL CONSENT

Please read the Data Protection Act 2018 (page 8 and 9). Tick the boxes below for what you, as a parent/guardian, give your permission for the school to collect, use and share:

School trips / visits:	
<ul style="list-style-type: none"> • Permission to share child's information with third party organisations for health & safety reasons • Permission to share child's information with organisations when they attend a residential trip to ensure they are kept safe 	<input type="checkbox"/>
Class Dojo / third party learning resources:	
<ul style="list-style-type: none"> • Class Dojo allows teachers to communicate directly with parents and send work home • Third party learning resources require child's name and basic details. These are used by teachers to facilitate learning for most areas in our curriculum e.g science, geography, history etc 	<input type="checkbox"/>
Permission for you your child's medical information (including allergies), name and photo to be displayed within school. This ensures all staff are aware of any specific medical needs	<input type="checkbox"/>
Permission for school to take photos of my child during class to display in school with their name	<input type="checkbox"/>
Permission to use your child's photo in external publications; website, social media, newspaper etc www.chapelstreet.co.uk	<input type="checkbox"/>
Permission to display child's name and birthday in classroom so their class can celebrate their birthday	<input type="checkbox"/>
Permission to share child's information with external sports providers who come into school to deliver services	<input type="checkbox"/>
Permission to share basic class lists, including names, to NHS commissioned organisations. They will seek permission from you to carryout checks on your child. (<i>On some occasions we are legally required to do this</i>)	<input type="checkbox"/>
Permission to share information with high schools / new school, when your child transfers to them	<input type="checkbox"/>
I understand that as the parent/carer, I have the right to give the school permission to hold and use information about me and the child named above	<input type="checkbox"/>
I have been made aware of my rights within the General Data Protection Regulations and I can contact the data protection officers.	<input type="checkbox"/>
We strongly advise every item of clothing is labelled with your child's name. If not, you agree to give permission for the teacher to write their name in their clothing on their first day of school.	<input type="checkbox"/>
Toileting in Early Years (Nursery/Reception) I give permission for the school to provide appropriate intimate care to my child if needed (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>

Parent/carer signature: _____ Print Name: _____

THE FOLLOWING PAGES ARE TO BE READ AND RETAINED BY THE PARENT/GUARDIAN

The pages contain the following:

- Data Protection Act 2018
- Pupil's E-Safety Agreement
- Attendance Reminder
- ParentPay Information and Guidance

Data Protection Act 2018 Privacy Notice – Parent / Carers

We need to hold personal information about your child on our computer systems and in paper records to help us with their educational needs.

Your Headteacher is responsible for their accuracy and safe-keeping. Please help to keep your child's records up to date by informing us of any change of circumstances.

School staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's record is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

To ensure your child's privacy, we will not disclose information over the telephone, fax or email unless we are sure that we are talking to you – the parent /carer. Information will not be disclosed to family and friends unless we have prior consent and we do not leave messages with others.

Why do we collect and use pupil information?

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also ensure we have a lawful basis for processing the data.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support you to decide what to do after you leave school

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

The school stores information on several computer and paper-based systems and have set periods for each system for the information to be retained. Should you require further information about which systems, please contact our Data Protection Officer. The longest period that we can hold your child's information is until the child reaches the age of 25, at which point all data will be removed from our systems.

Sharing Information

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority and their commissioned providers of local authority services
- the Department for Education (DfE)
- our information is held on a number of systems that have third party access, we have checked with each supplier to ensure they are compliant with General Data Protection Regulations, and that they will not access or use any child data without prior and specific permission from you.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Requesting access to your personal data

Under General Data Protection Regulations, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact our data protection officers directly, who will arrange for this to happen within the required time.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Parent / Carer information

The School will also store basic information such as name, relationship and contact details for all parents / carers on our system so that we can contact you, and to help maintain the safety of our children. We will retain this information for the period that your child is at the school. This data will also be subject to the conditions as outlined in this notice.

Data Protection Officer

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

Telephone (answerphone)	0161 212 1681
Email	datarequests@globalpolicing.co.uk
Website	www.globalpolicing.co.uk/data

[Please note that should you instigate any of your rights under this act, your basic information will be shared with the data protection office who will make contact with you to support you through the processes and procedures.](#)

If you have a concern about the way we are collecting or using personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

PUPILS E-SAFETY AGREEMENT

For my own personal safety – everywhere!

- I will ask permission from a member of staff before using the Internet at school.
- I am aware of “stranger danger” when on line and will not agree to meet online friends.
- I will tell an adult about anything online which makes me feel uncomfortable.
- I will not try to bypass the system to reach websites the school has blocked.
- I understand that the school may check my files and may monitor the web pages I visit.
- When in school I will only contact people with my teacher’s permission.

To keep the system safe

- I will only use my own login and password, which I will keep secret.
- I will not access other people's files.
- I will not play games on a school computer unless my teacher has given me permission.
- I will not install software on school computers.
- I will not use the system for gaming, gambling, shopping, or uploading videos or music.
- I will be very careful when sharing pictures or video of myself or my friends.
- If I am in school, I will always check with a teacher.
- I will not put my “Personal Information” online. (My full name, birthday, phone number, address, postcode, school etc.)

Responsibility to others

- The messages I send will be polite and responsible.
- I will not upload images or video of other people without their permission.
- Where work is copyrighted (including music, videos and images,) I will not either download or share with others.
- I understand that the school may take action against me if I am involved in inappropriate behaviour on the internet and mobile devices.

Personal devices

- The school cannot accept responsibility for loss or damage to personal devices.
- It is not permitted for pupils to use Mobile Phones during the school day.
- Phones should not be brought into school unless there is a genuine reason for doing so and my parents have approved this.
- If I have to bring my phone into school, I will hand it into my teacher at registration and get it back at the end of the school day.
- Other devices (e.g. Games consoles, cameras) should not be brought into school, unless my teacher has given me permission.



Chapel Street Community Primary School

Chapel Street, Levenshulme, Manchester. M19 3GH

Tel: 0161 224 1269

Fax: 0161 248 4092

Email: admin@chapelstreet.manchester.sch.uk

Headteacher
Mrs E Hughes

This letter is part of the admission pack for any new admission to the school. It will also be issued every year at Parents' Evening.

ATTENDANCE REMINDER

Dear Parent/Carer(s),

From 1st September 2013 government guidelines changed. We are no longer allowed to authorise **ANY** leave for holidays or trips during term time.

Parents/Carers need to be aware that if their child is out of school for holidays or trips, the Local Authority may take legal action for unauthorised absences. This would result in:-

- Each parent receiving a Penalty Notice of £120.00 for each child. This reduces to £60.00 if paid within 21 days of the fine being issued.
- Any such Penalty Notice or prosecution may relate to your child's attendance record both prior to and subsequent to this letter.
- Each parent/carers may receive a court summons, which may lead to a criminal record and a fine.
- Taking your child out of school without authorisation puts them at serious risk of losing their school place.

NO HOLIDAYS OR LEAVE OF ABSENCE IN TERM TIME ARE ALLOWED. THIS IS A GOVERNMENT DIRECTIVE THAT ALL SCHOOLS MUST COMPLY WITH.

The Government have made it very clear that children have 13 weeks holidays from school to use to go away.

We all want the best for every child in our school. We appreciate your support in this matter.

Yours sincerely,

Mrs Ella Hughes
Headteacher

How to activate your account?

Before you can activate a ParentPay account, you will need the activation letter which is provided by your child's school. If you don't have this, please contact the school directly to request a copy.



1. Go to www.parentpay.com

2. Type in the username and password provided in the activation letter from school, be sure not to confuse the letter l (for lima) with the number one (1) and the number 0 (zero) with the letter o (for oscar).

NOTE: The user details are case sensitive and for one-time use only. They will become invalid after account activation

3. Confirm the details are correct and enter the date of birth for your child and click Confirm

1. Follow the on-screen instructions to successfully activate the account. You will need to enter in their name, an email address and select a password for the account (your email address will become your username)

Read the ParentPay terms and conditions and click in the box to accept at the bottom of the page then click Activate account.

2. A verification email will be sent to the user. They will need to click on the link within the email to complete the process and access their account.

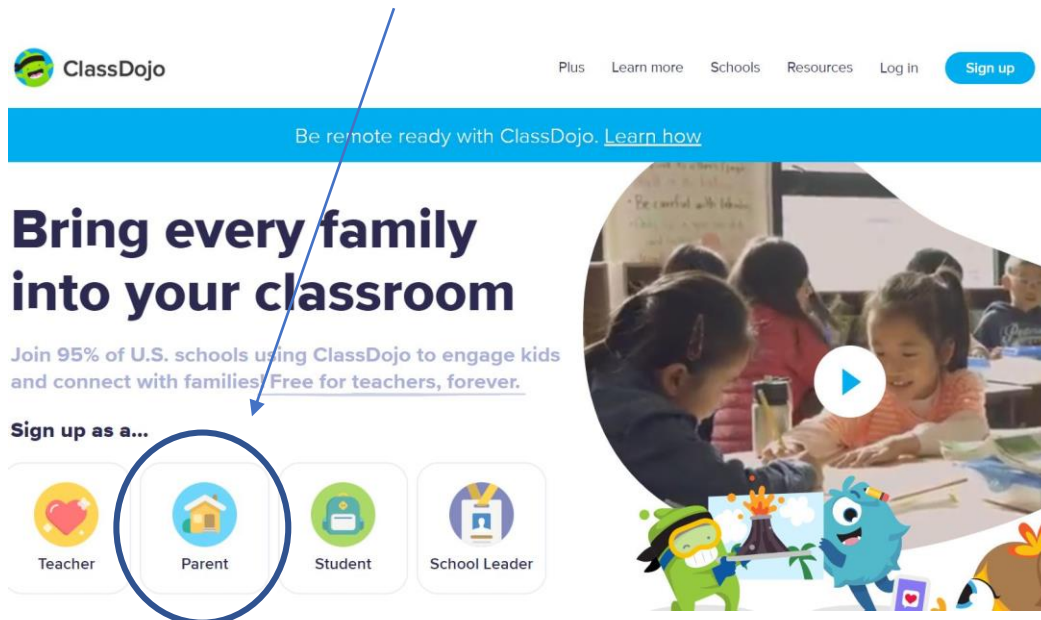
ClassDojo is used by all our teachers here at Chapel Street Community Primary School. ClassDojo is an educational technology company. It connects primary school teachers, students and families through communication features, such as a feed for photos and videos from the school day, and messaging that can be translated into more than 35 languages. You will be sent an invitation by your child's teacher to join ClassDojo.

Download the ClassDojo App on the App Store for Apple users or Google Play Store for Android.

How to sign up to ClassDojo:

1. Navigate to the ClassDojo homepage by following: <https://classdojo.com/>

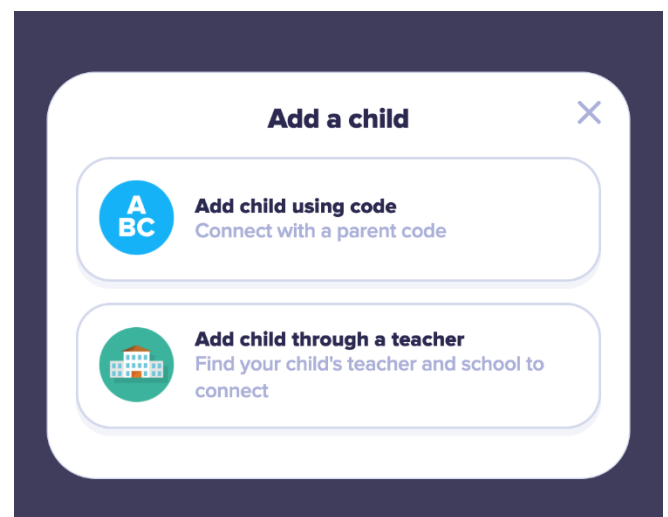
2. Under "Sign up as a..." select "Parent"



3. Enter your personal information and click "Sign up"

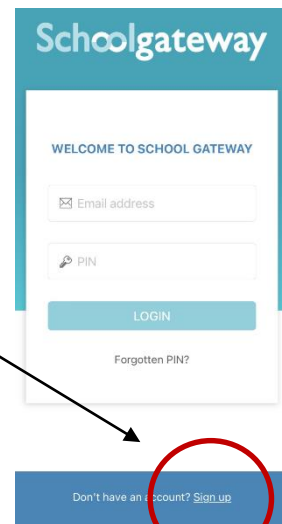
Your child's teacher will provide you with a code. Select "Add child using code" to enter the code and connect to your child's teacher.

If you do not have a parent code, click "Add child through a teacher" to search for your child's teacher and request to connect to their class.

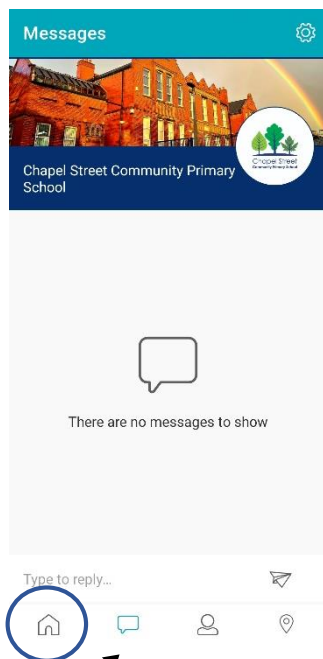


School Gateway - How to sign up using the App:

1. Downloaded the App
2. Open the App
3. At the bottom of the page it will say: Don't have an account? "Sign Up"
4. Press "Sign Up"
5. Fill out your email address and mobile number
6. You will receive a text message with a PIN
7. Go back to the App and enter your email along with the PIN
8. A confirmation email will shortly follow and you will be able to use the App



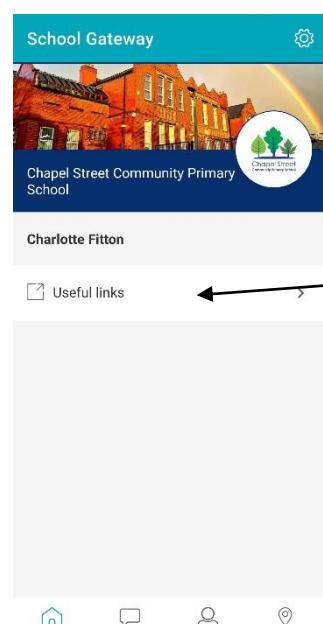
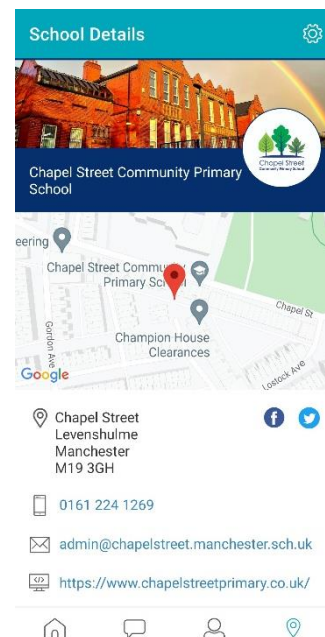
What the app looks like:



This section is where you will receive a direct message from school. The messages will cover:

- Your child's attendance
- Newsletters
- Class information
- Before & after school club information
- School trips information
- Term dates
- School milk
- Important school news
- School events
- ...and much more

You will receive a notification to your app when a message has been received.



Useful Links

The app can be a great "one stop shop". By clicking on the house icon and then clicking on the "useful links" button

This will then open THIS PAGE

You can then have quick access to:

- All school newsletters
- ParentPay log in page
- SchoolCloud log in page for parent meetings
- Our school website
- Term dates
- School social media pages

