



# Admission Form

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## Notes

- Note A:** Children in public care, (sometimes called *Looked After Children*), are defined as being subject to a Care Order or accommodation by the local authority (Page 2).
- Note B:** If we need to send you a text message this is the mobile number we will use (Page 3).
- Note C:** This is the e-mail address we will use to send you our school news letter *News Cycle* as well as other electronic communications from time to time (Page 3).
- Note D:** Please give your **current** address. If you are planning to move house, please attach details of your future address and moving date, if you know it (Page 3).
- Note E:** The application is not valid and cannot be processed unless it is signed and dated (Page 4).

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## For Official Use

Last Name		First Name	
Date of Entry		Year Group	
Database Number		Admission Reg. No.	
UPN		Initial entered SIMS	

Please print in **capital letters** and return as soon as possible, If any fields do not apply please leave blank.

## About the Child

1. First name:
2. Chosen first name:  
(If different from 1)
3. Last name:
4. Middle name(s):
5. Legal last name:  
(If different from 3)
6. Gender: Male  Female
7. Date of Birth:
8. Ethnicity:
9. Is the child in public care?  
(See note A) Yes  No
10. Has the child ever been in public care?  
(If **yes** please give details in below) Yes  No
- Local Authority:
- From:
- To:
11. Present playgroup, nursery or school  
(If applicable)
12. Does the child have a statement of  
special needs?
13. Name of child's GP
14. Telephone no. of child's of GP
15. Address of child's GP
16. If your child has a physical disability or medical condition that you would like the school to be aware of, please provide details including medication (continue on additional sheet if necessary):

## About You

### (The parent(s) or carer(s) living with the child)

#### Parent/Carer 1:

17. First name:  Last name:  Parental Consent

18. Relationship to child:  Date of birth:

19. Home telephone:  Work telephone:

20. **Mobile number:** (see Note B)  **E-mail address:** (see Note C)

#### Parent/Carer 2:

21. First name:  Last name:  Parental Consent

22. Relationship to child:  Date of birth:

23. Mobile number:  Work telephone:

24. Full postal address: (see Note D)   
  
**Postcode** (this is essential):

## Other Children

25. Do you have other children attending the school? If so, please write their details here (please enter the year group the other child(ren) will be in when the child you are admitting enters the school):

Name	Year Group
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Emergency Contacts

We must have at *least* 2 **local** emergency contact numbers other than the ones above.

### Emergency Contact 1:

26.

Name and Address:

Telephone number:

Relationship to Child:

### Emergency Contact 2:

27.

Name and Address:

Telephone number:

Relationship to Child:

### Emergency Contact 3:

28.

Name and Address:

Telephone number:

Relationship to Child:

## Other Information

Is there anything else it would be useful for the school to know? Please indicate any orders under Section 8 of the Children Act i.e. Care Orders, Interim Care Orders.

29.

## Declaration

*The above information is true to the best of my knowledge and belief:*

30. Parent or Carer's signature (see Note E)

Date

## Consents

The following consents will stay in place for the duration of your child's time at Woodbridge Primary School. If there are any changes in your child's circumstances please advise the school.

### 31. **Emergency Medical Treatment**

I consent to any emergency medical treatment necessary whilst my child is at Woodbridge Primary School. I authorise the staff to sign any written form of consent required by hospital authorities if the delay to getting my signature is considered by the doctor to endanger my child's health and safety.

Signed (Parent/Guardian):

Date:

### 32. **Trips & Outings**

I understand that some of the school's activities will include short trips to parks, playing fields, libraries etc. in the local area. I give my permission for my child to participate in these trips.

Signed (Parent/Guardian):

Date:

### 33. **Plasters**

My child has no known allergy to plasters and in the event of a minor injury I give my permission for a plaster to be applied by a member of staff in order to minimise the risk of infection.

Signed (Parent/Guardian):

Date:

### 34. **Sun Protection**

I give my permission for members of staff to apply Sun Cream and other protective products that I will provide for my child.

Signed (Parent/Guardian):

Date:

## Photographs/Video and Audio Recordings

*Please delete any statements that do not apply and sign and date.*

### 35. (A) By a member of staff or authorised representative

I consent to my child being photographed/videoed by a member of staff, or authorised representative, for the following purposes:

- Display within the school e.g. 'What's been going on at Woodbridge Primary School?' board or as evidence of the school's work in curriculum portfolios.
- In School or Suffolk County Council publications e.g. School Prospectus, newsletter
- To be sent for publication in a local newspaper or publication e.g. East Anglian Daily Times, Suffolk Coastal and I understand that if my child's name is included it will be their first name only.
- Video of a school performance to be used in school only.
- Video of a school performance to be offered for sale to other parents.
- To be placed on the Woodbridge Primary School website ([www.woodbridgeprimary.suffolk.sch.uk](http://www.woodbridgeprimary.suffolk.sch.uk))

### 36. (B) By a professional photographer or authorised representative

I consent to my child being photographed/videoed by a professional photographer, or authorised representative, who has been given permission by the school to take photographs/film for the following purposes:

- School, class or team photographs, to be offered for sale to other parents of the children in the group.
- Individual photograph of my child, which will be offered for sale to me only.
- For publication in a local newspaper or publication e.g. East Anglian Daily Times, Suffolk Coastal and I understand that if my child's name is included it will be their first name only. (The press always ask to come and photograph children who have just started in our Reception class for 'First Class' supplement, or we may invite them to cover a Christmas Fair or school production etc.)
- For television purposes e.g. a documentary or the local news.
- Video of a school performance to be offered for sale to other parents.
- To be placed on the Woodbridge Primary School website ([www.woodbridgeprimary.suffolk.sch.uk](http://www.woodbridgeprimary.suffolk.sch.uk))

### 37. (B) By other parents with written permission from the school

I consent to my child being photographed/videoed by other parents of the children at the school who have been given written permission by the school to take photographs or video for the following purposes:

- To record events at their child's school for personal use only e.g. family album.

Signed (Parent/Guardian):

Date:

## Use of the Internet

38. The planned education for your child includes using the World Wide Web. In order to incorporate this element into their education we must gain permission for your child to access to the Internet. All students must initially obtain parental permission and then, when they start Key Stage 2 of their education (year 3), all children are asked to sign their own *Internet Use* form.<sup>1</sup>

Access to the World Wide Web is an essential element of your child's education as it teaches them research, analytical and summation skills that will be an integral part of their lives as citizens in the 21<sup>st</sup> century. While some material on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive we do everything we can to ensure that your child stays within sites that safe and accurate. This includes instruction on how to use the internet and direction on appropriate sites to visit. In lessons class teachers will guide pupils towards appropriate materials and emphasis e-safety, while at lunchtimes and outside school hours ICT staff will monitor usage. Additionally we invest in technical support and software designed specifically to filter the sites your child can visit, and to block sites that are potentially inappropriate.

All students are made aware that they must behave responsibly when using the school computer networks and we monitor files and communications to ensure that students are using the system appropriately. Students should not expect files stored on the school's services to be private.

**I give permission for my child to access the Internet. I understand that some material on the Internet may be objectionable, and I accept responsibility for undertaking some instruction on Internet use; i.e. setting and discussing standards for my son/daughter to follow when selecting, sharing or exploring information and media on the World Wide Web.**

Signed (Parent/Guardian):

Date:

When you have fully completed this Admission form, please return it to:

**The School Business Manager  
Woodbridge Primary School  
Wilkinson Way  
Woodbridge  
IP12 1SS**

This Admission form must be with the school one week before the end of the Summer term (for September starters and as soon as possible for in year starters) in order to allow the staff sufficient time to process the form.

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<sup>1</sup> A copy of this form can be found on our website