



MANOR PARK PRIMARY SCHOOL

Primary Admission Forms

Privacy Notice

The school is a Data Controller for the purpose of the General Data Protection Regulation 2016 and Data Protection Act 2018. We process parent/guardian and pupil information for the purpose of fulfilling a legal obligation and in order to educate and safeguard the pupils in our care. Where appropriate, we may ask for your consent to process certain information. We will only share personal data in accordance with Data Protection Legislation.

Our privacy notice outlines what information we collect, why we collect it, where we collect it from, where it is shared, how long it is stored and your rights as an individual. Please read our privacy notice before completing this form: www.manorpark.coventry.sch.uk

Parents/guardians are urged to contact the school as soon as possible if any of the information provided changes over the course of the academic year.

This form can be returned directly to the school or electronically emailed to admin@manorpark.coventry.sch.uk.



Pupil Details

Surname:	Forename/s:
Date of Birth:	Gender: Boy / Girl
Address:	
Post Code:	Main Telephone No:



MANOR PARK PRIMARY SCHOOL

Parents should ensure that the details of the emergency contact have agreed for their contact details to be shared with the school and processed for the purpose of being contacted and collecting the child from the school. We process this information to safeguard pupils and ensure there will always be a point of contact in an emergency. If there are any changes to the emergency contact, the parent /guardian must inform the school immediately. Please ensure that you have received consent from additional contacts in order for us to contact them to collect your child if we are unable to speak to you if your child is unwell, has an accident or is uncollected at the end of the session. If the contact has any queries regarding this, please direct them to the school on 02476 501736.

Emergency Contact 1	
Relationship to child: Grandparent / Sibling / Aunt / Uncle/ Childminder / Friend	
Title: Mr, Mrs, Miss, Ms	Full Name:
Address: (if different to child's)	
Telephone Numbers: (indicate priority Contact number)	
Mobile:	Home:
Emergency Contact 2	
Relationship to child: Grandparent / Sibling / Aunt / Uncle/ Childminder / Friend	
Title: Mr, Mrs, Miss, Ms	Full Name:
Address: (if different to child's)	
Telephone Numbers: (indicate priority Contact number)	
Mobile:	Home:

Medical Information	
Name and Address of Doctor:	Telephone Number:
Medical Conditions or Allergies:	
Do you consider your child to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you in receipt of Disability Living Allowance for your child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>We ask for this information as it may be possible to apply for additional funding to support children with disabilities or special educational needs access in their early education setting.</i>	

Other Information	
Is your child adopted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child, at any time been looked after by the local authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any other information about your child or your specific family circumstances that you think we should know about?	<input type="checkbox"/> Yes <input type="checkbox"/> No



MANOR PARK PRIMARY SCHOOL

Data Collection Sheet

Child's Name: _____

Date of Birth: _____

Our ethnic background describes how we think of ourselves. This may be based on many things including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick one box only to indicate the ethnic background of the child named above.

Ethnic Background	
White	Black or Black British
British	Caribbean
Irish	African
Any other White background	Any other Black background
Asian or Asian British	Mixed
Indian	White and Black Caribbean
Pakistani	White and Black African
Bangladeshi	White and Asian
Any other Asian background	Any other Mixed background
Chinese	Any other Ethnic background
I do not wish an ethnic background to be recorded	

Many families are multi lingual. For the purposes of this form please state the main family language spoken at home.

Additional Information	
Main Family Language:	English as an additional language YES / NO
Country of Birth:	If overseas, date of entry into UK:
Nationality:	Religion:
Every term the school is required to carry out a Pupil Census. The information provided is a mandatory requirement as directed by the Department for Education (DfE).	

Parent/Guardian Signature: _____

Print Name: _____

Date: _____



MANOR PARK PRIMARY SCHOOL

Photography Consent

Child's Name: _____

Date of Birth: _____

Dear Parent/Guardian

At Manor Park, we sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website, display boards around school and our weekly newsletter.

We share your information with Tempest Photography and ensure General Data Protection Regulation compliance within a written agreement.

We would like your consent to take photos of your child and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school:

I am happy for the school to take photographs of my child (not for identification purposes)	<input type="checkbox"/>
I am happy for photos of my child to be used on the school website	<input type="checkbox"/>
I am happy for videos of my child to be used on the school website	<input type="checkbox"/>
I am happy for photos of my child to be used on the schools social media page	<input type="checkbox"/>
I am happy for photo of my child to be posted on the class Seesaw app page	<input type="checkbox"/>
I am happy for videos of my child to be posted on the class Seesaw app page	<input type="checkbox"/>
I am happy for photos of my child to be used in the school prospectus	<input type="checkbox"/>
I am happy for video footage of my child to be used in internal displays including the television in the reception area	<input type="checkbox"/>
I am happy for photo's of my child to be used in internal displays	<input type="checkbox"/>
I am happy for photos of my child to be used in the local paper	<input type="checkbox"/>
I am happy for the school's photographer to take photographs of my child	<input type="checkbox"/>
I am happy for photos of my child to be used in weekly newsletter, which will be posted on our school website.	<input type="checkbox"/>
Or I am NOT happy for the school to take or use photos of my child in any circumstance.	<input type="checkbox"/>

If you change your mind at any time, you can let us know by emailing admin@manorpark.coventry.sch.uk calling the school on 02476 501736, or just popping in to the school office. We have one month to comply with your withdrawal request.

If you have any queries about the above please contact the school office who will be able to advise on how your child's photo will be used.

Please note that although we aim to control the data we process, photographs uploaded online will be accessible by the public. Photographs will be stored in line with our record retention schedule which can be found on the school website.

The School is a Data Controller for the purpose of the General Data Protection Regulation 2016 and Data Protection Act 2018. The School will only use the information you provide to meet our legal obligations and to educate and safeguard those in our care. Where appropriate, we may ask for your consent to process certain information. Please ensure the information you provide to the School is up to date. We will only process this information in accordance with Data Protection Legislation. More information regarding how we handle personal data and your rights under the Data Protection Legislation can be found in our Privacy Notice and Data Protection Policy on the school's website www.manorpark.coventry.sch.uk

Parent/guardian's signature: _____



MANOR PARK PRIMARY SCHOOL

EDVIS12: PARENT/CARER CONSENT FORM FOR AN EDUCATIONAL VISIT

This form should be read with the accompanying information/letter about visits - all sections **MUST** be completed.

GENERAL INFORMATION

School/establishment: **Manor Park Primary School**

Date(s) of visit from: **Sept 2020 – Aug 2021**

Proposed visit/activity: Within the local area during this academic year (further information will be sent about each visit or activity in advance)

I wish my son/daughter: _____ Date of birth: _____

to be allowed to take part in the activity or visit and agree to his/her taking part in any or all of the activities described as indicated above.

I understand that, while the establishment staff in charge of the party will take all reasonable care of the young people, they cannot necessarily be held responsible for any loss or damage suffered by my son/daughter during the visit. All visits are covered by public liability insurance and trips outside the City are usually covered by comprehensive travel insurance. Details of cover are available from the establishment on request.

MEDICAL INFORMATION

In the case of an emergency situation, we will share this information with the emergency services to protect the vital interests of your child.

1. My child has a condition requiring regular medical treatment or medication. Yes No

If yes, give brief details: _____

2. My child needs to retain control of his/her medication. Yes No

3. Any recent illness, accident or injury suffered by your child recently which staff should be aware of:

4. My child suffers from the following allergies: _____

5. My child has the following lifelong condition or disability. _____

6. I enclose a letter giving more details from the above answer(s) Yes No

7. Date of last anti-tetanus injection: _____

8. My child suffers from travel sickness. Yes No

9. Family doctor: _____ telephone: _____

Address: _____

10. To provide a consistent identifier in the case of an emergency situation, we ask that you provide the following information: My child's National Health Service Medical Card number is:

I give consent for emergency medical treatment to be administered to my child should I not be present. I understand that all efforts will be made to contact me. Yes No



MANOR PARK PRIMARY SCHOOL

EMERGENCY CONTACT

Name of parent/guardian: _____ Address: _____

Emergency telephone: daytime: _____ evening: _____ mobile: _____

Alternative emergency contact should parents/guardians not be available (parents must seek consent of the emergency contact for us to process their information in this way before providing us with this information):

Name: _____ Relationship to child: _____

Address: _____

_____ telephone: _____ mobile: _____

Consent has been given by the contact to use their information in this way: YES/NO

Note: we will not use your emergency contacts details without their consent.

Declaration

Having read the information sheet, and having understood the level of supervision to be provided, I agree to my child taking part.

I understand that all reasonable care will be taken of my child during the visit/activity and that he/she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.

I understand that if my child seriously misbehaves or is a cause of danger to him/herself or to others, then he/she may be sent home early from the visit/activity. In such a situation there will be no obligation on the school/establishment to refund any money.

I agree to my son/daughter receiving medication as I have instructed on this form and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Full name of parent or carer (print please): _____

Signed: _____ Date: _____

EXPLANATORY NOTES

This form serves several important functions.

1. It confirms your knowledge of and your agreement to your child's participation in the planned visit.
2. It advises you that the Children, Learning and Young People's Service will **NOT** necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
3. It contains information about your child together with your consent to medical treatment if required.
4. It gives the supervising staff immediate information on how to contact you in an emergency.
5. If this form is not returned your child will **NOT** participate in the visit.
6. If you wish to discuss the contents please contact the child's Headteacher.