



Cookridge Primary School

Tinshill Drive, Leeds, LS16 7DH
Headteacher, Mrs L Hunter
Tel. 0113 3862500 Email: info@cookridge.leeds.sch.uk
<http://cookridgeprimaryschool.org.uk>

ADMISSION FORM

FOR OFFICE USE ONLY – Birth Certificate Seen Admission Date.....

Year group..... Year Group taught in Class..... Input on SIMS

UPN Number from previous nursery/school (if applicable).....

Basic Details

Legal Forename.....Middle Name(s).....

Legal Surname.....Preferred Surname.....

Preferred/chosen Forename.....

Date of Birth..... Place of BirthGender Male/Female

Child's home address

House Number.....Post Code.....

Street name.....

Family/Home

Please give details of brothers and sisters who currently attend Cookridge Primary:

Name..... Class.....

Name..... Class.....

Name..... Class.....

Contacts – please ensure you complete all sections if you have parental responsibility

*Parental Responsibility is defined in s 3(1) Children Act 1989 as being: “all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property”

Priority number 1 – Relationship to child.....

Title.....Forename.....Surname.....

Gender (M/F).....Home Tel. No.....Mobile No.....

Work Tel. No.....email address.....

Home Address (if different to child).....

Place of work.....Occupation.....

Country of birth.....First Language.....

Does this person require a translator? (Y/N).....

Does this person have parental responsibility* for the child? (Y/N).....

National Insurance No:

Priority number 2 – Relationship to child.....

Title.....Forename.....Surname.....

Gender (M/F).....Home Tel. No.....Mobile No.....

Work Tel. No.....email address.....

Home Address (if different to child).....

Place of work.....Occupation.....

Country of birth.....First Language.....

Does this person require a translator? (Y/N).....

Does this person have parental responsibility* for the child? (Y/N).....

National Insurance No:

Priority number 3 – Relationship to child.....

Title.....Forename.....Surname.....

Gender (M/F).....Home Tel. No.....Mobile No.....

Work Tel. No.....email address.....

Home Address (if different to child).....

Country of birth.....

Does this person have parental responsibility* for the child (Y/N).....

Place of work.....Occupation.....

Country of birth.....First Language.....

Does this person require a translator? (Y/N).....

Does this person have parental responsibility* for the child? (Y/N).....

Priority number 4 – Relationship to child.....

Title.....Forename.....Surname.....

Gender (M/F).....Home Tel. No.....Mobile No.....

Work Tel. No.....email address.....

Home Address (if different to child).....

Place of work.....Occupation.....

Country of birth.....First Language.....

Does this person require a translator? (Y/N).....

Does this person have parental responsibility* for the child? (Y/N).....

National Insurance No:

If you would like to add additional people to the list to collect your child please complete the details below

Priority number 5 – Relationship to child.....

Title.....Forename.....Surname.....

Gender (M/F).....Home Tel. No.....Mobile No.....

Work Tel. No.....email address.....

Priority number 6 – Relationship to child.....

Title.....Forename.....Surname.....

Gender (M/F).....Home Tel. No.....Mobile No.....

Work Tel. No.....email address.....

Priority number 7 – Relationship to child.....

Title.....Forename.....Surname.....

Gender (M/F).....Home Tel. No.....Mobile No.....

Work Tel. No.....email address.....

Priority number 8 – Relationship to child.....

Title.....Forename.....Surname.....

Gender (M/F).....Home Tel. No.....Mobile No.....

Work Tel. No.....email address.....

*Parental Responsibility is defined in s 3(1) Children Act 1989 as being: "all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property"

Dietary

All children from Reception to Year 2 will receive a free school meal as part of the government initiative. **Please ensure you still apply for Pupil Premium status if you are entitled to it. See page 6 for further information.**

Does your child have any special dietary needs e.g. allergies/ lifestyle or religious diets? Yes/ No

If yes please give further details

.....

.....

.....

.....

Medical

Doctor's Name..... Tel. No.....

Practice Address.....

.....

Please provide your child's NHS number.

Does your child have any medical conditions/allergies school should be aware of?

.....

.....

Is your child currently taking any medication? Yes No

If yes, please give details.....

Will it be necessary to give medicine in school? Yes No

If yes, you need to fill in an 'administration of medicine request form' in the school office.

For certain medical condition's e.g. asthma, epilepsy, it will be necessary for school to put together a care plan for your child. Please make school aware if you think your child needs a care plan.

Ethnic/Cultural

What is your child's ethnic origin?

What language do you speak at home?

What is your child's National Identity?

What is your child's Country of Birth?

Are your family? Asylum seekers Refugee's

What is your child's religion?

Sikh Buddhist Christian Hindu Jewish Muslim No religion

Other please specify.....

Is English an additional language to your child? Yes No

Service Child

Does this child have a parent(s) in regular HM Forces military units? Yes No

Linked Agencies

It is important that all the agencies who are working with a child work together to ensure better outcomes for that child. In order to do that, please identify any other agencies working with your child for example Social Care (i.e. Social Services)*, Youth Offending Team, Child and Adolescent Mental Health Services. Please list any agencies below.

.....
.....

If you indicated above that Social Care (Social Services) are involved in the care of your child, please tick if this child is 'in care' (sometimes known as being 'Looked After') and state which Local Government Authority is responsible for this child.

Is there a Court Order relating to this child? Yes No

Child in Care Local Authority responsible for child:

Additional Information

How will your child travel to school?

Bus Car/Van Car Share Taxi Bicycle Train Walk Other

Is your child adopted from care? Yes No

Is the child in your care a looked after child? Yes No

Does your child have any Special Educational Needs? Yes No

If you have indicated Yes to any of the above please give further details:

.....

.....

Pupil Premium

“Here at Cookridge Primary School we support all families in an inclusive environment which enhances learning”

The Pupil Premium entitlement comes from initial eligibility for free school meals or for pupils who have been in local authority care for more than six months. With each child eligible for Free School Meals, an additional amount of funding is allocated to the school to further support the children’s education. It is therefore crucial that all parent/carers make the school aware of their children’s eligibility. This is **not** to be confused with universal infant free school meals that all children are offered from reception to Y2.

Parents in receipt of Pupil Premium are entitled to free milk, free school dinners and 50% discount on trips, residentials and after school clubs.

More information is available on the website <https://www.cookridgeprimary.co.uk/statutory/pupil-premium-grant/> or from the school office.

We are able to check on your behalf if you meet the FSM eligibility criteria, please tick the box if you would like us to do so.

If you have a difficulty in completing the online claims form please visit the nearest One Stop Centre or call the Benefits Helpline 0113 2224404.

Data Protection- GDPR

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

We do share data with other schools and Children's Services in order to access support and guidance for pupil and families in our school.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Further details of how we collect, store and use personal data about pupils can be found by reading our Privacy Notice. For further information please speak to Mrs Lynne Hunter, Head Teacher or Mrs Ann Lucas, School Business Manager.

PLEASE NOTE IF ANY OF THE ABOVE INFORMATION SHOULD CHANGE IT IS YOUR RESPONSIBILITY TO NOTIFY SCHOOL

Permissions

Please read the enclosed information regarding the following areas of consent, sign below to give your consent and return this form to school. We will keep this information on file and will only update our records should you instruct us to do so. Please keep a copy of all documents for your reference.

Walking home after school (Year 5/6 pupils only from September 2020)

I give permission for my child to walk home unaccompanied.

Parent/Carer signature

Secure Internet Access

I am aware my child will have access to the internet and will support the terms outlined in 'Responsible Internet Use'.

Parent/Carer signature

Educational Visits & Transport

I give permission for my child to go off site for local visits and travel by arranged transport, including the school minibus.

Parent/Carer signature

Home/School Agreement

I am committed to the terms of the Home/School Agreement.

Parent/Carer signature

Pupil signature

Photograph/Digital Images

I give permission for photographs/recordings of my child to be taken and used in school only. (E.g. in children's books, displays etc.)

Parent/Carer signature

I give permission for photographs/recordings of my child to be used for external materials (E.g. website/App/tapestry newspapers etc.)

Parent/Carer signature

Data Protection Act 1998: 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 Education Authority and with the DfES.

Responsible Internet Use

As part of pupils' curriculum enhancement and the development of ICT skills, Cookridge Primary School provides supervised access to the Internet including email. We believe that the use of the Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world.

Our Internet access provider, ICT4Leeds, operates a filtering system that restricts access to inappropriate materials, and your child will be using the Internet under supervision. Whilst every effort is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school nor the council cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's use of the Internet facilities. The ICT curriculum will include specific tuition for the pupils in all aspects of internet safety so that they are responsible for their internet browsing both at home and at school.

Rules for internet use - Pupils

The school has internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will ask permission from a member of staff before using the internet
- I will use only my own login and password, which I will keep secret
- I will use the computers only for school work and homework
- I will not bring memory sticks or other devices into school unless I have permission
- I will only e-mail people I know or my teacher has approved
- The messages I send will be polite and sensible
- I will not give my home address and phone number or arrange to meet someone, unless my parent, carer or teacher has given permission
- I will never send my picture, or any other personal information to a person, unless my parent, carer or teacher has given permission
- To help protect other people and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like.

Photography and the retention of digital images

As a Leeds City Council School we seek your consent to use images of children in school specifically for school materials and activities connected with school. Examples of where we might want to use photographs include on the school website, on the App, Tapestry, pupils books, displays, in school related information leaflets, newsletters and occasionally in press releases.

School will ensure that selected images are always appropriate for such use.

The school allows photography or camcorder recordings by parents at school events therefore parents have the choice as to whether or not to allow their child to take part in such events. It is your responsibility to notify school if, for any reason, your child's image should not be recorded.

Recordings made by parents should not be made available over the Internet (including Facebook and other social networking sites) and are for personal viewing at home only.

This consent (or otherwise) will remain on site. Should you choose to change your consent, please contact us and we will respect your wishes as quickly as possible

Educational visits and transport

During the school year educational visits requiring children to go off site to places of interest or sporting events, often occur. These trips often take place on foot but can also require children to travel by car, coach or minibus. In all cases the necessary Insurance has been obtained to carry children, and full Risk Assessment carried out.

Trips within the locality (on foot) are sometimes decided on at short notice according to the weather.

In order for these visits to take place we need your consent for your child to go off site during the school day, using the transportation arranged by the school.

Upon giving your consent for your child to participate in off-site visits in the local area, we will where possible, notify you of impending visits but you will not be asked to provide further consent for each visit. Should you wish to withdraw your consent at any time or with respect to a specific visit, it is your responsibility to contact school to do so.

Walking home after school

Pupils in Year 5/6 are permitted to make their own way home if prior written consent has been given by their parents. If we have not received consent, your child will not be allowed to leave the school grounds unaccompanied.

Home School Agreement

Please share the details of the Home School Agreement with your child.

Cookridge Primary School commits itself fully to:

- Providing a safe, caring environment which promotes the overall development of all members of the school community enabling them to achieve their full potential.
- Recognising and respecting the unique worth of each individual.
- Working in partnership with children and their families.

School will:

- Support parents in the holistic development of their children
- Celebrate the unique gifts and achievements of all children
- Care for the children's safety, welfare and happiness and keep parents informed about any concerns
- Create a stimulating learning environment and ensure that every child achieves his/her full potential as a valued member of the school community

- Provide a broad and balanced curriculum to meet the needs and serve the passions and interests of all children
- Have high aspirations of ourselves and our children
- Share curriculum information and keep parents informed about their child's progress regularly throughout the year
- Achieve high standards of behaviour through building caring relationships and developing a sense of responsibility
- Be welcoming to parents and offer opportunities for them to be involved in the daily life of the school
- Encourage and empower all children to be lifelong learners
- Not accept bullying in any form
- Provide quality education for all children irrespective of race, religion, gender or ability
- Hold regular parent consultations
- Listen and respond to any concerns

Parents will:

- Let the school know promptly about any concerns that may affect their child's happiness and progress
- Ensure that their child attends school regularly, punctually and notify the school of any absence by 9.15am
- Work in partnership with the school to maintain high standards of behaviour and achievement
- Support their child's education by helping with any homework activities and where possible complement their child's learning by drawing connections with real life experiences
- Attend parent consultations to discuss their child's progress
- Be considerate to local residents and the safety of all pupils by parking their car with due care and concern
- Support the high standards by always sending their child to school in full school uniform including appropriate footwear
- Provide open and honest feedback to school about issues that are important to them rather than post on social media
- Support school events and celebrations
- Read all school letters, website and app and reply if necessary

Children will:

- Attend school every day and on time
- Wear correct school uniform and feel proud
- Be polite and helpful to others
- Have a positive attitude to learning
- Always ask for help if they need it
- Show respect to everyone and everything in our school
- Find someone to talk to if they are worried or unhappy
- Be excellent representatives for Cookridge Primary in the wider community outside school
- Take home any letters to parents
- Bring the things I need and look after them properly

Governors will:

- Support school staff and families
- Ensure all problems are dealt with effectively
- Support parents and ensure their voice is heard
- Ensure all children get their fair entitlement
- Make sure all children and staff are safe
- Ensure that anyone intimidating children, parents or staff are dealt with appropriately

Tapestry

Dear parents and carers,

This year in Reception we will be creating observations of the learning that takes place in order to assess and track your child's progress. To assist us in creating these observations we will be using a software package called Tapestry. This software allows us to write about the learning that has taken place add pictures and even videos. Tapestry is great as it allows you to log on to your child's Tapestry account safely and securely in order to view these observations. Crucially though, it allows you to make observations of your child at home so that they can be added to their learning profile.

This is important for teachers to gain an accurate and comprehensive overview of your child's progress so please have a go. Please sign your agreement in the Permissions area within the Pupils Admission Form, to enable us to set up your child's account and provide you with the log on details.

Rest assured, many schools use this software and it is completely safe and secure. You will receive emails when new observations are added and you will have your own secure log on details. If you have any concerns, please come and talk to a Reception teacher.

Child's name :
Name of parent/carer 1: Relationship to child: Email address:
Name of parent/carer 2: Relationship to child: Email address:
Name of parent/carer 3: Relationship to child: Email address:

I agree to the above named persons accessing my child's Tapestry account.

Signed: _____

Name: _____

Date: _____