



St Luke's CE (A) Primary School

Park Street South, Wolverhampton, WV2 3AE

Tel:01902 556434

Email: stlukesprimaryschool@wolverhampton.gov.uk

Admission Form – Personal Information (Strictly Confidential)

UPN (Office Use only)		Admission No (Office use only)		Admission Date (Office use only)	
Child Details					
Surname (Family Name)		First Name (s)			
Date of Birth		Place of Birth			
Male/Female		Nationality			
Date of arrival in UK (if applicable)		Language(s) spoken			
Address (including Postcode)		Asylum Seeker / Refugee		Yes / No (please delete)	
		No Recourse to Public Funding		Yes / No (please delete)	
Parent/Carer Details					
Title		Relationship to child			
Surname		Parental responsibility		Yes / No (please delete)	
Forename		Date of birth			
Telephone number (s)		National Insurance Number / NASS			
Address (if different from child)		Language(s) spoken			
Email address					
Parent/Carer Details					
Title		Relationship to child			
Surname		Parental responsibility		Yes / No (please delete)	
Forename		Date of birth			
Telephone number (s)		National Insurance Number / NASS			
Address (if different from child)		Language(s) spoken			
Email address					

Other Emergency Contact			
Forename		Surname	
Telephone Number(s)		Relationship to child	
Other Emergency Contact			
Forename		Surname	
Telephone Number(s)		Relationship to child	
Family Details			
Does the child have siblings?		Name of siblings currently attending St Luke's Primary	
Child's position within the family			
Medical Information			
Name & Address of Doctor		Medical conditions e.g. asthma, eczema, heart condition, visual impairment, hearing impairment, diabetes etc	
Does your child wear glasses? Yes / No	Does your child have a hearing aid? Yes / No	Is your child allergic to plasters? Yes / No	
Please list if your child has any allergies that we need to be aware of			
Please note there is an emergency inhaler in school that has been prescribed by Health professionals. In the event of your child having an asthma attack, do you agree to the school emergency inhaler being made available to your child?	Yes / No (please delete)		
I give permission for my child to receive necessary emergency medical treatment or advice.	Signed:		
	Yes / No (please delete)		
Dietary needs: please highlight (Information is shared internally, with the LA Catering Dept who provide our school meals or School Nurse)			
Vegetarian	Yes / No	Gluten Free	Yes / No
No beef	Yes / No	No pork	Yes / No
No dairy	Yes / No	Nut allergy	Yes / No
Other			
School Meal Arrangements (Not applicable for Nursery Children)			
Highlight as appropriate	Free School Meal	School Meal (paid)	Packed Lunch

Ethnicity (please highlight one box only)					
Any other Asian background	Any other black background	Any other ethnic group	Any other mixed background	Any other white background	Bangladeshi
Black African	Black Caribbean	Chinese	Gypsy / Roma	Indian	Pakistani
Traveller of Irish Heritage	White British	White Irish	White & Asian	White & Black African	White & Black Caribbean
Please note that if you do not select one of the ethnic categories, then ethnicity will be shown on our records as 'refused'					
Religion (please highlight one box only)					
Buddhist	Christian	Hindu	Jewish		
Muslim	Sikh	Other (please indicate)		No religion	
Welfare (please list any agencies that are involved with your child / family)					
Agency			Contact Name & Number		
School History					
Previous School/Nursery & Address				Date of leaving	
Parental / Carer Permissions – General Information					
<p>Local Visits Our children sometimes go for walks around the local area, i.e. traffic surveys, land use. The advised ratio of adults:children is always maintained and risk assessments completed. I give permission for my child to participate in local visits for educational purposes. Yes / No (please delete)</p>					
<p>Use of Internet, St Luke's Learning Platform & Microsoft Teams The internet is increasingly becoming one of the most effective ways of developing and extending the pupils' learning. At St. Luke's the children are very lucky to have access to laptops and therefore the internet on a daily basis. Wolverhampton Local Authority operate a filtering system that restricts access to inappropriate materials and sites. Children are taught eSafety which includes using the internet responsibly through Google safesearch, carefully vetted websites and closed access to our own Learning Platform (which requires a username and password to gain access). Children will also have access to a school email account and Microsoft teams where they can store work, access it at home for homework and share in discussion forums. School staff and the Local Authority's eServices team regularly monitor use of these resources. I give permission for my child to use the Internet, have access to the Learning Platform, Microsoft Teams and have a school email address for educational purposes. Yes / No (please delete)</p>					
<p>YouTube St Luke's School has its own YouTube channel which provides a platform for children and parents/carers to be able to gain a better insight into what we are doing in school. The channel includes a range of videos including curriculum tips to help your child at home; original content created by the children and staff plus links to other pages that provide educational value or are related to work completed in school. At St Luke's, we take eSafety very seriously; viewers will be able to view our videos, however commenting on the videos is disabled. Full names of any children in the videos will not be mentioned and pupil participation in the videos is optional. I give permission for my child to upload content to the school's YouTube Channel for educational purposes. Yes / No (please delete)</p>					

Social Media – Facebook & Twitter

St Luke's School has a Facebook and Twitter page which is an effective means of keeping parents/carers informed of what happens at our school. By utilising these widely used forums, we are able to better communicate with parents and carers, celebrate achievements and provide links to useful resources that the children are able to use to continue their learning at home. By signing this consent, you are giving permission for photographs and/or video footage of your child, at school events and activities, to be posted on the school Facebook and Twitter pages.

I give permission for my child's photograph / video to be taken and uploaded to the St Luke's School Facebook page for educational purposes. **Yes / No (please delete)**

St Luke's School Website (www.stlukesprimary.co.uk)

Our school website enables parents and prospective parents or other interested parties to view information about the school, newsletters, diary dates etc. Our school site often contains photographs of children to give an overview of the type of activities and experiences we provide at St Luke's. There is also an embedded Facebook newsfeed, which is linked to our school Facebook account.

I give permission for my child's photograph / video to be taken and uploaded to the St Luke's School website page. **Yes / No (please delete)**

Seesaw

St Luke's uses 'Seesaw', a secure online journal where students can document what they are learning in class. Your child will be able to add the things we work on in lessons (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them **privately** within school for other staff and children to view and comment on. In order for your child to use Seesaw, certain personally identifiable information – like the student's name, photos, videos or voice recordings – may be collected.

I give permission for my child's photograph / video to be taken and uploaded to the St Luke's School Seesaw online journal for educational purposes. **Yes / No (please delete)**

Photographs

Photographs of children are often displayed around the school or used for different purposes such as events, presentations, school website, newsletter and newspaper.

I give permission for my child's photograph to be taken and displayed/used for school use. **Yes / No (please delete)**

Films

Children may be shown films/ extracts from films as part of the curriculum. In the case of films with a PG rating, staff will check that the film/extract is suitable and appropriate and ensure any children watching are not likely to suffer any ill effects as a result of the seeing the film.

I give permission for my child to watch PG films / extracts. **Yes / No (please delete)**

Renewing or updating your consent

This form is completed on entry to our school and is valid for the entire academic year. Parents/Carers will be required to review / complete a data collection sheet on an annual basis. The school may also choose to request that your consent is updated where any significant changes to circumstances occur, i.e. new requirements for consent (an additional social media account / press release); changes to a child's circumstances (safeguarding requirements).

Amending or updating your choices: You can amend or update your consent preferences at any time by submitting your request in writing to the school office c/o Mrs H Garcha, Administration Officer. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing consent: You have the right to withdraw your consent at any time. Withdrawing your consent will not affect any images or videos that may have already been published. If you would like to withdraw your consent, you must submit your request in writing to the school office c/o Mrs H Garcha, Administration Officer.

Parent/Carer Signature: I declare that, to the best of my knowledge that the information I have provided is correct.

Signed:	Name:	Date:
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NB The purpose of this form is to collect specific data about you and your child for school admission requirements. Information collected will used within the school and will also be shared with the Local Authority and Department for Education (DfE) and other agencies as outlined above. The information you have provided will be processed in accordance with the school's registration with the Information Commissioners Office (ICO) and in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). The information given will be entered and held on the school's information systems in accordance with the school's records retention policy.

For more information about how the school collects and uses your information, please refer to the school's Privacy Notice at www.stlukesprimary.co.uk