

**Safeguarding Admission Information**

Due to the changes to the School Census 2018-2019 guidance provided by the DFE the admission information has changed significantly. You must therefore seek advice from your admission team within your local authority area regarding the full data to be collected. **From a safeguarding point of view, below is the required areas that MUST be included in the collection of the admission data.**

**Child’s basic information (inclusive of address and all telephone numbers to contact parents and carers)**

Child’s Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s First Name (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Legal Name (if different to above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Preferred Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Who has parental responsibility for the child named above***  **All details of those who hold parental responsibility should be included here including anyone who has acquired PR through a legal order. Parents should be given the most up to date information around Parental Responsibility and Legal Orders.** | | | | | | | | | |
| Full name/s | 1. | | | 2. | | | | | 3. |
| Address  (if different from above) |  | | |  | | | | |  |
| Daytime 🕾 |  | | |  | | | | |  |
| Relationship to child |  | | |  | | | | |  |
| (If Applicable) Legal order held and evidenced |  | | |  | | | | |  |
|  |  | | |  | | | | |  |
| ***Details of brothers / sisters*** | | | | | | | | | |
| Name: | | | | Age: | | School: | | | |
|  | | |  |  |  |  | | | |
|  | | |  |  |  |  | | | |
|  | | |  |  |  |  | | | |
| ***Who else lives in your family home*:**  **It is important to ensure that the details of all those children and adults who have daily access to children are known. Use of the house genogram from voice of the child can support with this.**  Name: Relationship to child:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| ***Please fill in details of who you give permission to collect your child from school at the end of the day or in an emergency. If there is any change to this you must inform us before home time on the day as we cannot allow a child to go with an unauthorised person. The authorised people must be over 16 years of age. If your child is unwell we will call the Parents/Carers first. However we need other contacts as it can be distressing for the children if we cannot contact someone during the school day*. Where reasonably possible please ensure there are details of more than one additional emergency adult contact to support your child.** | | | | | | | | | |
|  | | | | | | | | | |
|  | | 1st Contact | | | | |  | 2nd Contact | |
| Name: | |  | | | | |  |  | |
| Address: | |  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
|  | | | | |  |  | |
| Daytime/Mobile 🕾 | |  | | | | |  |  | |
| Relationship to child: | |  | | | | |  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of your child’s doctor: | |  | | | | | |
| Address: | |  | | | | | |
| ***Does your child receive specialist help (eg Child & Family Unit)***  ***Please give details:***  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  ***Does your child have any of the following health problems?*** | | | | | | | |
|  | Yes | | No |  | Yes | No | |
| Asthma | □ | | □ | Wears glasses | □ | □ | |
| Eczema | □ | | □ | Regular hospital treatment | □ | □ | |
| Fainting / Blackouts | □ | | □ | Receives specialist help (e.g. Child & Family Unit) | □ | □ | |
| Epilepsy | □ | | □ |  |  | |
| Food Allergy (e.g. nuts) | □ | | □ |  |  |  | |
| Diabetes | □ | | □ |  |  |  | |
| Speech Difficulty | □ | | □ |  |  |  | |
| Hearing Difficulty | □ | | □ |  |  |  | |
|  |  | |  |  |  |  | |
| ***Do any of these conditions require Responsive Medication?***  ***Would any of these affect your child’s ability to take part in any school activity?*** | | | | | □ | □ | |
|  | | | | | | | |
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|  |  | |  |  |  |  | |
| ***Is there anything else that you would like to share with us that you consider would be helpful?***  (e.g. court orders affecting contact; childminder who cares for your child) | | | | | | | |
| ***It may be necessary on occasion to share details of your child with multi-agency partners and they, in turn, share information with us.***  ***Please tick this box to give consent*** □ | | | | | | | |
| ***How does your child travel to school?* (Please Tick) Walk …. Bus …. Car …. Taxi ….**  ***Arrangements for Leaving School Y5 & Y6 only***  ***Unaccompanied travel to and from School for Year 5/6***  We are aware that some children walk home to and from school alone. Please indicate whether you give permission for your child to leave school alone at home time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **We respect your privacy and comply with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) 2018. All data relating to yourself including personal details can be viewed, edited and updated by you at any time. All efforts are taken to ensure the accuracy of data within the system. If any discrepancies are identified they will be corrected with appropriate action. Please help maintain accurate records by reviewing and updating your details on a regular basis. All data will only be shared with other parties including the Local Authority and/or other services with your permission (as agreed through the School/Setting’s Privacy notices).** | | | | | | | |