

## Somerset County Council – Pupil Admission Form



*The information requested is being collected under the Education (Pupil Registration) Regulations 2000. Under the provisions of the Data Protection Act 1998, it will be used only for the purpose of pupil administration, will be held securely and will only be disclosed to staff in the school or the Education Department who have a right of access, to the Social Services Department where this is appropriate and to the Department for Education and Skills. If a disclosure elsewhere becomes necessary, we will contact you before doing this - (see Explanatory Note 1). When no longer required, it will be disposed of in a manner appropriate to its sensitivity.*

**For Office Use Only**

<i>Birth Certificate Seen (school to complete)</i>	Yes	No
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**\*\* If the legal surname to be recorded is different to that recorded on the birth certificate, then supporting documentation must be presented at the time of admission (see ICT circular 27/2002). \*\***

**IT IS MOST IMPORTANT THAT SCHOOL RECORDS ARE AS ACCURATE AS POSSIBLE. PLEASE COMPLETE AS MUCH OF THIS FORM AS POSSIBLE AND STRIKE THROUGH ANY IRRELEVANT QUESTIONS.**

*Where a Yes/No answer is required, please tick clearly in the appropriate box.*

*For example, for a Yes answer*

Yes	✓	No	
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**1. Pupil Details**

<i>Legal Surname**</i>		<i>Forename</i>
<i>Legal surname is the name that appears on the pupil's birth certificate – if you enter an alternative name here you must provide additional evidence at the time of admission, ie, where there is more than one person with parental responsibility, written consent from all parental responsibility holders or a Court Order.</i>		
<i>Middle Name(s)</i>		
<i>Previous surname - see above **</i>		
<i>Date of Birth</i>	/ /	<i>Gender-M/F</i>
	<i>Admission Date</i>	/ /

**Pupil's Address:** *Please note that at the present time the SIMS software is unable to record more than one home address for a child. In the case of shared care arrangements, children may reside at more than one address. If this is the case, please note one of these addresses below and the other in paragraph 4. Please place a tick here to indicate that the child normally resides at both addresses during a normal week.*

**Dual Home Address**

*House number /  
Name &  
Street / Road*

*District / Town*

*County*

*Post Code*

	<i>Home (       ) Phone:</i>

2. **Brothers and Sisters** (including any half brothers or sisters). Please list eldest first. (This information will only be used in relation to this application to the school).

	<i>Surname</i>	<i>Forenames</i>	<i>Gender</i>	<i>Date of Birth</i>
1				
2				
3				
4				
5				

Please continue on another sheet of paper if necessary. If the address of any of these siblings is different to that recorded for the pupil, parents may wish the school to be aware of this and provide details.

3. **Parent/Parental Responsibility Information**

Name(s) of Parent(s). Indicate here the details of parent(s) with whom the pupil is living at the address stated at section 1. For the definition of parent and parental responsibility see explanatory note 4.

	<i>Parent Name</i>	<i>Parent Name</i>
<i>Title</i>		
<i>Surname</i>		
<i>Forename</i>		
<i>Gender</i>		
<i>Relationship to pupil</i>		
<i>Place of Work</i>		
<i>Telephone numbers</i>	<i>Home:</i> (       )	
	<i>Work:</i> (       )	<i>Work:</i> (       )
	<i>Mobile:</i>	<i>Mobile:</i>
<i>Please state order in which parents noted above are to be contacted in event of an emergency – both parents can be Contact No1 if wished</i>		
	<i>Contact Number =</i>	<i>Contact Number =</i>

4. *If the pupil named at section 1 has a parent or a parental responsibility holder who does not live at the pupil's address stated at section 1, please give their details below.*

<i>Title</i>		<i>Surname</i>	
<i>Forename</i>			<i>Gender</i>
<i>Relationship to Pupil</i>			
<i>House number / Name &amp; Street / Road</i>			
<i>District / Town</i>			
<i>County</i>			
<i>Post Code</i>			
<i>Place of Work</i>			
<i>Phone including code</i>	<i>Home (       )</i>		<i>Work (       )</i>
	<i>Mobile</i>		
<i>Please state order in which this parent is to be contacted in the event of an emergency</i>			<i>Contact number =</i>

- 4.1 *Please enter details below of anyone else who has parental responsibility. (For the definition of parent and parental responsibility see explanatory note 4.)*

<i>Title</i>		<i>Surname</i>	
<i>Forename</i>			<i>Gender</i>
<i>Relationship to Pupil</i>			
<i>House number / Name &amp; Street / Road</i>			
<i>District / Town</i>			
<i>County</i>			
<i>Post Code</i>			
<i>Place of Work</i>			
<i>Phone including code</i>	<i>Home (       )</i>		<i>Work (       )</i>
	<i>Mobile</i>		
<i>Please state order in which this contact is to be contacted in the event of an emergency</i>			<i>Contact number =</i>

4.2 *Is the pupil subject to any Court Orders? If yes please specify the Court Order terms below. This information is confidential, but will help the school understand the pupil's position. A copy of any Court Orders will need to be provided.*

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5. **People to Contact in an Emergency (other than parents/guardians)**

<i>Emergency Contact 1</i>		<i>Emergency Contact 2</i>	
<i>Relationship to pupil</i>			
<i>Address</i>			
	<i>Tel:</i>		<i>Tel :</i>
	<i>Mobile:</i>		<i>Mobile:</i>
<i>Day Place</i>			
<i>Please state contact priority order number</i>	<i>Contact Number =</i>		<i>Contact Number =</i>

6. *Please indicate the dinner your child chooses most frequently.*

<i>(a) a school meal (if available)?</i>	<i>Yes</i>	
<i>(b) sandwiches?</i>	<i>Yes</i>	
<i>(c) a free school meal?*</i> <i>(* See Note 2.)</i>	<i>Yes</i>	
<i>(d) to go home at lunchtime?</i>	<i>Yes</i>	

6.1 *Does your child have any special dietary needs?*

<i>Yes</i>	<i>No</i>
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<i>If yes, please specify:</i>	
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6.2 *How will your child travel to school? (See Explanatory Note 3).  
Please indicate the most frequently used transport.*

<i>Bicycle</i>	<i>Car</i>	<i>Public Transport</i>	<i>School Coach</i>	<i>Train</i>	<i>Walks</i>	<i>Taxi</i>
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7. **Medical Information**

<i>Doctor's Name</i>	
<i>Surgery Address</i>	
<i>Town</i>	
<i>County</i>	
<i>Post Code</i>	
<i>Telephone Number (including code)</i>	(       )

7.1 *Please give below information on medical conditions, allergies, drug sensitivity or regular medication.*

8. **Previous School**

*Name and full postal address of last school attended (enter playgroup or nursery school/class if appropriate).*


9. *Pupil's Religion. Please circle one from the following list.*

<b>Anglican</b>	<b>Baptist</b>	<b>Buddhist</b>	<b>Christian</b>
<b>Christian Scientist</b>	<b>Hindu</b>	<b>Jewish</b>	<b>Jehovah Witness</b>
<b>Methodist</b>	<b>Muslim</b>	<b>No religion</b>	<b>Other</b>
<b>Plymouth/Exclusive Brethren</b>	<b>Roman Catholic</b>	<b>Sikh</b>	<b>Unclassified</b>
<b>United Reform Church</b>			

10. **Pupil's Ethnic Group.** PLEASE NOTE: Information on pupil's ethnicity and first language is requested to enable the school to complete statutory returns to the DfES. The categories are set by the DfES. Further information about these data collections can be found on the DfES website: [www.dfes.gov.uk/asc](http://www.dfes.gov.uk/asc) or by contacting the Information & Research Unit, Education Department, County Hall, Taunton, Somerset, TA1 4DY.

Further guidance can also be found on the DfES Ethnic Minority Achievement website: [www.standards.dfes.gov.uk/ethnicminorities/collecting/](http://www.standards.dfes.gov.uk/ethnicminorities/collecting/).

Copies of the DfES leaflet 'What parents need to know about the collection of ethnic background data on pupils in schools' can be obtained free from DfES Publications email: [dfes@prolog.uk.com](mailto:dfes@prolog.uk.com) or by telephoning 0845 6022260 quoting reference DfES/0263/2002.

If ethnic background details are not provided for the pupil, then the school may use its best judgement to assess this information. Advice on ascription should be sought from the Headteacher in the first instance.

***Pupil's Ethnic Group. Please circle one of the following from the MAIN category and one from the SUB CATEGORY ATTACHED TO IT.***

<b>MAIN CATEGORY</b>	<b>SUB CATEGORY</b>
<b>WHITE</b>	BRITISH IRISH TRAVELLER OF IRISH HERITAGE ANY OTHER WHITE BACKGROUND GYPSY / ROMA
<b>MIXED / DUAL BACKGROUND</b>	WHITE & BLACK CARIBBEAN WHITE & BLACK AFRICAN WHITE & ASIAN ANY OTHER MIXED BACKGROUND
<b>ASIAN OR ASIAN BRITISH</b>	INDIAN PAKISTANI BANGLADESHI ANY OTHER ASIAN BACKGROUND
<b>BLACK OR BLACK BRITISH</b>	BLACK CARIBBEAN AFRICAN ANY OTHER BLACK BACKGROUND
<b>CHINESE</b>	CHINESE
<b>ANY OTHER ETHNIC GROUP</b>	ANY OTHER ETHNIC GROUP

11. **Pupil's First Language (if other than English).** Please circle one of the following.

<b>Bengali</b>	<b>Hindi</b>	<b>Spanish</b>
<b>Cantonese</b>	<b>Italian</b>	<b>Turkish</b>
<b>English</b>	<b>Other</b>	<b>Unclassified</b>
<b>Greek</b>	<b>Panjabi</b>	<b>Urdu</b>
<b>Gudjurathi</b>	<b>Portuguese</b>	

**12. School Information**

**12.1** *Is the pupil the subject of a Statement of Special Educational Needs within the terms of the Education Act 1996?*

Yes		No	
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**12.2** *Is the pupil receiving help from, for example, a social worker, health visitor, speech therapist or any other professional support?*

Yes		No	
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*If Yes, please specify:*

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**12.3** *The following information is required for National Returns or to claim charges from another LEA.*

*Is the pupil:*

**(1)** *in care?*

Yes		No	
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*If Yes, which local authority?*

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**(2)** *fostered?*

Yes		No	
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*Please provide information relating to more detailed care arrangements if appropriate.*

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**13. General Information**

*Please add any other information on a separate sheet which you feel might help the school to ensure the best interests of your child are met.*

**PLEASE SIGN AND RETURN TO THE SCHOOL AS SOON AS POSSIBLE.**

**Signed:**

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**Date:**

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## **EXPLANATORY NOTES**

1. *This form asks you to state the names and addresses of all parents (see Note 4 for definition). In the case of a parent who does not live at the pupil's permanent address, they are entitled to request the disclosure of information about the pupil and the school will provide the information after satisfying themselves that they are the pupil's parent. If you do not provide the contact details here, the school may deal directly with the non-resident parent if they subsequently make a request. However, before that, you will be informed about the request so you have sufficient time to seek your own legal advice on this should you wish to do so.*

### 2. Free School Meals

*If you are currently in receipt of income support your child will be entitled to free school meals. The school can advise you on how to apply for free school meals.*

### 3. Transport

*If your child attends a school which is more than 2 miles (up to the age of 8) or 3 miles (age 8 and upwards) distance from your home, your child could well be entitled to free transport to school unless the school is one which pupils from your area would not normally attend and the LEA would, but for your choice, have offered a place at a school nearer to your home address. The school can provide an application form.*

4. *The following is intended as helpful guidance for schools but should not be treated as a complete and authoritative statement of the law and is taken from DfES Circular 0092/2000.*

#### DEFINITION OF "PARENT"

*Section 576 of the Education Act 1996 defines "parent" to include:*

- *all natural parents, whether they are married or not;*
- *any person who, although not a natural parent, has parental responsibility for a child or young person;*
- *any person who, although not a natural parent, has care of a child or young person.*

#### PARENTAL RESPONSIBILITY

*Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law.*

*People other than a child's natural parents can acquire parental responsibility through:*

- *Being granted a residence order;*
- *Being appointed a guardian;*
- *Adopting a child.*

*The parental responsibility of a party does not stop simply because another person is also given it, so, in some cases several people may be regarded, for the purposes of education law, as being the "parent" of a child.*

*If any support is needed over foreign language translations of this form, please contact Ethnic Minority Achievement Service, County Hall, Taunton, Somerset, TA1 4DY.*

**THE PUPIL ADMISSION FORM IS PART OF A CHILD'S EDUCATIONAL RECORD.  
IT SHOULD BE RETAINED BY THE SCHOOL AND FORWARDED UPON TRANSFER.**