

SARACENS BROADFIELDS

Application and About Me Information



SARACENS
BROADFIELDS

Pre Nursery	Nursery	Reception	KS1	KS2	Start Date

Child's Details

Date of birth		Gender	Male / Female
First name(s)		Preferred Name	
Surname			
Address	Postcode		
Contact Tel. No.		Local Authority	

Name of First Parent/Guardian Living at Home Address Above

Title		Occupation	
First Name		Surname	
Relationship to child		Parental responsibility?	Yes / No
Home telephone number		Work telephone number	
Mobile telephone number		E-mail	
National Insurance No		Date of Birth	
Any Special Guardian Responsibility			

Discipline

Hard Work

Honesty

Humility

Name of Second Parent/Guardian

Title		Occupation	
First Name		Surname	
Relationship to child		Parental responsibility?	Yes / No
Home telephone number		Work telephone number	
Mobile telephone number		E-mail	
Address (if different)			
National Insurance No		Date of Birth	

1

Siblings

Surname	Forename	M/F	D.O.B.	School

Educational History

Did your child previously attend a Preschool, Nursery or other School?	Yes	No
If 'yes', please give details	School name and address	Dates attended (from-to)

*Discipline**Hard Work**Honesty**Humility*

Transition Information (If applicable)

What types of activities did your child enjoy at their previous Preschool, Nursery or School?	
What activities does your child enjoy doing at home?	
How do you comfort your child? Do they have a blanket or special toy?	
Does your child have any fears or phobias?	
Does your child need any support going to the toilet, eat or dressing/undressing?	

Emergency Contact Details

Other contacts in case of emergency or illness at school		
Name	Relationship to child	Telephone number(s)

2

Adults allowed to collect your child



Please give details of all the adults who are allowed to collect your child. Please note that if their name is not on the form, they will **NOT** be allowed to leave the premises with your child. If, for any reason, someone whose name is not on our form will be collecting your child, **please inform a member of staff or phone the school.**

Name		Relations hip to child	
Name		Relations hip to child	
Name		Relations hip to child	
Name		Relations hip to child	

Medical Information

Doctor's name and address	Tel. No.:	
Child's Medical (NHS) Number		
Does your child have any health issues eg, allergies, asthma, etc	Yes	No
If yes, please give details		
Has your child had any referrals on medical grounds	Yes	No
If yes, please give details		
Do you have any concerns about your child's development (hearing, sight, speaking, or behaviour)?		
Dietary requirements or restrictions (Foods your child must not eat for health or religious reasons)		

Discipline

Hard Work

Honesty

Humility

Are your child's immunisations up to date	Yes	No
---	-----	----

Disability Information

Do you or your child have a disability which may affect your ability to access the school?	Yes	No
	If 'yes', please give details below	

Please provide a copy of your child's birth certificate, passport and a utility bill with this admission form

3

ETHNIC MONITORING FORM

Please provide details of your child's ethnic background i.e. details of parents' ethnicities.

Afghan		Kurdish	
Albanian		Latin/South/Central American	
African		Pakistani	
Ghanaian		Sri Lankan Sinhalese	
Nigerian		Sri Lankan Tamil	
Somali		Traveller if Irish Descent	
Caribbean		Turkish/ Turkish Cypriot	
Bosnian- Herzegovian		White English	
Chinese		White Irish	
Greek/Greek Cypriot		White Scottish	
Gypsy/ Roma		White Welsh	
Hong Kong Chinese		Pakistani	

Discipline

Hard Work

Honesty

Humility

Indian		Mixed- White /Asian	
Iranian		Mixed- White / Black African	
Japanese		Mixed- White /Black Caribbean	
Kosovan		Mixed- White /Asian	
Other Asian (please specify)		White Eastern European (please specify)	
Other Black African (please specify)		White Western European (please specify)	
Other Chinese (please specify)		White Other (please specify)	
Any other ethnic group (please specify)			

Please indicate your religious belief

No Religion		Jainism	
Buddhism		Judaism	
Christianity		Sikhism	
Hinduism		Other (please specify)	
Islam			

Please give details of languages spoken or understood

Parents' Language	
Language spoken in the home	
Any other languages spoken or understood	

Discipline

Hard Work

Honesty

Humility

Signature

Signature		Date	
-----------	--	------	--

4

E-Safety Agreement Form

Please read and sign where appropriate

Parent / Carer's name: _____

Student's name(s): _____

As the parent or legal guardian of the above student (s), I grant permission for my child to have access to use the Internet, GSuite and other ICT facilities at school.

I know that my child or child in care has signed an e-safety agreement form and that they have read the '12 rules for responsible ICT use' document on the school website*.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep students safe and to prevent them from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email*, employing appropriate teaching practice and teaching e-safety skills to students.

I understand that the school can check my child's computer files, and the Internet sites they visit, and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent / Carer's signature: _____

Date: ____/____/____

* 12 Rules for Responsible ICT Use - www.schooljotter.com/files/broadfields/uploads/12_Rules_for_Responsible_IT_Use.pdf

5

Use of Digital Images - GDPR Consent

Discipline

Hard Work

Honesty

Humility

In order to ensure that we comply with the new data regulations (GDPR), we are reviewing our current policies and practices. Following the introduction of GDPR, we now need your specific consent for using these images.

We follow the following rules for any use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

- When showcasing examples of students' work we only use their first names, rather than their full names.
- If showcasing digital video work to an external audience, we take care to ensure that students aren't referred to by name on the video, and that students' full names aren't given in credits at the end of the film.
- Only images of pupils in suitable dress are used.
- Staff are not allowed to take photographs or videos on their personal equipment.

Please tick **YES** to give your consent. If you tick **NO**, the images of your child will not be used for that purpose.

If you would like more information or help filling in this form, please let us know.

You can also withdraw this consent at any time by contacting the office for a new form and changing your responses.

Photographs and videos taken by school staff (including video and audio for online apps):

▪ For displays and use in school YES ☐ NO ☐ ▪ For the school website YES ☐ NO ☐ ▪
For the school ClassDojo app YES ☐ NO ☐ ▪ For the school YouTube Channel YES ☐ NO ☐ ▪
☐ ▪ For online assessment programmes YES ☐ NO ☐ **Photographs and videos taken**

by others

▪ School photographers for use in school YES ☐ NO ☐ ▪ Local press e.g. local newspaper YES ☐ NO ☐

I give my consent for images and videos of my child to be used as indicated above.

Name of child _____ **Class** _____

Name of parent/carers _____

Date _____ **Signed** _____

Discipline

Hard Work

Honesty

Humility

Permission for your child to be changed by a member of staff

Please read and sign where appropriate

In the Foundation Stage we encourage children to be as independent as possible when using the toilet, however, we do understand that accidents happen and it may be necessary for your child to be changed by a member of staff. Our aim is that children will be taken into a small, designated area to be changed in a caring and hygienic manner in order to minimise embarrassment. However, it is not always possible to release two members of staff to do this as it may reduce the adult-child ratio within the classroom.

By agreeing for your child to be changed in school, you need to be aware that this situation may arise and that your child may be changed by **one** member of staff and that there are **female** and **male** members of the team. All our staff have relevant Early Years Training and up-to-date CRB checks.

If you do not give consent for your child to be changed by a member of staff, we will have to contact you in the event of your child needing to be changed. You will either have to give verbal permission or come in yourself to change your child.

It would be helpful if you could provide a spare set of clothes for your child to be changed into which can be kept on your child's peg.

I give permission for my child to be changed by a member of staff from the Foundation Stage team (Please sign)

Signed: _____

Outings and Excursions Permission

Please read and sign where appropriate

As part of your child's education the school aims to include outings and excursions that broaden their experiences and provide a stimulus for learning. Many of our mini outings involve exploring the local environment: shops, parks etc. We also have day excursions linked to class work of which you are given full details in advance. All outings are supervised thoroughly with generous adult-child ratios. In order to seize opportunities when they occur and to cut down on paperwork please give your permission below which will apply to all outings and excursions during your child's time at school.

I give permission for my child to take part in outings and excursions with Broadfields Primary School (Please sign)

Signed: _____

Application of sun cream and face paints

Please read and sign where appropriate

Discipline

Hard Work

Honesty

Humility

During hot weather, it is vital that your child's skin is protected from the sun. Staff are not permitted to apply sun cream to your child's skin; however, with your permission, your child can independently apply their own sun cream. You will need to supply your child with their own bottle of sun cream and bring it with a label which clearly states your child's name.

During celebration events, we sometimes provide face paint for the children, which are applied by an adult. By ticking to the agreement below, you are consenting to your face paint being applied to your child's skin.

I give permission for face paints to be applied to my child's skin.

I give permission for a member of staff to help my child apply their own sun cream

Signed: _____

Broadfields No Aggression Strategy

7

Please read and sign where appropriate

Discipline

Hard Work

Honesty

Humility

Statement - Broadfields is a safe place to learn and play.

Children will follow the Behaviour Code, and the school policy makes clear the associated rewards and sanctions.

In addition to this, children who **hit others** or are **seriously verbally aggressive** will be removed from school immediately.

In agreement with parents, they will be called and the child taken home for the rest of the day - this is not an exclusion but a statement to the child that we say **NO to AGGRESSION**. (Incidents will be entered in the serious misbehaviour book as policy.)

A return to school is allowed the next day, and return to class only when the child is clear about managing their behaviour.

The school may decide that a period of limited time on the playground is necessary in order for the child to be able to manage.

How are we going to make it work?

Make it the school's major theme.

- The whole community taking an active, consistent role - everyone will have super eyes and look to "nip situations in the bud" i.e. intervene at the first hint of disagreement
- Teach the children strategies for dealing with difficult situations - anger management, managing wind-ups, etc., through Circle Time.
- Involve pupils in being proactive in making a statement – poster competition
- Sanction - an immediate exit and parents to collect an aggressive child - this is not an exclusion but a strategy supported by all parents
- All parents to demonstrate that they agree with the policy by signing the attached slip and returning this to the school.
- All parents are to support the school by explaining the policy to their children.

I support the Broadfields No Aggression Policy.

I am willing to collect my child from school if they are aggressive at Broadfields.

Child's Name:

_____ Signed:

Discipline

Hard Work

Honesty

Humility

Broadfields Home School Agreement

Please read and sign where appropriate	
<p>Broadfields</p> <p>We will:</p> <ul style="list-style-type: none"> ● care for your safety and happiness, and do everything possible to develop his/herself awareness and self-esteem ● ensure that your child achieves his/balanced curriculum, the individual needs of your child ● help your child develop a positive attitude to learning and encourage a sense of responsibility ● hold regular consultation evenings to discuss each child's progress ● listen to and respond appropriately to any concerns ● inform you about school events and celebrations through the newsletter, by text and on the website ● set, mark and monitor classwork and homework in accordance with school policies 	<p>Signed</p> <p>Headteacher</p>
<p>Parent/Carer</p> <p>We will:</p> <ul style="list-style-type: none"> ● make sure our child arrives at school and is collected at the correct time ● send our child to school in the correct uniform and properly equipped (PE kit, swimming kit, reading book) ● inform the school of any reasons for absence ● support the school in maintaining good behaviour and discipline ● attend all Parent Consultation and Information Meetings ● support our child in homework and other opportunities for home learning ● make the school aware of any concerns or problems that may affect our child's learning ● support school events and celebrations ● try not to take extended holidays during school time 	<p>Signed _____</p> <p>Parent</p>
<p>Child</p> <p>I will:</p> <ul style="list-style-type: none"> ● attend school on time every day ● be well behaved at all times and follow the school's Code of Behaviour ● bring all the equipment I need every day ● take responsibility for my own possessions ● wear the school uniform correctly and be tidy in appearance ● work hard and always try my best ● do my homework as well as I can and hand it in on time ● treat others with respect and be polite and helpful ● care for the environment and be responsible for my own possessions ● take newsletters home and give any notes from home to my teacher ● speak to an adult if I am worried 	<p>Signed _____</p> <p>Child</p>

Discipline

Hard Work

Honesty

Humility

Nursery Session Options (2-year-olds)

My 2-year-old **is** eligible for free childcare

- they are looked after by the local authority
- they meet the criteria used to determine eligibility for Free School Meals
- their family receives Working Tax Credits and have an annual gross income of no more than £16,190 per year
- they have a current statement of Special Educational Needs or an Education, Health and Care plan
- they are entitled to Disability Living Allowance
- they are no longer looked after by the local authority as a result of an adoption order a special guardianship order, or a residence order



I can confirm that my 2-year-old is eligible for free childcare

Signed..... Name.....

Date.....

My 2-year-old is not eligible for free childcare

If your 2-year-old is **not** eligible for free childcare, you are able to pay for sessions. Please contact the school for session prices.

Please tick the days and sessions that you would like your child to attend:

Any free provision will be deducted from the total chargeable sessions.

	Monday	Tuesday	Wednesday	Thursday	Friday
Roosters 8:00-8:30					
Morning Session 8:30-11:30					
Lunch 11:30-12:15					
Afternoon Session 12:15-3:15					

Discipline

Hard Work

Honesty

Humility

Twilight 3:15-6:00					
-----------------------	--	--	--	--	--

For Office Use Only

Total amount for chargeable sessions.....

10

Nursery Session Options (3 year olds)

From September 2017, in a bid to support working parents, the government will be offering free childcare to 3 and 4 year-olds.

Children whose families meet all of the criteria below will receive 30 hours of free childcare from the term after their third birthday:

- Both parents or a sole parent are working
- Both parents or the sole parent in a lone-parent family must earn a weekly minimum equivalent at the National Minimum Wage or National Living Wage (parents to don't necessarily have to work 16 hours but their earnings must reflect at least 16 hours of work at the National Minimum Wage or the National Living Wage. This included parents who are on a zero hours contract).
- Both parents earn less than £100,000 per year

If the criteria above applies to you, please tick this box and sign below:

I confirm that I am eligible for 30 hours free Nursery funding for my 3 or 4 year old child (Please note that you will be ☐ required to prove your income and every three months will be required to provide the school office with a code from the HMRC portal to prove that the information you have supplied is accurate.

☐ I agree to notify the school office as soon as possible should my employment circumstances change.

Signed..... Name.....

Date.....

Families who do not qualify for 30 hours free nursery provision will still qualify for 15 hours free nursery provision and your package will be:

FOR ANY CHILD STAYING FOR LUNCH, THERE IS A COST OF £4.00 PER DAY WHETHER THEY ARE ENTITLED TO 30 HOURS OF FREE FUNDING OR NOT AND REGARDLESS OF OF WHETHER THEY EAT A PACKED LUNCH OR A SCHOOL DINNER

Please tick the days and sessions that you would like your child to attend.

30 OR 15 chargeable hours will be deducted from your total fee (whichever is applicable to you)

	Monday	Tuesday	Wednesday	Thursday	Friday
Roosters 8:00-8:30 (half an hour)					
Morning Session 8:30-11:30 (3 hours)					

Discipline

Hard Work

Honesty

Humility

Lunch 11:30-12:15 (chargeable to all parents as it is not included in free provision)					
Afternoon Session 12:15-3:15 (3 hours)					
Twilight 3:15-6:00 (2 hours & 45 mins)					

For Office Use Only

Total amount for chargeable sessions.....

11

Broadfields Primary School Privacy Notice - Pupils

How we use pupil information

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- assessment information
- relevant medical information
- special educational needs information
- behavioural information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress

Discipline

Hard Work

Honesty

Humility

- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under -

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013 ¹²

GDPR lists lawful bases for processing personal data. The legal bases relevant to Broadfields are:

- Consent: the individual has given consent for the school to process their personal data for a specific purpose.
- Contract: the processing is necessary for a contract the school has with the individual
- Legal obligation: the processing is necessary for legal reasons
- Vital interests: the processing is necessary to protect someone's life
- Public task: the processing is necessary for you to perform a task in the public interest
- Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data that overrides those legitimate interests.

More information can be found here:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data in line with our GDPR Data Protection Policy. In accordance with the GDPR, the school

Discipline

Hard Work

Honesty

Humility

does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil’s attend after leaving us
- the London Borough of Barnet
- the Department for Education (DfE)
- other IT systems that the school uses to support learning
- the local school nurse

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils’ data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

The school is required to share pupils’ data with the DfE on a statutory basis, this includes the categories listed earlier in this document.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Broadfields is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

<i>Discipline</i>	<i>Hard Work</i>	<i>Honesty</i>	<i>Humility</i>
-------------------	------------------	----------------	-----------------

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our data protection officer (details below)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress • prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer: 020 8359 5430

For Office Use Only

Date of Admission_____ Year Group_____ Class _____

UPN : _____

Birth Certificate/ Passport Seen

15

