

# ADMISSION FORM

This information will be held on the school's database and will be shared with the DfE, the Local Authority, and any school your child may transfer to.

Information is covered under the General Data Protection Regulation.

[\(Please see the school Privacy Notice attached to the application form\)](#)

*(To be completed by the school)*

UPN	Date of admission	Year Group/ Class	PP	FSM	ID Birth certificate/pa ssport seen
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## 1. PUPIL DETAILS

**Please write all forenames exactly as on birth certificate**

Child's first name:	Middle name(s):	Child's last name ( <i>Family name</i> ):
Preferred first name ( <i>if applicable</i> ):	Any former names ( <i>if applicable</i> ):	Date of Birth:
Gender:            MALE / FEMALE / OTHER		

Home address ( <i>Please show proof of address</i> ):	
Postcode:	Borough of residence:

Child's nationality:	Last country of residence ( <i>if applicable</i> ):
Country of birth:	Date of entry to UK ( <i>if applicable</i> ):
Does your child have an Educational Health Care Plan or a Special Educational Need?            YES / NO	
SEN Stage / Action (if known):	
Religion:	



**2. PARENT / GUARDIAN / CARER / FAMILY DETAILS**

It is a legal requirement that the school always has your up-to-date contact details so that we are able to contact you in the event of an emergency. Please remember to notify the school when you change your home address or mobile numbers via Arbor Parent App (hard copy of proof needed).

<b>Contact One</b>		
Title:	First name:	Surname:
Address (If different to child's):		
		Postcode:
Home telephone number :		Mobile number:
Work telephone number :		
Email address:		First language:
Relationship to child (Mother/Father/Foster Parent etc.):		Should correspondence be addressed to this person? (Please circle) YES / NO

<b>Contact Two</b>		
Title:	First name:	Surname:
Address (if different to child's):		
		Postcode:
Home telephone number:		Mobile number:
Work telephone number:		
Email address:		First language:
Relationship to child (Mother/Father/Foster Parent etc.):		Should correspondence be addressed to this person? (Please circle) YES / NO

Who holds parental responsibility for the child? <i>Please tick</i> ✓
Both Parents <input type="checkbox"/> Mother only <input type="checkbox"/> Father only <input type="checkbox"/> Other <input type="checkbox"/> (please provide details below):

Is there a court order in place? (Please circle) YES* / NO
<i>*If YES please provide the School with a copy</i>

**You have a duty to inform the local authority if the child is fostered through a private arrangement with the child's birth family. Private Fostering refers to carers who are NOT step-parents, grandparents, siblings, aunts and uncles and who do NOT hold parental responsibility.**

**3. SIBLINGS**

Does your child have any brothers and sisters attending this school: (Please circle)		YES / NO
Name & current class:	Date of Birth	
_____	____/____/____	
_____	____/____/____	
_____	____/____/____	
Are there any siblings attending another school? (Please circle)		YES* / NO
*If YES please state which school and year group:		
_____		

**4A. EMERGENCY CONTACT DETAILS – *Please complete all 3 (family and friends)***

Please give details of someone we can contact if your child is taken ill or injured and we are unable to contact parents or guardians; eg. Grandparent, aunt, uncle, neighbour, family friend (NOT PARENT)

<b>Emergency contact one</b>		
Title:	First name:	Surname:
Address:		
		Postcode:
Home telephone number:		Relationship to child:
Mobile telephone number:		

<b>Emergency contact two</b>		
Title:	First name:	Surname:
Address:		
		Postcode:
Home telephone number:		Relationship to child:
Mobile telephone number:		

<b>Emergency contact three</b>		
Title:	First name:	Surname:
Address:		
		Postcode:
Home telephone number:		Relationship to child:
Mobile telephone number:		

**4B. COLLECTION - Family and friends that are able to collect your child**

Name:	
Home telephone number:	Relationship to child:
Mobile telephone number:	

Name:	
Home telephone number:	Relationship to child:
Mobile telephone number:	

Name:	
Home telephone number:	Relationship to child:
Mobile telephone number:	

**5. PREVIOUS SCHOOLING (applicable to IN-YEAR transfers)**

Date of starting last school:	School Name & phone number:
Reason for leaving last or current school:	
Date of starting last school:	Date of leaving last school:
Any other schools attended (not Nursery). <i>Please list details with dates and any extended absences from school in UK or abroad:</i>	

**6. EARLY YEARS SETTING ATTENDANCE**

Name of Early Years Setting attended (including childminder, Nursery, etc):	
Telephone Number:	Type of Provider:
Dates attended: From: _____ To: _____	Did your child attend (please circle): Full-time / Part-time
Name of Early Years Setting attended (including childminder, Nursery, etc):	
Telephone Number:	Type of Provider:
Dates attended: From: _____ To: _____	Did your child attend (please circle): Full-time / Part-time

**6A. LANGUAGE INFORMATION (CHILD)**

Child's first language most confident in:	Other languages spoken at home by the child:
Can your child read and write in his/her first language? (Please circle) YES / NO	Can your child read/write in any other language(s)? If so, which?
Does your child attend any community/supplementary schools? (Please circle) YES / NO If so, which one?	

**6B. LANGUAGE INFORMATION (PARENT)**

Is an interpreter needed/useful to communicate with parents/carers? (Please circle) YES / NO	If so, in what language?
Is there a member of the family or friend who is available to interpret? (Please circle) YES / NO Name Telephone	What languages can the parent/carer read?

**7. MEDICAL INFORMATION**

Name of Doctor:	Practice:																								
Address:																									
Postcode:	Telephone Number:																								
<p>a) Does your child have any medical conditions that we should be aware of? (Please circle) <span style="float: right;"><b>YES / NO</b></span></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 33%; padding: 2px;">Asthma</td> <td style="width: 33%;"></td> <td style="width: 33%; padding: 2px;">Colour Blindness</td> <td></td> </tr> <tr> <td style="padding: 2px;">Eczema</td> <td></td> <td style="padding: 2px;">Epilepsy</td> <td></td> </tr> <tr> <td style="padding: 2px;">Hay fever</td> <td></td> <td style="padding: 2px;">ADHD</td> <td></td> </tr> <tr> <td style="padding: 2px;">Hearing problems</td> <td></td> <td style="padding: 2px;">Dyslexia</td> <td></td> </tr> <tr> <td style="padding: 2px;">Eyesight problems</td> <td></td> <td style="padding: 2px;">Dyspraxia</td> <td></td> </tr> <tr> <td style="padding: 2px;">Diabetes</td> <td></td> <td style="padding: 2px;">Allergies requiring medication</td> <td></td> </tr> </table>		Asthma		Colour Blindness		Eczema		Epilepsy		Hay fever		ADHD		Hearing problems		Dyslexia		Eyesight problems		Dyspraxia		Diabetes		Allergies requiring medication	
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Eyesight problems		Dyspraxia																							
Diabetes		Allergies requiring medication																							
<p>b) Do you consider your child to have a disability? (if YES please use box below to give info) <span style="float: right;"><b>YES / NO</b></span></p> <p>If you answered YES to a) or b) please give information below:</p> <p>.....</p>																									
<p>c) Was your child born prematurely <span style="float: right;"><b>YES / NO</b></span></p>																									
<p>d) Does your child wear glasses? <span style="float: right;"><b>YES / NO</b></span></p>																									
<p>e) Does your child wear a hearing aid <span style="float: right;"><b>YES / NO</b></span></p>																									
<p>f) Do you consent for the school to share this information with the school nurse? <span style="float: right;"><b>YES / NO</b></span></p>																									
<p><b>For some medical conditions it may be required to have a Health Care Plan in place. Our Pastoral Care Team or SENCO will contact you separately to arrange this.</b></p>																									
<p>g) Does your child require any medication during the day that will need to be held by the school? <b>YES / NO</b></p> <p>Please specify:</p>																									
<p>h) Is your child fully immunised for Pre-school Booster (diphtheria, tetanus, whooping cough, and polio)?</p> <p><b>YES – completed / NO – but would like to be immunised / DECLINED</b></p> <p>e) Is your child fully immunised for MMR 2?</p> <p><b>YES – completed / NO – but would like to be immunised / DECLINED</b></p> <p style="text-align: center;"><i>If your child is not fully immunised or declining, this information will be shared with the school nurse.</i></p>																									
<p>f) Does your child have any allergies or dietary needs that we should be aware of? <span style="float: right;"><b>YES / NO</b></span></p> <p>Please specify:</p>																									

**8. LUNCH ARRANGEMENTS**

Please tick  School dinner  or Packed lunch

If your child is having school meals please specify what they can eat:

Meat  Vegetarian  Halal  No pork

Please notify the School Office if you wish to change between school dinners and packed lunches. Please only change at the beginning of each half term.

**9. TRAVEL & ARRANGEMENTS FOR AFTER SCHOOL**

Please indicate below how your child will travel to school: *Please tick one only for the main part of journey*

Walk		Dedicated school bus	
Cycle		Taxi	
Car / van		Train	
Car share		London Underground	
Public service bus		Other, please specify	

**10. OTHER AGENCIES**

Do you have contact with any outside agencies e.g. Education Welfare, Educational Psychologists, Social Worker, Child Guidance, Speech Therapist? Please state which and the purpose:

**11. OTHER INFORMATION**

Please use the box to provide any other information that you feel we should know to ensure the well-being of your child:

**12. ETHNIC ORIGIN**
**ETHNIC ORIGIN**

Please tick one of the following

**WHITE**

- British
- English
- Scottish
- Welsh
- Other White British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Albanian
- Bosnian – Herzegovinian
- Greek/Greek Cypriot
- Kosovan
- Turkish/Turkish Cypriot
- White Eastern European
- White Western European
- Other White Background

  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  

**ASIAN OR ASIAN BRITISH**

- Indian
- Pakistani
- Bangladeshi
- Other Asian Background

  
  
  

**BLACK OR BLACK BRITISH**

- African
- Caribbean
- Ghanaian
- Nigerian
- Somali
- Other Black African Background
- Any Other Black Background

  
  
  
  
  
  

**CHINESE**

- Chinese
- Hong Kong Chinese
- Other Chinese

  
  

**MIXED/DUAL HERITAGE**

- White + Black Caribbean
- White + Black African
- White + Asian
- Any Other Mixed Background

  
  
  


Prefer not to say

**ANY OTHER ETHNICITY**

- Afghan
- Iranian
- Japanese
- Kurdish
- Latin/South/Central American
- Any Other Ethnic Group

  
  
  
  
  

**DECLARATION**

The details supplied above are correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_



**13. FREE SCHOOL MEALS AND PUPIL PREMIUM**
**ELIGIBILITY CHECK**

We want to make sure that we are providing your child with the best education and support we can. Your child is eligible for free school meals if you are in receipt of one of the benefits listed below. Please see Free School Meal Criteria on page 10.

Registering for free school meals could also raise extra funding for your child's school to fund valuable support like extra tuition, additional teaching staff or after school activities.

**FAMILY INCOME AND BENEFIT DETAILS**

Please tick  the box that applies to you.

Is your joint family income over £16,190 per year?	Please circle	YES / NO
Do you or your partner receive Working Tax Credit?	Please circle	YES / NO

Please tick  the box indicating which benefit you are in receipt of – tick all that applies.

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Income Support		Income-Based Job Seeker's Allowance	
Child Tax Credit – with an annual income below £16,190 (with no Working Tax Credit)		Income Related Employment and Support Allowance	
The Guaranteed Element of State Pension Credit		Support under Part VI of the Immigration and Asylum Act 1999	
Working Tax Credit run-on		Universal Credit	

**PARENT/GUARDIAN DETAILS**

	Parent/Guardian 1			Parent/Guardian 2		
Last name						
First Name						
Date of Birth	DD	MM	YYYY	DD	MM	YYYY
National Insurance Number*						
National Asylum Support Service (NASS) Number*		/		/		
Daytime Telephone Number						
Mobile Number						
Address						
	Postcode:			Postcode:		

**ABOUT YOUR CHILD/CHILDREN**

Child's Last Name	Child's First Name	Child's Date of Birth		
		DD	MM	YYYY
		DD	MM	YYYY
		DD	MM	YYYY
		DD	MM	YYYY

**Free School Meal Criteria**

Under the current criteria, children who receive or whose parents receive, one or more of the following support payments are eligible to receive FSM, EY and EYPP:

- Universal Credit - provided they have an annual net earned income of no more than £7,400 (FSM and EYPP) or £15,400 (EY), as assessed by earnings from up to three of their most recent assessment periods.
- Income Support.
- Income Based Jobseekers Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999. (NASS)
- The guaranteed element of State Pension Credit.
- **Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HMRC, which does not exceed £16,190.**
- Where a parent is entitled to Working Tax Credit run-on, (the payment someone receives for a further four weeks after stopping qualifying for Working Tax Credit).
- Working Tax Credit and have an annual income, as assessed by HMRC, which does not exceed £16,190 (EY only).

**DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for the purpose of establishing entitlement to pupil premium and to contact other sources, as allowed by law, to verify my initial and continuing entitlement. I also agree to notify Bell Lane Primary School in writing of any change in my family's financial circumstances as set out on this form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name : \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

**Thank you for completing this form and helping to make sure your child's school is as well funded as possible.**

**How the information in this form will be used**

The information you provide in this form will be used by the Local Authority to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school. You should contact the school or Local Authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other council departments to offer benefits and services.

**E-SAFETY AGREEMENT FORM**

The school recognises that the use of the internet will enhance and enrich the curriculum and make learning more attractive for our pupils. These steps include using an educationally filtered service, restricted access email (LGFL), employing appropriate teaching practice and teaching e-safety skills to pupils.

As the parent or legal guardian of the above pupil, I understand that, as part of the National Curriculum, my child will have access to use the Internet, the managed learning environment, school email and other ICT facilities at school.

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 takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

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

**I know that my child has signed an Early Years / Key Stage 1 Internet Stay SAFE agreement form (if applicable).**

**I understand that my child will be given a copy of the '12 rules for responsible ICT use' when they reach Year 3 (or above) and will be asked to sign a Key Stage 2 e-safety agreement form.**

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 signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SOCIAL MEDIA STATEMENT**

The Internet provides a range of social media tools that allow users to interact with one another, for example on social networking sites such as Facebook, Instagram and Twitter. While recognising the benefits of these media for new opportunities for communication this statement sets out the principles that Saracens Bell Lane parents / carers are expected to follow when using social media.

I am aware that I cannot upload photographs / videos of my child with other children in it onto a social media website.

**Parent / Carer signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

For Early Years -Use these rules to Stay SAFE when using the Internet

# Think before you click

S

I will only use the Internet and email with an adult

A



I will only click on icons and links when I know they are safe

F



I will only send friendly and polite messages

E



If I see something I don't like on a screen, I will always tell an adult

**I know that once I post a message or an item on the internet it becomes permanent and is completely out of my control.** I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow this agreement.

Pupil's / Parent signature:

*For Key Stage 1 pupils*

# Keeping safe

## *Think before you click*

I agree that I will:

1. Always keep my passwords secret.
2. I will only use activities that an adult has agreed to.
3. I will take care of all of our equipment (Chromebooks, iPads, computers etc.).
4. I will ask for help from an adult if I am not sure what to do or if I think I have made a mistake.
5. I will tell an adult if I see something that upsets me on the screen.
6. I will only send messages using kind words.
7. I will show my teacher if I get an unkind message.
8. I will not reply to any unkind messages.
9. I will not share any personal information about myself online.
10. I will not load photographs of myself onto computers.
11. I know that if I break the rules I might not be allowed to use IT equipment at home or school.
12. I understand these rules and will follow them.
13. I know that once I post a message or an item on the internet it becomes permanent and is completely out of my control.

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow this agreement.

### **PUPIL DECLARATION**

I have read the school's '13 rules for responsible ICT use'.

I understand these rules are there to help keep me safe, and my friends and family safe.

**I agree to follow the rules.**

This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way. I understand that the school can check my computer files, and the Internet sites I visit and that if they have concerns about my safety, they may contact my parents / carer.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Keeping safe

## Think before you click

### 12 rules for responsible ICT use

*These rules will keep me safe and help me to be fair to others.*

1. I will only use the school's computers for schoolwork and homework.
2. I will only edit or delete my own files and not look at, or change, other people's files without their permission.
3. I will keep my logins and passwords secret.
4. I will not bring devices / files into school without permission or upload inappropriate material to my workspace.
5. I am aware that some websites and social networks have age restrictions and I should respect this.
6. I will not attempt to visit Internet sites that I know to be banned by the school.
7. I will only e-mail people I know, or a responsible adult has approved.
8. The messages I send, or information I upload, will always be polite and sensible.
9. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
10. I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
11. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
12. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

#### PUPIL DECLARATION

I have read the school's '12 rules for responsible ICT use'.

I understand these rules are there to help keep me safe, and my friends and family safe.

#### **I agree to follow the rules.**

This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way. I understand that the school can check my computer files, and the Internet sites I visit and that if they have concerns about my safety, they may contact my parents / carer.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**COMPETITIONS CONSENT**

Due to new rules on data protection we need to have written consent to enter your child's work into various writing/art/maths competitions run by outside providers via school. The competition forms are collected by school and entered into the competitions. On the forms they will often ask for the full name and age of the child. All other contact is through school.

Please sign if you give your consent for your child to enter competitions run by outside providers.

I consent for the following Information to be included with my child's competition entry:

*Please tick ✓ all boxes*

- My child's full name
- My child's current class at Saracens Bell Lane Primary School
- My child's age

I give consent for my child \_\_\_\_\_(full name of child), to be entered into competitions on behalf of Saracens Bell Lane Primary School.

Signed \_\_\_\_\_ Name \_\_\_\_\_ please circle Mother / Father



**Use of Digital Images - GDPR Consent**

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:**

- For displays and use in school      YES  NO
- For the school website      YES  NO
- For the school ClassDojo app      YES  NO
- For the school Instagram      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/carer \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

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

Please read and sign where appropriate	
<p>In the <b>Foundation Stage</b> 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.</p> <p>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 <b>one</b> member of staff and that there are <b>female</b> and <b>male</b> members of the team. All our staff have relevant Early Years Training and up-to-date CRB checks.</p> <p>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.</p> <p>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.</p>	
<p>I give permission for my child to be changed by a member of staff from the Foundation Stage team (Please sign)</p>	<p>Signed: _____</p>

**Application of sun cream and face paints**

Please read and sign where appropriate	
<p>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 sunscreen and bring it with a label which clearly states your child's name.</p> <p>During celebration events we sometimes provide face paints for the children, which are applied by adults. By ticking to the agreement below, you are consenting to your face paints being applied to your child's skin.</p>	
<p>I give permission for face paints to be applied to my child's skin.</p>	<p>Signed: _____</p>
<p>I give permission for a member of staff to help my child apply their own sun cream</p>	<p>Signed: _____</p>

**Saracens Bell Lane No Aggression Strategy**

Please read and sign where appropriate

**Statement - Saracens Bell Lane 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 pro-active in making a statement – poster competition
- Sanction - an immediate exit and parents to collect a child who is aggressive - 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 school.
- All parents support the school by explaining the policy to their children.

I support the Saracens Bell Lane No Aggression Policy.

I am willing to collect my child from school if they are aggressive at Saracens Bell Lane

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

**Saracens Bell Lane Primary School**All about your child

**This form is designed to help us get to know your child before starting in our Caterpillar / Nursery / Reception Class.** Having this information means we can help your child to settle in smoothly and plan for his / her interests and needs.

**Free milk:** Barnet Council will provide all Nursery and Reception pupils with 1/3 of a pint of whole milk daily at no cost to the family or school. Please indicate if you wish your child to receive this free milk.

Please tick ✓ I wish my child to receive the daily free milk Yes  No

**Tell us about your child:** (Preschool experience, interests, family members)

**What celebrations is your child involved in at home?** Is there anything special in your culture that we could share in the nursery (e.g. places you visit, special people, special objects?)

**Are there any foods your child is not able to eat? Does your child drink milk?**

**Is your child able to use the toilet independently?**

Yes  No

If no, is your child currently being toilet trained?

**Is there anything you would like us to know about your child's development or behaviour?** (talking, hearing, walking, tantrums, shy, sensitive etc)



## Dear Nursery Parents/Carers,

Thank you for applying for a place at Saracens Bell Lane Primary School.

Please check the latest guidance in regard to free childcare:

### 15 & 30 HOURS CHILDCARE

## For eligible working families in England

## Currently available for children aged 2-4 years

- **Up to 15 hours** of early education over **38 weeks** of the year for 2 year olds.
- **Up to 30 hours** of early education over **38 weeks** of the year for 3-4 year olds.
- Can used flexibly with **one or more childcare providers**.
- Some providers will allow you to 'stretch' the hours over 52 weeks, using fewer hours per week

Find out more about similar schemes in [Wales](#) / [Cymru](#)

#### COMING SOON

**From Sept 2024** - Up to 15 hours for eligible working families in England with a child between 9 and 23 months old. **Apply for your code from 12th May.**

**From Sept 2025** - Up to 30 hours for eligible working families in England with a child from 9 months old up to school age.

## Check you're eligible for free childcare if you're working

You must live in England to apply for free childcare. The amount of free childcare you can get depends on:

- your child's age and circumstances
- whether you're working (employed, self-employed, or a director)
- your income (and your partner's income, if you have one)
- your immigration status

If you've already registered, you can [sign in to your childcare account](#).

If you claim certain benefits, you may be eligible for [free education and childcare for 2-year-olds](#) under a separate scheme.

## Your child's age and circumstances

The number of hours per week of free childcare you can get depends on the age of your child. If your child is:

- 2 years old, you can get 15 hours free childcare

- 3 to 4 years old, you can get 30 hours free childcare

From September 2024, you'll be able to get 15 hours free childcare for your child from the age of 9 months if you're working.

You can apply from 12 May.

You will not be eligible if your child does not usually live with you.

If you foster your child, you cannot use the online application to get free childcare. Speak to your social worker and your [local authority](#) if you want to apply.

### **If you're working**

You can usually get free childcare for working parents if you (and your partner, if you have one) are:

- in work
- on sick leave or annual leave
- on shared parental, maternity, paternity or adoption leave

If you're on adoption leave for a child aged 2 to 4 years old, you must return to work within 31 days of the date you first apply for free childcare for that child.

### **If you're not currently working**

You may still be eligible if your partner is working, and you are on carer's leave or if you get any of the following:

- Incapacity Benefit
- Severe Disablement Allowance
- Carer's Allowance
- Limited Capability for Work Benefit
- contribution-based Employment and Support Allowance.

You can apply if you're starting or re-starting work within the next 31 days.

### **Your income**

Over the next 3 months you and your partner (if you have one) must each expect to earn at least:

- £2,380 before tax if you're aged 21 or over (equivalent to £183 per week)
- £1,788 before tax if you're aged 18 to 20 (equivalent to £137 per week)
- £1,331 before tax if you're under 18 or an apprentice (equivalent to £102 per week)

This is the [National Minimum Wage or Living Wage](#) for 16 hours a week on average.

You can use an average of how much you expect to earn over the current tax year if:

- you work throughout the year but do not get paid regularly
- you're self-employed and do not expect to earn enough in the next 3 months

### **Example**

You're eligible if you're 21 or over and do not have a regular income but earn £9,518 a year. This is the same as earning £2,379 every 3 months on average.

**If you're self-employed and started your business less than 12 months ago**

You can earn less and still be eligible for free childcare for working parents.

**If you have more than one job**

You can use your total earnings to work out if you meet the threshold. This includes:

- earnings from any employment
- earnings from any self-employment

If you're both employed and self-employed, you can use just your self-employment income if this would make you eligible.

**Example**

If you expect your average self-employed earnings over the tax year to be more than you'll get over the next 3 months as an employee.

**Income that does not count toward your minimum earnings**

Certain types of income will not count towards the minimum amount you must earn to be eligible.

These include:

- dividends
- interest
- income from investing in property
- pension payments

If you or your partner have an expected '[adjusted net income](#)' over £100,000 in the current tax year, you will not be eligible.

**Your immigration status**

To be eligible for free childcare for working parents, you (and your partner if you have one) must have a National Insurance number.

The person who applies must also have at least one of the following:

- British or Irish citizenship
- [settled or pre-settled status](#), or you have applied and you're waiting for a decision
- permission to access public funds - your UK residence card will tell you if you cannot do this

**Free education and childcare for 2-year-olds if you claim certain benefits**

Your 2-year-old can get free childcare if you live in England and get any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- the guaranteed element of Pension Credit
- Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)



2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

You may have to pay for extra costs such as:

- meals
- nappies
- additional hours
- additional activities, such as trips

Ask your provider what extra costs you will have to pay for.

Contact your childcare provider or [local council](#) to find out more.

**If you're not eligible for free education and childcare for parents getting benefits**

You may be able to get [free childcare if you're working](#) under a separate scheme.

**If you're eligible for both schemes**

You can only get help from either:

- free education and childcare for parents getting benefits
- [free childcare if you're working](#)

If you're eligible for both, you must apply for help through the free education and childcare for parents getting benefits scheme.

**If you're a non-UK citizen who cannot claim benefits**

If your immigration status says you have 'no recourse to public funds', you may still get free childcare for your 2-year-old.

You must live in England and your household income after tax must be no more than:

- £26,500 for families outside of London with one child
- £34,500 for families within London with one child
- £30,600 for families outside of London with two or more children
- £38,600 for families within London with two or more children

You cannot have more than £16,000 in savings or investments.

Contact your childcare provider or check with your [local council](#) if you're unsure if you can get free childcare.

**Nursery Session Options (3 year olds)**

If you think you might be entitled to 30 hours free funding you must check your eligibility online at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If eligible, you will be given a unique code, which must be submitted to us every term.

At Saracens Bell Lane Primary, you can access these hours from 8:30 am till 3:45 pm, during term time (please note that lunch time cannot be included in the free 30 hours and is an additional cost.)

**When to apply**

You can apply from when your child is:

- 1 year and 36 weeks for 15 hours free childcare
- 2 years and 36 weeks for 30 hours free childcare

<b>Your child’s birthday</b>	<b>When they can get their hours from</b>	<b>When to apply</b>
<b>1 September to 31 December</b>	Term starting on or after 1 January	15 October to 30 November
<b>1 January to 31 March</b>	Term starting on or after 1 April	15 January to 28 February
<b>1 April to 31 August</b>	Term starting on or after 1 September	15 June to 31 July

You must apply for a code by the end of the month before a new term starts. For example, if the term starts on 1 September you must apply by 31 August. Providers may ask for a code before this deadline.

Check with your childcare provider to find out the exact date your free childcare starts.

If you are **not** eligible for 30 free hours you can still pay to top up your hours across the school day and week. Please see our fees below for Caterpillar Class additional sessions.

AM Session	Lunch	PM Session
8:45-11:45  (3 hours)	11:45-12:45  <i>(chargeable to all parents as it is not included in free provision. This fee does NOT include a meal)</i>	12:45- 15:45  (3 hours)
<b>£18.69</b>	<b>£6.23</b>	<b>£18.69</b>



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) .

**FOR ANY CHILD STAYING FOR LUNCH, THERE IS A COST OF £6.23 PER DAY WHETHER THEY ARE ENTITLED TO 30 HOURS OF FREE FUNDING OR NOT AND REGARDLESS OF WHETHER THEY EAT A PACKED LUNCH OR A SCHOOL DINNER. School dinners will be paid separately.**

**Please note that all booked sessions will be charged even when your child is not attending.**

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 8:45-11:45 (3 hours)					
Lunch 11:45-12:45 <i>(chargeable to all parents as it is not included in free provision)</i>					
Afternoon Session 12:45-15:45 (3 hours)					

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**For Office Use Only**

Total amount for chargeable sessions.....

### **Nursery Session Options (2 year olds)**

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

If you think you might be entitled to 15 hours free funding you must check your eligibility online at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If eligible, you will be given a unique code, which must be submitted to us every term.

At Saracens Bell Lane Primary, you can access these hours from 12:45 until 3:45 pm, during term time.

If your child is 2 years old, you may be able to get 15 hours free childcare per week for 38 weeks of the year (during school term time).

From September 2024, you'll be able to get 15 hours free childcare for your child from the age of 9 months if you're working. You can apply from 12 May.

If your child is 3 to 4 years old, you may be able to get 30 hours free childcare per week for 38 weeks of the year (during school term time).

You may be able to get free childcare for up to 52 weeks a year by choosing to take fewer hours over more weeks. Check with your childcare provider to find out if this is something they offer.

The childcare:

- must be with an [approved childcare provider](#)
- stops when your child starts in reception class (or reaches compulsory school age, if later)

### **Extra costs**

You may have to pay for extra costs such as:

- meals
- nappies
- additional hours
- additional activities, such as trips.

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 note that morning sessions are **not** available. **Afternoon sessions run from 12:45 to 3:45- charge £ 27.63.**

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

**Any free provision will be deducted from total chargeable sessions. Please note that all booked sessions will be charged even when your child is not attending.**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Afternoon Session 12:45-3:45</b>					

***For Office Use Only***

Total amount for chargeable sessions.....

## Saracens Bell Lane 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
- 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 Saracens Bell Lane 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 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. Saracens Bell Lane 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.

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 the school office on 020 8203 3115 , who will forward your query to our school Data Protection Officer.