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	UPN:	
Interviewed by:	Interview Date:	Admission Date:
Yr Grp:	Registration Class:	Class Teacher:
Additional Notes:		

Lauriston School

Rutland Road, London E9 7JS Telephone: 020 8985 6331 ~ Fax 020 8985 3823 Email:
admin@lauriston.hackney.sch.uk

Admission Form

Lauriston Primary School

ADMISSION FORM

Surname:	First Name:	Middle Names:
Date of Birth:	Gender:	
Address:		
Postcode:	Home Tel No:	

Parental Contact Information (delete as appropriate)

Priority 1 : Mother / Father / Carer	Priority 2: Mother / Father / Carer
Parental responsibility: Yes/No	Parental responsibility: Yes/No
Title:	Title:
Surname:	Surname:
Full Name:	Full Name:
Address: (if different from child)	Address: (if different from child)
Date of Birth:	Date of Birth:
NI No.	NI No.
Home No:	Home No:
Work No:	Work No:
Mobile No:	Mobile No:
Email address:	Email address:

Emergency Contacts (Not Parents)

Priority 3	Priority 4
Relationship to Child:	Relationship to Child:
Title:	Title:
Surname:	Surname:
First Name:	First Name:
Home No:	Home No:
Mobile No:	Mobile No:

School History

Previous School & Address:	
Any Exclusions?	
Reason for leaving previous school	

Medical Information

Medical Practice & Address:		
Telephone Number:		
Special Dietary Needs:	Vegetarian (no fish) Halal meat only No requirements	Pescatarian (no meat, eats fish) No Beef
Medical conditions/ Food allergies		Does your child take regularly Medication: Yes / No If Yes, complete medication form
NHS number		

*if asthma disclosed- advise referral to school nurse will be made for care plan. If child has allergies, request written evidence from GP

Ethnicity

Ethnicity: (see attached)	Nationality:
Country of Birth:	Home Language:
First Language:	Religion:
Asylum Status:	Traveller Status:
English additional language: Yes / No	Speaks Welsh:

Additional Information

Any special needs? (Hearing, speech, language etc.)

Does your child have any siblings at Lauriston?

Name:	Class:
Name:	Class:
Name:	Class:

Number of children in the family:

Position in the family

1st	2nd	3rd	4th	5th
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Meals (Circle one)

Free	Home	Sandwiches	School Meal	Universal Free School Meal
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*If parent states I-SM advise parents will need to pay until confirmation received from HLT

Mode of Travel to School (Circle one)

Bus	Car	Car share	Car/ Van	Cycle	School Bus	Tube	DLR	Public Bus	Taxi	Train	Walk	Other

Is there any other information you would like to share?

Family Issues (e.g. Court Orders, Adoption, Separation, violence, traumatic experiences)

Declaration

This school is registered under the Data Protection Act 1998 for holding personal data and has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfES.

I, (Print name) declare that the information I have given on this form is true and complete.

Signed: Date:

September - 2016 Collection of Child

If you wish for another adult to collect your child from school, we must have your written consent.

Child's name:

.....

Child's class:

I authorise the people listed below to collect my child from school.

Name	Age (if under 16)	Relationship to child

I do not allow anyone else to collect my child from school.

Parent/Carer's Name:

Parent/Carer's Signature:

Date:

Parental Agreement for Photographs or Videos

The school will always seek additional permission for photographs that will be shared with outside publications that contain the child's name.

I give permission for the school to use photographs of my child or include them in video material to support learning activities within the Federation/Partnership.

I give permission for the school to upload photographs/video that includes my child onto the school's website. These photographs or videos will not identify my child by name.

I give permission for the school to use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose. These photographs or videos will not identify my child by name.

I will not take and then share online, photographs of other children (or staff) at school events without their permission or the permission of the child's parent or carer.

PLEASE TICK IN BOXES TO GIVE PERMISSION

Name of Child: _____

Year/Class: _____

Parent/Carer's name: _____

Signed: _____

Date: _____

For office use only
Admissions Checklist

Acceptable ID for Applications – 2 of the list below
(Please tick which are included with application)+

Child's Passport	Child's Full Birth Certificate	Council Tax Bill	Income Support Child Benefit Letter	Utility Bill (Not Mobile Phone Bill)	Bank Statement

Prior to interview

- Admissions lead to allocate class / Arrange home visit / organise house colour- Learning mentor to allocate
- Admissions lead to call parent/carers to arrange home visit- place in diary
- Lorraine or designated person to school tour and arrange completion of admissions form.
- Lorraine or designated person to take photograph of child. If this is not possible to inform staff members who will be making home visit.
- Daljeet to contact previous school and discuss any attendance, learning, social or learning needs. Also request the school to send UPN number, CTF file and child's folder. They may request our DfE number: 2042376
- Arrange PE T-shirt & Book Bag
- Issue parent mail log in details

Discussed at the interview with a member of the Senior Leadership Team.

- Tour of school and introduction to class and teacher after interview
- School ethos/timings of the day
- Behaviour policy- house colour- learning mentor
- Expectations
- Organisers
- Class timetable
- Non uniform but change of clothes for PE
- Timings of the day and collections points
- Appointment procedures
- Add pupil on New Admission List
- Discuss clubs- refer to Millie
- book home visit and email Jenni of details – place in diary

Completed by Administration Staff after the interview:

- Admission form and medical consent forms completed and attached to SIMs records
- Scan copy of admission and medical consent form and save in: teacher/admissions/relevant year group and child's full name. where received, scan in part 2 of forms- unless CP information
- Previous school information & records requested
- Check with HLT regarding FSM if applicable
- Pupil recorded on Sims.net/CTF
- Pupil's personal file created

Completed by Senior Leadership Team member or phase leader

- Email teacher advising of new starter

Class teacher

- Buddies
- Water bottles
- Arrange labels for class books

