

Oughtibridge Primary School
Pupil Admission Form

Child's name	Class
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Permissions

Local Outings/School Visits

There may be times during the school year when classes are taken out of the school boundaries and into the locality. These will be short visits within easy walking distance, for example, the local churches, the immediate countryside, or the park. They may involve crossing main roads, but will not involve the use of public or other transport, except in an emergency. These visits may sometimes be arranged at short notice, dependent on the weather, and there would be insufficient time to apply for your permission.

I give / do not give* permission for my child to be taken out of school on visits within the locality.

Jewellery in School

For health and safety reasons it would be appreciated if you could ensure that children keep the wearing of jewellery in school to an absolute minimum. Watches and small stud earrings are acceptable in school, but no jewellery can be worn in PE or swimming lessons. Please note that only one earring should be worn in each ear. It is the responsibility of the child to remove and safely store their earrings. However, we do realise that this could be difficult for the younger children, and request that they do not wear earrings on PE days. Please note members of staff are not responsible for lost jewellery.

I confirm that I have read the guidelines regarding the wearing of jewellery in school and will ensure my child will comply.

Use of photographs and video

There are a number of occasions when the children will have their photographs and video footage taken during events and activities. Sometimes we like to include these on the school website, in the local press or other publications (e.g. termly colour newsletter) and on social media platforms. We would also like to use your child's image in and around school, in places that might be seen by visitors.

I do / do not* give permission for photographs/video images of my child to be used on the school website, Twitter, Facebook or other publication/s and around the school.

Information sent home via your child

On occasions it is necessary to send correspondence home to you via your child. This could be in the form of letters, reports, dinner money/milk money reminders etc. We use this system to reduce the costs of postage and to ensure safe delivery. We recommend that you check your child's bag on a regular basis for any information. Once the information has been given to your child by school, the school then accepts no responsibility for this being lost between school and home. If you do not wish this system to be used you will be informed by the school that you have correspondence to collect from the school office.

Please delete one of these statements

- **I confirm that I accept responsibility for any correspondence sent home via my child once it has been given to my child by the school**
- **I would like to be informed when there is correspondence to be collected from the school office.**

Your consent will be recorded on your child's school record through their life at Oughtibridge Primary School so you will not be asked for this again. If once returned you would like to amend the details you would need to put this in writing to the school office.

Declaration

The information you have provided will be used for the variety of purposes as described below. Oughtibridge Primary School is committed to protecting your rights and privacy in line with the Data Protection Act 1998 ("DPA") and the General Data Protection Regulation (GDPR). I acknowledge that Oughtibridge Primary School is registered as a data controller under the Data Protection Act 1998 ('DPA') and that data about students, including 'sensitive personal data' under the DPA, and 'special categories of data' under the GDPR ("**Personal Data**"), may be processed by the school for the following purposes: student administration; provision of educational services; record-keeping; photograph to aid staff in identification of your child as a student at the school. The information provided will be used for educational purposes only within the following databases: SIMs; SIMs Agora; Parentmail; CPOMs (Child Protection Online Management); Class DoJo; SeeSaw Information about your child's disability status, ethnicity, sexual orientation or religion is classed as 'sensitive personal data' / 'special categories of data'. It is necessary for monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act 2010. The sensitive information provided will be used for school use only. Information regarding your child will be kept by the school in line with our Retention Policy which can be found on our website along with our GDPR Policy and Privacy Notice. Copies can also be requested via the school office.

Signed _____ Date _____

Print Name _____