



The Edward Richardson Primary School  
 East Road  
 Tetford  
 Horncastle  
 Lincs  
 LN9 6QQ

## NEW PUPIL FORM

### 1. ADDRESS INFORMATION

Date of application	
Address at time of application	
If moving to a new address before commencing school the address to which moving	
Date of intended start	
<p>Please note that the address from which the application is made is the one which will be taken into account when assessing the application. Any new address cannot be considered in assessing the application until contracts have been exchanged or a tenancy agreement signed. The address and whether a sibling is on roll at the school on the day of starting are key considerations in the assigning of places. Should your application be unsuccessful you do have the right to appeal against the decision.</p>	

### 2. STUDENT DETAILS

Legal Surname		Date of Birth			
First Name		Home telephone number(s)			
First name known as (if different)		Mobile			
Middle names		Nationality			
Gender (tick)	Male	Country of Birth			
	Female	Religion			
Home Address (if different from above)			First language		
			Main language spoken at home		
			Other languages spoken at home		
			Does this pupil have a parent currently serving in the UK military?	Yes	No
Postcode			Is this pupil entitled to Free School Meals?	Yes	No
Is this pupil classified as 'Looked After by a Local Authority'?	Yes	No			

### 3. PREVIOUS SCHOOL(S) OR PRESCHOOL(S) ATTENDED

Name of School	
Address	
Telephone Number	
Date of leaving the above school	
Any other school attended in the six months prior to the date of this application	
Address	
Telephone Number	
Date of leaving the above school	
Please continue on a separate sheet if necessary	

### 4. SCHOOL LETTERS

Email address			
Whenever possible we like to send communication by e-mail ONLY. It is quicker, more efficient and more cost effective. If you are happy to receive newsletters in this way and would like to sign up please indicate below.			
I prefer to receive school newsletters by (tick)	Email only	Paper Copy only	Both
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 5. ETHNICITY OF PUPIL (PLEASE TICK ONE)

White: British		Asian or Asian British: Pakistani	
White: Irish		Asian or Asian British: Bangladeshi	
White Traveller of Irish heritage		Asian or Asian British: Other	
White Gypsy / Roma		Black or Black British: Caribbean	
Mixed: White & Black Caribbean		Black or Black British: Other	
Mixed: White & Black African		Chinese	
Mixed: White & Asian		Any other ethnic group	
Mixed: Other		Prefer not to say	
Asian or Asian British: Indian			

### 6. PARENT / GUARDIAN / CARER DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Salutation (Mr		
Date of Birth		
Relationship to this pupil		
Does this person have legal parental responsibility?		
Place of Employment		
Email address (if different from Section 4)		
Daytime Telephone Number		
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/     /	/     /
Mobile Number		
Address (if different from Section 1)		

## 7. SCHOOL MEALS

Will this pupil be having cooked school meals?	Every Day	Some Days	Never
For information on ordering school meals see the school website			
Please note that we are proud holders of the Healthy School Award and hope that all pupils who bring a packed lunch will strive to make sure that it is healthy and balanced			
A piece of fruit is currently provided for pupils in EYFS and Key Stage 1. Older pupils may bring a piece of fruit to eat at break times. All pupils should bring a water bottle to school. It helps if this is filled at home before coming.			
Is your joint family income over £16,190 per year? (This information is required to determine Free School Meal entitlement which will impact upon the school budget regardless of whether meals are taken)	Yes	No	
	If you have responded with 'Yes' please ignore the rest of Section 7 and go on to Section 8	If you have responded with 'No' please complete the rest of Section 7	
If you responded 'No' to the previous question please place an X to indicate if you are in receipt of any of the benefits listed:	Income Support		
	Income-based Jobseekers Allowance		
	Income-related Employment and Support Allowance		
	Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999		
	The guarantee element of State Pension Credit		
	Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190		
	Working Tax Credit run-on		
	Universal Credit.		
Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals			

### 8. TRAVELLING TO SCHOOL

What will be the usual mode of travel to and from school for this pupil? See list of likely possibilities below		
Walk, Cycle, Car/Van, Car Share, (with children from a different household), Public Bus, School Bus, Taxi, etc		
Will this pupil be entitled to free transport to and from school (usually the school bus)	Yes	No
For information on applying for transport see the school website		
<b>TRAFFIC</b> The school has a Travel Plan which involves driving in a clockwise direction around the village when passing the school and respecting a voluntary 20mph speed limit at key times. We ask all members of our community to respect these.		
<b>PARKING</b> As our school has become larger the pressure on the village from parking has also increased. Please park with due care for our neighbours. We have a 'Park and Stride' agreement with the Hamilton Hall and you may use their car park. We regret that Health and Safety prohibits parents from using the school car park to collect and drop off pupils.		

### 9. FIRST RESERVE CONTACT IN CASE OF EMERGENCY (ESSENTIAL)

Name	
Relationship to this pupil	
Home Contact Number	
Work Contact Number	
Mobile Number	

### 10. SECOND RESERVE CONTACT IN CASE OF EMERGENCY (OPTIONAL)

Name	
Relationship to this pupil	
Home Contact Number	
Work Contact Number	
Mobile Number	

### 11. THIRD RESERVE CONTACT IN CASE OF EMERGENCY (OPTIONAL)

Name	
Relationship to this pupil	
Home Contact Number	
Work Contact Number	
Mobile Number	

### 12. COURT ORDERS

Do any court orders apply to this pupil (for example Ward of Court, Legal Rights of Access etc)	Yes	No
Please give an outline – full details should be given in a separate letter		

### 13. SIBLINGS (REQUIRED INFORMATION FOR ALL SIBLINGS UNDER THE AGE OF 18)

Name	Date of Birth	Is this sibling resident at the same address?	School or Preschool currently attended (if any)

### 14. SPECIAL EDUCATIONAL NEEDS AND DISABILITY

We will seek records from any previous setting as soon as a child has arrived at our school. It does, however, help to be aware of all relevant information before the pupil arrives so that we can be fully prepared.		
Does this pupil have any disability? (if so please give details)	Yes	No
Does this pupil have Special Educational Needs?	Yes	No
Does this pupil have a Statement of Special Educational Need?	Yes	No

### 15. MEDICAL INFORMATION

Name of Doctor		
Surgery name and address		
Surgery telephone number		
Do you give permission for the school to call the doctor in an emergency?	Yes	No
Do you give permission for the school to administer first aid in an emergency?	Yes	No
Please provide details of any medical conditions that the school should be aware of, and any emergency action that should be taken. (eg. Asthma, Epilepsy, Allergies to bee stings, nuts or particular medicines etc.)		
Occasionally the pupils have the opportunity to try different foods in class in relation to the curriculum. Are there any foods to which this pupil is allergic or intolerant? (Please list)		
Do you consent to this pupil tasting foods in school as part of their studies?	Yes	No

### 16. USE OF THE INTERNET

The internet is a key part of research in the modern school. We do have to point out, however, that there are sites on the internet which we would not wish your child to see. We have very powerful 'firewall' software installed and monitored by the County Council, which stops access to such sites. Whilst we have had no instances of problems we cannot guarantee this to be the case. Children will NOT be allowed to use the internet as part of their studies unless you indicate accordingly. Please tick ONE box.		
I consent to this pupil using the internet as part of their studies	Yes	No

### 17. THE WEBSITE AND THE PRESS

We have our own website and digital cameras. Occasionally we may put pictures of the pupils onto the website to illustrate the work that they are doing in school. Please note that: **NO** pupil is pictured unless we have consent. Pupils will not normally be pictured individually even if we do have consent to do so. Most pictures will feature at least three pupils—sometimes more. No pupil's names are published with their pictures either on the website or in the newspaper.

I consent to photographs of this pupil taken during school activities being used on the Edward Richardson School website

Yes	No

I consent to photographs of this pupil being used by the local newspapers (unnamed)

Yes	No

### 18. DATA PROTECTION

The information above may be computerised and used for administration purposes. All personal information which is computerised has to be registered and may be used and disclosed only as described in the Data Protection Register. We may, on occasion, be asked to provide information on the electoral roll of our school (eg for ballots and abolition of selective education).

I DO wish my details to be included on the electoral roll

Yes	No

### 19. INDUCTION

The Home School Agreement and E-Safety Policy can both be accessed on our school website. Hard copies can be supplied free of charge on request

I undertake to read through the Home School Agreement with this pupil and ensure that they are aware of their responsibilities.

Yes	No

I undertake to read the provisions of the school e safety policy (pupils) and discuss this with this pupil at an appropriate level.

Yes	No

I undertake to keep school notified in writing of any changes to the above information.

Yes	No

### 20. DECLARATION AND SIGNATURES

#### 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 local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

	Signature	Print Name
Headteacher		
Parent / Guardian		
Parent / Guardian		

### FOR SCHOOL USE ONLY

	Tick
Set up as a user of the school network	
Information added to records	
Allocated to a team	

