OUGHTONLIFE
Learning, inclusion, friendship, enrichment ... for everyone.

OUGHTON PRIMARY AND NURSERY SCHOOL

ADMISSION FORM

The information provided on this form is subject to the Data Protection Act 1998. The information provided is for use by the school and the Local Education Authority. It may also be disclosed to the Governing body and the Friends of Oughton School.

If you do not wish this information to be disclosed to either the Governing body or the Friends of Oughton School, you should notify the school in writing.

Should you wish to obtain a copy of the information held by the school relating to you or your child(ren) at any time, you may do so by writing to the school.

Oughton Primary and Nursery School, Mattocke Road, Hitchin, Herts, SG5 2NZ

Mrs L Clayton Headteacher
Mrs L Colver Deputy Headteacher
Mrs H Channa Office Manager

Telephone: 01462 450716
Email: admin@oughton.herts.sch.uk

Oughton Primary and Nursery School - ADMISSION FORM

Personal Information

Child's Surname	Child's Full Address
First Names	
Name to be called	
Date of Birth	Gender

Parent/Carer Details

Mother's Name	Father's Name
Parental Responsibility Yes / No	Parental Responsibility Yes / No
Are you currently or have you been within the last 5 years, a serving member of the British Armed Forces? Yes / No	Are you currently or have you been within the last 5 years, a serving member of the British Armed Forces? Yes / No
Address (if different from child)	Address (if different from child)
Home Telephone Number	Home Telephone Number
Mobile Telephone Number	Mobile Telephone Number
Email address	Email address
Work Telephone Number	Work Telephone Number

If anybody else has parental responsibility for the child please insert detail's below:-

Carer's Name	Carer's Name
Parental Responsibility Yes / No	Parental Responsibility Yes / No
Address (if different from child)	Address (if different from child)
Home Telephone Number	Home Telephone Number
Mobile Telephone Number	Mobile Telephone Number
Email address	Email address
Work Telephone Number	Work Telephone Number

Emergency/Authorised for Collection Contacts

In the event of illness or injury we MUST be able to contact a named person. Please place all contacts in the order you wish us to contact them. Please let the School Office know if any of these details change.

Contact 1 Name	**Contact 2** Name
Relationship to child	Relationship to child
Home Telephone Number	Home Telephone Number
Mobile Telephone Number	Mobile Telephone Number
Address	Address

Contact 3 Name	**Contact 4** Name
Relationship to child	Relationship to child
Home Telephone Number	Home Telephone Number
Mobile Telephone Number	Mobile Telephone Number
Address	Address

Health Details

Doctor's Name
Address
Telephone Number

Does your child suffer from any allergies? If yes, please give details and provide a care plan from your GP or Consultant.

Does your child suffer from Asthma: Yes / No

If yes, it is the parent/carer's responsibility to provide an in date inhaler to be kept on school premises in accordance with the Medicines in School Policy, that can be found on the school website.

Is your child currently suffering from any Medical Conditions? If yes please list below:

Does your child require medication for the Medical Condition(s) listed above to be administered during the school day? If yes, please refer to the Medicines in School Policy as found on our website and provide a detailed care plan from your GP or Consultant.

If you would like to bring the schools attention to any serious historical medical events (i.e. hole in the heart at birth, operations etc.), please list below:

Does your child have any special needs and / or need any additional support? (If yes please give details):

Are there any other professionals involved with your child? (e.g. Speech Therapists, Social Services) if yes, please give details:

Permission for emergency treatment

If there is an incident within school time and your child is injured, we may need to request emergency medicine and/or advice to help your child.

☐ I give permission for staff at Oughton Primary School to obtain any medical treatment or assistance that may be necessary in the case of an emergency, for my son/daughter.

Ethnic and Cultural Information

a	**White**		**b**	**Mixed**	
	British	❒		White and Black Caribbean	❒
	Irish	❒		White and Black African	❒
	Traveller from Irish heritage	❒		White and Asian	❒
	Gypsy/Roma	❒		Any other mixed background	❒
	Any other White background	❒			
	Italian	❒			
	Turkish	❒			
	Turkish Cypriot	❒			
c	**Asian or Asian British**		**d**	**Black or Black British**	
	Indian	❒		Caribbean	❒
	Pakistani	❒		African	❒
	Bangladeshi	❒		Any other Black background	❒
	Any other Asian background	❒			
e	**Chinese**	❒	**f**	**Any Other Ethnic Group**	❒
g	**I do not wish an ethnic background to be recorded**	❒			
Language spoken at home with parent(s)					
Religion					

How will your child travel to school? *Please tick <u>one box only</u> (if more than one mode of travel is used, tick the box that represents the longest element of the journey by distance)*

Walk	Cycle	Car or van	Taxi	Train	Car share (with child/ren from a different household)	Dedicated school bus	Public service bus	Bus (type not known)	Other

Previous School / Day care / Nursery

Name of establishment	Address
Telephone number	Dates attended _____ to _____

Permission and Consent

School Visits

Every now and again the staff will take children on local walks (field trips) in order to investigate aspects of the local environment/community as part of their topic studies. As a number of such local studies are undertaken during your child's time at Oughton, it is useful and reasonable for you to grant permission for him/her to attend these before their admission. Please sign below to authorise permission. Children are supervised on a 1:6 adult : pupil basis (minimum) for nursery and reception, a 1:10 adult : pupil basis (minimum) for key stage one and a 1:15 adult : pupil basis (minimum) for key stage two children. Such expeditions are purely by walking to destination. Separate letters are written for trips involving 'motorised' trips.

I am willing for my child to be taken on short outings with staff Yes / No

Use of Children's Photographs and Videos

Digital images may be taken during school activities for use, for example, in the school website, projects and displays. We are aware of the need for caution when publishing images on the Internet and will ensure that Hertfordshire LEA guidelines are followed at all times:

- we will not publish individual photos of children, only group images
- we will not identify any child by name
- if we publish children's work, only the child's first name will be used.

I agree for my child to be photographed for use in school displays Yes / No

I agree for my child's photograph to be used in the School Brochure and on the website Yes / No

I agree for my child to be photographed by local newspapers Yes / No

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DECLARATION

I understand, agree and give my consent to the above statements and certify all information to be correct.

Signed: _____ Print Name: _____

Date: _____ Relation to Child: _____

FOR SCHOOL USE ONLY	
Date inputted on SIMS:	Signed: