



ADMISSION FORM 2020

FOR OFFICE USE ONLY				
UPN NO:		Checked by:		
DOA:	CLASS:	BIRTH CERTIFICATE SEEN?	YES	NO

PLEASE COMPLETE ALL SECTIONS IN CLEAR, BLOCK CAPITALS

CHILD'S DETAILS					
SURNAME:		FIRST NAME:			
MIDDLE NAME:		PREFERRED NAME:			
FULL ADDRESS:		HOME PHONE NUMBER:			
POST CODE:					
DATE OF BIRTH (DD/MM/YYYY):		MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>		
SIBLING DETAILS IN WOODSIDE/ WOODSIDE NURSERY					
NAME:		M / F	D.O.B.:		
NAME:		M / F	D.O.B.:		
NAME:		M / F	D.O.B.:		
ETHNIC/CULTURAL INFORMATION					
PUPIL'S COUNTRY OF BIRTH:		FAMILY'S ETHNICITY* ¹ :			
PUPIL'S FIRST LANGUAGE:		FAMILY'S SECOND LANGUAGE:			
RELIGION:		TRAVELLER STATUS:	YES	NO	
NATIONALITY AND PASSPORT DETAILS					
PUPIL'S NATIONALITY 1:					
PASSPORT NUMBER (IF APPLICABLE):					
PUPIL'S NATIONALITY 2:					
PASSPORT NUMBER (IF APPLICABLE):					
MODES OF TRAVEL					
Please circle one option, from the options below, how you travel to school:					
CAR/VAN	BUS	TRAIN	CYCLE	WALK	OTHER

*¹ ETHNICITY TABLE BELOW IS FOR EXAMPLE ONLY.

White British	Any other ethnic group	Greek/Greek Cypriot
White Irish	Any other Black African	Gypsy
White and Black African	Any other Gypsy/Roma	Gypsy/Roma
White and Asian	Bangladeshi	Indian
White and Black Caribbean	Black - Ghanaian	Kosovan
White Eastern European	Black - Nigerian	Pakistani
White Other	Black - Somali	Refused
White Western European	Black Caribbean	Roma
Any other mixed background	Bosnian - Herzegovinian	Serbian
Any other Asian background	Chinese	Traveller of Irish heritage
Any other Black background	Croatian	Turkish/Turkish Cypriot



PARENT/CARER DETAILS

PARENT 1 Mr / Mrs / Miss / Other:		RELATIONSHIP TO CHILD:	
SURNAME:		FIRST NAME:	
FULL ADDRESS (if different from above):			
POST CODE:		MOBILE NO.:	
EMAIL:			
NATIONAL INSURANCE NUMBER:			D.O.B.:
WORK DETAILS: PROFFESION:		FULL TIME / PART TIME / NIGHTS	
WORK TELEPHONE NO:		LANGUAGES:	
PARENT 2 Mr / Mrs / Miss / Other:		RELATIONSHIP TO CHILD:	
SURNAME:		FIRST NAME:	
FULL ADDRESS (if different from above):			
POST CODE:		MOBILE NO.:	
EMAIL:			
NATIONAL INSURANCE NUMBER:			D.O.B.:
WORK DETAILS: PROFFESION:		FULL TIME / PART TIME / NIGHTS	
WORK TELEPHONE NO:		LANGUAGES:	
WHO HAS PARENTAL RESPONSIBILITY? MUM / DAD / BOTH PARENTS / CARER			

OTHER EMERGENCY CONTACTS (OTHER THAN THE PARENTS)

If the school are unable to contact the child's parents in an emergency, we will contact the **EMERGENCY CONTACTS**. Please complete the list in order of preference. **This person MUST be age 14 or over** Please do not list the parents in this section.

1	Mr / Mrs / Miss / Ms	SURNAME:	FIRST NAME:
RELATIONSHIP TO CHILD:		MOBILE NUMBER:	
2	Mr / Mrs / Miss / Ms	SURNAME:	FIRST NAME:
RELATIONSHIP TO CHILD:		MOBILE NUMBER:	

SECURITY PROCEDURES

When someone new is collecting your child they will be asked for a password. Please write the password you will want them to use below:

PASSWORD:

Please be aware that you will need to inform a member of the office before the end of the day, if someone different to yourself is collecting your child.

Who will normally collect your child from School?



PREVIOUS or CURRENT CHILD CARE/NURSERY/SCHOOL DETAILS (If applicable)

NURSERY/ SCHOOL NAME:

ADDRESS:

TELEPHONE NUMBER:

OUTSIDE AGENCIES/ORGANISATIONS

Are there any other agencies involved with your child? e.g. <ul style="list-style-type: none"> ▪ Social Services ▪ Court Welfare ▪ Other: Please state: 	YES	NO
--	-----	----

If yes, please give brief details:



MEDICAL INFORMATION

FAMILY DOCTOR/GP SURGERY:

FULL ADDRESS (PLEASE INCLUDE POSTCODE):

CHILD'S NHS NUMBER:

Please state any special requirements or any **health problems** (allergies, asthma, etc.)?

Please state any important information about your child e.g. **Speech and Language Therapy, Physio Therapy, Autism, Born Premature, previous medical concerns, etc.**

Does your child require any other forms of **medication** e.g. creams etc.? If yes, please state:



The parent/guardian will be required to complete a medical consent form before the school can administer any prescribed medication/ cream

SCHOOL MEAL ARRANGEMENT

Dietary Requirements – Please circle as appropriate:

No Preferences	Halal	Vegetarian	Other (please state):
----------------	-------	------------	-----------------------

School Meal Arrangement (**RECEPTION – YEAR 6 ONLY**) – please circle as appropriate:

	School Dinners	Packed Lunch
--	----------------	--------------



Data protection act declaration

The information on the application form will be held and processed in accordance with the requirements of the Data Protection **Act 2018**, in accordance with the General Data Protection Regulation (“GDPR”).

I declare that the information provided on this form is true and complete to the best of my knowledge and belief.

Name Parent/ Carer 1:

Signature:

Name Parent/ Carer 2:

Signature:



Change of Clothes Consent Form

From time to time, it may be necessary for us to change your child's clothes should they get wet or dirty during the course of the school day. We will only do this if we feel your child will be more comfortable in a new set of clothing. Therefore we are requesting your authorisation to change your child's clothes when soiled or wet.



E-Safety Agreement Form

What does E-Safety mean?

Using the Internet is now an everyday occurrence for most adults and children. With ever expanding new technologies such as blogs (online diaries), social networking spaces, online chat and mobile phones, children are using technology in a way never seen before.

The increased use of technology at school and home also exposes children to a number of risks and dangers. In its simplest form e-Safety is about ensuring children use new technologies, computers, mobile phones and gaming devices in a way which will keep them safe without limiting their opportunities for creation and innovation.

Why the Internet and digital communications are important

- The Internet is an essential element in 21st century life for education, business, and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

As the parent or legal guardian of the above pupil, I grant permission for my child to have supervised access to use the Internet, LGFL email and other ICT facilities at school.

At Woodside we take e-safety very seriously therefore we use the London wide school filter system (LGFL); however I understand that the school cannot be held responsible for an error from the program. Any error from the service will be robustly investigated by the school.



Home School Agreement

Commitment of the school

As the school we will:

- Provide a safe, secure and happy atmosphere in which to develop the whole child.
- Value and respect your child both as an individual and as a member of the school community.
- Provide a wide range of stimulating, challenging and enjoyable learning experiences which are tailored to suit individual needs.
- Use class work and home learning tasks to develop your child to his/her full potential.
- Share with you information on your child's progress through regular parent/teacher communication, an annual end of year report.
- Address and respond to any concerns that are raised.
- Be open and welcoming at all times and offer opportunities for you to become involved in school life.

Commitment of the family

As a parent/carer I will:

- Ensure that my child attends school daily and arrives on time
- Inform the school if my child is absent by phoning on the first day of absence
- Make sure my child comes to school appropriately dressed in school colours and that all clothing is clearly labelled.
- Encourage and support my child through home learning tasks, reading and discussions about their life at school.
- Make sure that holidays are taken outside school term.
- For security reasons I will report to the school office on all visits.
- Inform the school of circumstances that may affect my child including changes of phone number or address.
- Support the school's behaviour policy to ensure a safe and well-ordered environment.

Commitment of the child

The child will keep to the school and their class ethos by always:

- Listening attentively.
- Trying their best.
- Walking around the school building quietly and sensibly.
- Being kind and considerate to other children around them.

Core Values

Children, Parents and Staff to follow the core values of:

- Determination
- Confidence
- Responsibility
- Respect
- Kindness
- Honesty
- Independence



Permission for Educational Experiences

We are asking for permission to take your child out of school on school educational experiences. Some trips will be local and some will be further afield. We will share our Educational Experiences booklet in September 2020. Parents will be notified before all trips off school site take place.

When you sign this pack you are giving permission for the school to take your child on these educational experiences.

Parent/School Agreement

By signing my name below, I certify that I have read the information contained in this pack. Any questions concerning these policies have been discussed. My signature certifies my understanding of/and agreement with the above. They are listed below for clarification.

- Admissions Form
- Change of Clothes Consent form
- E-Safety Agreement
- Home School Agreement
- Permission for Educational Experiences
- Free School Meals Application

Name of child: _____

Parent's or carer's signature: _____

Name (in block capitals): _____

Date: _____

If you require help completing this form or translated support, please contact the school.



Photograph Consent Form

Occasionally, we take photographs of the children at school. We may use these images for school purposes or in other printed publications that we produce, in displays and on our website.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity; e.g. photographing children at work and them sharing the pictures on the interactive whiteboard in the classroom allowing the children to see their work and make improvements.
- Your child's image being used for presentation purposes around the school; e.g. on school wall displays and PowerPoint presentations to capture images around the school or in the local area as part of a project or lesson.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a document sharing good practice; in our school prospectus or on our school website. In rare events, your child could appear in the media if a newspaper photographer or television film crew attends an event.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this school. Images of your child will not be used after this time. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

To give your consent, please complete the information and return the form to the school.

Please tick the one that apply:

I give permission for my child's image to be taken and used in material for the school; display boards, newsletters, printed and electronic publications for our website and school social media.

I do not give permission for my child's image to be used in any material for the school.



What is the difference between?

1. UNIVERSAL INFANT FREE SCHOOL MEALS
2. FREE SCHOOL MEALS

1. UNIVERSAL INFANT FREE SCHOOL MEALS

All children in Reception, Year 1 and Year 2 in a state-funded school in England are eligible for free school meals no matter your financial situation.

2. FREE SCHOOL MEAL / PUPIL PREMIUM

We are asking **all** parents and carers to use the following link from the Waltham Forest website to apply for additional funding for the school and to let the school know when completed. It will also ensure if eligible, that your child continues to receive a FREE SCHOOL MEAL in Y3, Y4, Y5 and Y6.

The link is:

<https://www.walthamforest.gov.uk/content/free-school-meals>

OR

[https://eclaim.walthamforest.gov.uk/Viewer-](https://eclaim.walthamforest.gov.uk/Viewer-VicForms.asp?user=anon&Form=Waltham%20Forest%20Free%20School%20Meal%20Form%20%282.0%29.wdf)

[VicForms.asp?user=anon&Form=Waltham%20Forest%20Free%20School%20Meal%20Form%20%282.0%29.wdf](https://eclaim.walthamforest.gov.uk/Viewer-VicForms.asp?user=anon&Form=Waltham%20Forest%20Free%20School%20Meal%20Form%20%282.0%29.wdf)

Who can get free school meals?

Your child will be entitled to free school meals if they go to school in Waltham Forest, and you or your partner get one of the following:

- Income Support
- Universal Credit*
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- The Guarantee Credit element of State Pension Credit
- Support from the National Asylum Support Service (NASS)
- Support from the Local Authority Social Services Asylum Team (SSAT)
- Child Tax Credit, provided that you are not entitled to Working Tax Credit (but see below) and your annual income (as

Get stuff done

- Apply for free school meals
- Upload benefits evidence
- Online change in circumstances form
- Apply for Housing Benefit, Council Tax

This is additional funding given to publicly funded schools in England to raise the achievement level of pupils. This means the school will receive an additional **£1300** every year for six years from the Government to support your child's education.

I have used the Waltham Forest link to check if my child is eligible for the additional funding:



Friday Tuition Afternoons

Dear Parents/Carers,

On Friday we finish our school day at **12:45pm** (Forest site) and **1pm** (Bridge site). It provides the school with an opportunity to further develop our enrichment programme and other learning opportunities for all pupils across the year.

Our Friday afternoon enrichment experiences add breadth and depth to our already broad curriculum. As a school we believe these enrichment opportunities have more impact in smaller groups, than the traditional 30 pupils per class.

To ensure we are able to provide these high impact experiences, we will provide approximately 300 places per term. This means that every child will have the opportunity to participate in one term's enrichment opportunities.

If you are a **Working parent cannot provide alternative childcare on a Friday** we will host tuition afternoons that will finish at the usual school times.

- **On the first week of school you will be expected to collect your child at the time below.**
- **The Friday Tuition Afternoons will start on the second week of school for your child. At the end of the session, pupils will be dismissed by their independent learning facilitators at the usual home time:**

Forest Site: Reception, Year 1, 2 and 3: Children will finish at 3:30pm.

Bridge Site: Year 4, 5 and 6: Children will finish at 3:45pm.

.....
I would like to register my child/children for Friday TUTION Afternoons Autumn Term:

Your Child/Children's Name(s)	Tuition (please mark with x)	I will bring proof of work: - Pay Slip - Letter from Work
1)		
2)		
3)		

Parent/Carer Signature: **Date:**



Extended Services Provision



At Woodside we offer a chargeable Breakfast Club and After School Club service for pupils. Both clubs are run by Woodside staff.

- **Breakfast Club** – 7.30am – 8.45am
- **After school club** – 3.30pm – 6pm

If you would like to apply for a place at anyone of the above childcare clubs, please indicate below.

Day of the week	Breakfast Club (please mark with x)	After School club (please mark with x)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please contact the school office if you would like to receive more information regarding our extended services provision.