

St Barnabas' Primary School & Nursery
Pupil Registration Form



A. Registration Details (for school office use only)

Document Details	Type Seen/ Notes
Proof of child's address	
Proof of child's date of birth	
Parent/Guardian: Photographic ID	
Adoption/Guardianship certificate if applicable	
Other relevant documents (eg medical notes/SEN EHCP)	
Year Group at point of entry	
Enrolment Status	
Admission Date	
Former UPN / New UPN	
Nursery Part Time Details (if applicable)	
Admission Number	

B. Pupil's Basic Details (*Please complete clearly in block capitals*)

Legal Forename	
Middle name(s)	
Legal Surname	
Preferred Forename <i>(If different from legal forename)</i>	
Preferred Surname <i>(If different from legal surname)</i>	
Date of Birth	
Gender <i>(Not compulsory to state)</i>	
PUPIL'S HOME ADDRESS	
Postcode	
Names of Parents or Guardians: <i>(please underline surname)</i>	

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PARENTAL RESPONSIBILITY

- *These are the names listed on the pupils' birth certificate.*
- *Please list in the order in which contact should be made by the school.*
- *Text messages and emails will be sent by the school and the first two contacts should check for these regularly.*

Parental Responsibility Contact Number 1	Title (Mr, Mrs, Ms etc)	
	Name	
	Relationship to Pupil	
	Address	
	Email Address	
<i>This will be the 1st method of contact</i>	Mobile telephone number	
	Home telephone number	
	Work telephone number	

Parental Responsibility Contact Number 2	Title (Mr, Mrs, Ms etc)	
	Name	
	Relationship to Pupil	
	Address	
	Email Address	
<i>This will be the 1st method of contact</i>	Mobile telephone number	
	Home telephone number	
	Work telephone number	



OTHER CONTACTS

(People who do not hold parental responsibility but who may be contacted in case of need and who is also able to collect your child from school)

Contact Number 3	Name	
	Relationship to Pupil/Parent	
	Address	
	Email Address	
	Mobile telephone number	
	Home telephone number	
	Work telephone number	

Contact Number 4	Name	
	Relationship to Pupil/Parent	
	Address	
	Email Address	
	Mobile telephone number	
	Home telephone number	
	Work telephone number	

Please notify the school office if you have more contacts that you wish to include on your child's record.

<p>Please provide any further information which the school may need to know concerning contact arrangements, eg. Court Orders. <i>(This information will be treated confidentially.)</i></p>



<p>Dietary Preference <i>(eg. Vegetarian)</i></p>	
<p>Allergies <i>(eg. Nuts)</i></p>	
<p>Type of Lunch</p>	<p><i>Please indicate if you know now whether your child will have a school meal or a packed lunch.</i></p> <p>School Meal / Packed Lunch</p> <p><i>Meal patterns can only be changed with a week's notice by emailing the school office. Payment for school lunches must be made in advance using ParentPay.</i></p>
<p>Free School Meals</p>	<p>Yes / No</p> <p><i>Your child may be eligible for Free School Meals. Please ensure you contact the school office or the Local Authority to check.</i></p>
<p>Name of GP and Medical Practice</p>	
<p>Address and Contact Telephone Number of Medical Practice</p>	
<p>Your child's NHS Number <i>(if known)</i></p>	
<p>Name and address of Dentist</p>	
<p>Medical Conditions <i>(Please provide information concerning any current or past medical conditions and any ongoing treatment, eg. use of asthma pump/inhaler. A medical care plan may need to be written to support your child. A member of staff will be in touch with you about this if necessary).</i></p>	



E. ETHNICITY / CULTURAL INFORMATION

<p>Ethnicity</p> <p>Please circle the relevant code</p>	<p>ABAN Bangladeshi AIND Indian AOTH Any Other Asian Background APKN Pakistani BAFR Black African BCRB Black Caribbean BOTH Any Other Black Background CHNE Chinese MOTH Any Other Mixed Background MWAS Mixed - White and Asian</p>	<p>MWBA Mixed - White and Black African MWBC Mixed - White and Black Caribbean NOBT Information Not Yet Obtained OOTH Any Other Ethnic Group REFU Refused WBRI White British WEEU White Eastern European WIRI White Irish WOTH Any Other White Background WWEU White Western European</p>
<p>Language spoken at home</p>		
<p>Is this your child's first language? If not, please state first language.</p>		
<p>National Identity <i>(eg. British)</i></p>		
<p>Country of Birth <i>(eg. England)</i></p>		
<p>Religion <i>(eg. Christian)</i></p>		
<p>Do you have Asylum or Refugee Status? Please provide relevant details.</p>		
<p>Further information <i>(Please mention anything of relevance which may help the school support your child)</i></p>		

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F. ADDITIONAL INFORMATION

(Please circle or add notes where appropriate)

<p>SERVICE CHILDREN IN EDUCATION <i>(Please state if either parent serves in the Armed Services, eg. Army)</i></p>	<p>Yes No</p>
<p>DOES THE PUPIL HAVE SPECIAL EDUCATIONAL NEEDS (INCLUDING AN EHCP)?</p>	<p>Yes No</p>
<p>TRANSPORT TO SCHOOL <i>(Please state how your child will usually travel to school, eg. walk, bus, train)</i></p>	
<p>IS THE PUPIL IN CARE (CLA)?</p>	<p>Yes No</p>
<p>IS THERE A CHILD IN NEED PLAN (CIN) / CHILD PROTECTION PLAN (CP) IN PLACE?</p>	<p>Yes No</p>
<p>NAME & CONTACT DETAILS OF SOCIAL WORKER / FAMILY SUPPORT</p>	
<p>DISABILITIES <i>(Please state whether you or your child have any disabilities of which the school should be aware, providing details as appropriate)</i></p>	
<p>NAME OF LAST SCHOOL <i>(if applicable)</i> DATE OF LEAVING LAST SCHOOL <i>(date/month/year)</i></p>	
<p>REASON FOR LEAVING LAST SCHOOL</p>	



PARENTAL CONSENT

	CONSENT (& notes if necessary)	
1. I give permission for a member of school staff to take my child to hospital in an emergency.	Yes	No
2. I give permission for my child to be photographed or filmed and for this to be used within the school, on social media (including the school website, Twitter and Instagram) or in external media (including newspapers, publicity leaflets). <i>We do not publish pupils' names with their photographs unless we have parents' express permission.</i>	Yes	No
3. I give permission for my child to go on school visits and trips* arranged by the school. <i>*The school will always contact parents to inform them of any trips and visits arranged throughout the school year. Residential trips have separate consent arrangements.</i>	Yes	No
4. I have read the school Behaviour Policy (on the school website) and support the school in this respect.	Yes	No
5. I have read the school's Privacy Notice (on the policy section of the school website) and understand that I can withdraw my consent for my personal data or my child's personal data at any time.	Yes	No

School Policies are available on the school website and are also available upon request from the school office.

Arrangements can be made to make the policies accessible for all parents, including the translation of policies.

I confirm that all information in this form is correct.

Signed: _____ **(Parent/Carer)**

Name: _____ **(Parent/Carer)**

Date: _____