

# Newlands Girls' School

Farm Road, Maidenhead, Berks. SL6 5JB - Tel: 01628 625068

E-mail: [office@newlandsgirls.co.uk](mailto:office@newlandsgirls.co.uk) Website: [www.newlandsgirlsschool.co.uk](http://www.newlandsgirlsschool.co.uk)

Headteacher: Miss Jo Capon



All information given on this form is regarded as confidential. Please complete **ALL** sections of the form. **If you have any queries please contact: Heli Braver, Headteacher's PA on 01628 625068.**

## Details of pupil

Legal Forename:		Legal Surname:	
Preferred Forename:		Preferred Surname:	
Middle name(s):		Sister currently attending Newlands? YES / NO (Please circle)	
Date of Birth:		If Yes, please print full name of sister below:	
<i>If a different surname appears on the birth certificate, the name on the birth certificate will be used as the Legal Surname for Public Examination purposes.</i>			
Pupil Address:			
Post Code:			

## Details of parent(s)

We are required by law to keep a register of all parents at the school. This includes natural, adoptive parents and carers, all of whom are entitled to vote in elections for the school governors, etc., **even if they do not have custody of the child.** Please put a tick in the column marked 'Parental Responsibility' if appropriate to your circumstances.

**Box A** - When completing details of parents/other adults, please indicate in the Priority Contact box, the numerical order in which the school can contact adults in the case of an emergency. **Box B** – Please provide an additional local emergency contact.

### Box A

Priority Contact	Title	Name	Surname	Address if not as above	Relationship to Child	Contact Details Home/Work/ Mobile/Email
<b>1</b>						Home:
						Work:
						Mobile:

Email: (Please print clearly)

Parental Responsibility for Child? YES  NO

Is this student a Looked After Child? NO  YES  (Please discuss this with the school)

Is there a Private Fostering Arrangement in Place? NO  YES  (Please discuss this with the school)

Priority Contact	Title	Name	Surname	Address if not as above	Relationship to Child	Contact Details Home/Work/ Mobile/Email
<b>2</b>						Home:
						Work:
						Mobile:

Email: (Please print clearly)

Parental Responsibility for Child? YES  NO

If parents are separated and both require communications, please tick this box

Please confirm the two relevant email addresses for this purpose:

- \_\_\_\_\_ (Please print clearly)
- \_\_\_\_\_ (Please print clearly)

**Box B**

Priority Contact	Title	Name	Surname	Address if not as above	Relationship to Child	Contact Details Home/Work/ Mobile/Email
<b>3</b>						Home:
						Work:
						Mobile:

Email: (Please print clearly)

Parental Responsibility for Child?  YES  NO

Priority Contact	Title	Name	Surname	Address if not as above	Relationship to Child	Contact Details Home/Work/ Mobile/Email
<b>4</b>						Home:
						Work:
						Mobile:

Email: (Please print clearly)

Parental Responsibility for Child?  YES  NO

**Free School Meals (FSM)**

If you believe your child is entitled to Free School Meals, please apply online by visiting <https://www.cloudforedu.org.uk/ofsm/rbwm> and completing the short online form.

If you would like us to check to see if your child is eligible for FSM, please provide your Date of Birth and National Insurance number below:

**Parent Full Name:**

**Relationship to child:**

**Parent Date of Birth:**

**National Insurance Number:**

Are you receiving any agency support? For example, Youth Worker, Early Help, CAMHS or Social Care support. <b>Yes/No (please circle)</b>	<b>Name of agency worker: (If applicable)</b>
Is your child a Young Carer? <b>Yes/No (please circle)</b> If so, was this identified by <b>Previous School or Parent/Carer (please circle)</b>	<b>Name of support service: e.g Family Action (If applicable)</b>

The DfE now allocate schools with Pupil Premium funding for children who have been adopted. If you have any questions about this, please contact the Headteacher's PA, Heli Braver, on: 01628 625068. (Please see information sheet in the starter pack).

**If you are in receipt of State Benefits**, the DfE provide schools with Pupil Premium funding which may entitle your child to additional educational support and Free School Meals. (Please see attached Free School Meals information letter in the starter pack).

## **Previous School Information**

We will contact your child's previous school(s) to request academic records.

1. (Junior/Primary School)	Start Date	End Date
2. (Secondary school – if applicable)	Start Date	End Date

## **Pupil Religion/Denomination**

Please select the religion code most appropriate to your child. Please tick **ONE** box only.

Anglican	<input type="checkbox"/>	Church of Ireland	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Roman Catholic	<input type="checkbox"/>
Baptist	<input type="checkbox"/>	Greek Orthodox	<input type="checkbox"/>	Methodist	<input type="checkbox"/>	Russian Orthodox	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	None	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Other	<input type="checkbox"/>	United Reform Church	<input type="checkbox"/>
Church of England	<input type="checkbox"/>	Jehovah's Witness	<input type="checkbox"/>	Presbyterian	<input type="checkbox"/>	Refused	<input type="checkbox"/>

## **Youth Support Service**

For a young person aged 13 years or over, we are required, by law, to pass on pupil information to the Royal Borough of Windsor and Maidenhead Youth Support Service, to enable them to provide appropriate support. We provide the pupil's name, current address, date of birth and any further information relevant to the service.

More details on how your information is used can be found in our Privacy Notice, which is available to view on our website: [download.asp \(newlandsgirlsschool.co.uk\)](http://newlandsgirlsschool.co.uk/download.asp)

## **Service Children only**

**This section should only be completed if a parent is a member of the Armed Forces.**

Parent a member of H.M. Armed Forces? <b>Yes</b> <input type="checkbox"/>	<b>Parent name:</b> (Please print name) .....
Please indicate the name of the regiment if your child is living at the same address as the parent who is currently serving in H.M. Forces.	<b>Name of regiment:</b> .....

## **Ethnicity**

The Local Authority (LA) and schools are now required by the Department for Education (DfE) to gather statistics on the ethnic origin, language and religion of pupils. The purpose of gathering the information is to assist the DfE, LA and schools to make properly informed decisions about education provision and resourcing in order to benefit all pupils. In order to get this information we ask you to complete the questionnaire overleaf. This information will be treated confidentially and is covered by the Data Protection Act and the LA's Code of Practice.

*Our Ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.***

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents/Carers or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

To indicate the **ethnic background** of the pupil, please study the list and **TICK ONLY ONE BOX.**

<b>WHITE</b>	<b>MIXED OR DUAL BACKGROUND</b>	<b>ASIAN OR ASIAN BRITISH</b>	<b>BLACK OR BLACK BRITISH</b>	<b>ANY OTHER ETHNIC GROUP</b>
<input type="checkbox"/> British	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Arab
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Somali	<input type="checkbox"/> Iranian
<input type="checkbox"/> Traveller or Irish Heritage	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Mirpuri Pakistani	<input type="checkbox"/> Other Black African	<input type="checkbox"/> Iraqi
<input type="checkbox"/> Croatian	<input type="checkbox"/> White & Any Other Ethnic Group	<input type="checkbox"/> Other Pakistani	<input type="checkbox"/> Any Other Black Background	<input type="checkbox"/> Latin/South/Central American
<input type="checkbox"/> Greek or Greek Cypriot	<input type="checkbox"/> Other Mixed Background	<input type="checkbox"/> Bangladeshi		<input type="checkbox"/> Japanese
<input type="checkbox"/> Eastern European		<input type="checkbox"/> African Asian		<input type="checkbox"/> Chinese
<input type="checkbox"/> Western European		<input type="checkbox"/> Kashmiri <input type="checkbox"/> Other		<input type="checkbox"/> Kurdish
<input type="checkbox"/> White Other		<input type="checkbox"/> Nepali		<input type="checkbox"/> Polynesian
<input type="checkbox"/> Gypsy or Roma		<input type="checkbox"/> Sri Lankan <input type="checkbox"/> Sinhalese		<input type="checkbox"/> Thai
		<input type="checkbox"/> Sri Lankan/Tamil		<input type="checkbox"/> Kosovan
				<input type="checkbox"/> Turkish/Turkish Cypriot
				<input type="checkbox"/> Any Other Ethnic Group
				<input type="checkbox"/> Refused

**PLEASE TICK IF A PARENT OR THE PUPIL HAS COMPLETED THIS INFORMATION: PARENT/CARER  PUPIL**

## **Biometric Cashless Catering**

At Newlands we run a Biometric cashless payment system for school meals. More information regarding the Biometric system, can be found on our website under the 'About Us' section, then select 'School Information' and then 'Catering Provider - Biometric System'.

On your child's first day we will be taking Biometric finger readings. Your child will then be given a letter to bring home, which will enable you to set up a sQuid account linked to your child's Biometric details. This account is important as it is the only way to top up your child's catering purse and pay for school trips.

## Language Codes

Please tick **ONE** box against the “**First Language**” your child spoke and **ONE** box for the “**Home Language**” spoken today.

“**First Language**” is the language to which a pupil was first exposed to in their early childhood. “**Home Language**” is the language which they continue to use/be exposed to at home or in the community. It is not a question of how well they speak English.

Language spoken as	First	Home	Language spoken as	First	Home	Language spoken as	First	Home
Afrikaans			Gujarati			Portuguese		
Arabic			Hebrew			Punjabi		
Bengali			Hindi			Romanian		
Bengali (Sylheti)			Hungarian			Russian		
British Sign Language			Icelandic			Serbian/Croatian/Bosnian		
Bulgarian			Italian			Shona		
Caribbean Creole English			Japanese			Sinhala		
Caribbean Creole French			Kashmiri			Slovak		
Chinese			Konkani			Somali		
Chinese (Cantonese)			Kurdish			Spanish		
Chinese (Mandarin/Putonghua)			Lithuanian			Swahili		
Czech			Malayalam			Swedish		
Danish			Marathi			Tagalog/Filipino		
Dutch/Flemish			Norwegian			Tamil		
English			Other Language			Telugu		
Esan/Ishan			Panjabi			Thai		
Finnish			Panjabi (Gurmukhi)			Turkish		
French			Panjabi (Mirpuri)			Urdu		
Gaelic (Irish)			Panjabi (Pothwari)			Vietnamese		
Gaelic (Scottish)			Pashto/Pakhto			Welsh/Cymraeg		
German			Persian/Farsi			Yoruba		
Greek			Polish			Refused		

## Photograph and Name Permissions (Please tick **ONE** box only)

1. Full permission       2. Internal Use Only       3. Refused

A explanation of these categories is given below:

1. **Full permission - Photograph and Name permissions** - This is for External and Internal use.
  - School publications, for example *Newlands News*, Main School Prospectus, Sixth Form Prospectus, Curriculum Booklet, Mini School Prospectus and school website. School Trips, where photographs could be taken by a third party. This also includes social media. Please note that for your child to be featured in *Newlands News*, you **MUST** tick this box.
  - School corridor, classroom displays and school presentations to external parties i.e. Open Evening.
2. **Internal use only - Photograph and Name permissions**
  - School corridor, classroom displays and school presentations to external parties i.e. Open Evening only.
3. **Refused**
  - Consent is not given.

## Collection and Recording of Pupils' Disability Data

**Student Forename:**

**Student Surname:**

**Date of Birth:**

Schools are now required by the Department for Education (DfE) to collect pupil disability information. The information you provide will be held confidentially under the Data Protection Act. It will be used to compile statistics on the school careers and experiences of children, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not be published in a way that allows individual children to be identified and the information will not be used for any other purpose. From time to time this information will be passed to the Local Authority and the DfE to contribute to local and national statistics.

***Please indicate whether your child has any long-standing illnesses, health problems or disabilities, which mean that she has substantial difficulties with any of the areas of her life shown below?***

*By long-standing we mean anything that has troubled her over a period of at least 12 months or is likely to affect her in the next 12 months. Please exclude difficulties that you would expect for a child of that age.*

<b><i>Please tick relevant box:</i></b>	<b>Yes</b>	<b>No</b>
Do you consider your child to have any special educational needs or a disability (SEND) ?		
Do they have a physical disability or mobility difficulty?		
Do they have a diagnosis of Autism / Asperger's Syndrome / ADHD / ADD?		
Do they have communication or language difficulties? Either speaking with others or understanding them?		
Do they have hearing impairment?		
Do they have visual impairment?		
Do they have any social, emotional or mental health needs? This could include anxiety or depression?		
Do they have a long standing medical condition? For example, Epilepsy		
Do they have any difficulties with fine or gross motor skills?		
Do they have any difficulty or require support with eating and drinking or care needs such as toileting and dressing?		
Do they have behavioural issues? Are they very active, have a short attention span or behaves unacceptably?		
Do they have any allergies to medication?		
Do they have palliative care needs - life limiting condition or requiring care?		
Are they on the pathway and awaiting assessment for any health or medical condition?		
If you have answered <b>YES</b> to any of the questions above, please provide any relevant information here:		

## Your child's Medical Information (Strictly Confidential)

Student Forename:

Student Surname:

Date of Birth:

Medical Practice:		
Address:		Post Code:
Telephone:		

Please indicate below any medical condition that might affect your child during the school day and the action to be taken by our staff. Any medication will be stored and administered by the Front Office staff. You will need to complete a POM (Prescribed Only Medicine) or OTC (Over The Counter) form. These can be found on our website in the Parents / Useful Information section. Alternatively, a copy can be obtained from Reception.

Medical Condition/s/Allergies	List any medication that is taken at home or to be taken during the school day

Does your child have:	Please tick	Name of medication
Inhaler		
Auto Injector/Epi pen		
Other medication		

If your child has an allergy to any of the following please circle:

Peanut	Milk	Crustacean	Soybean	Fish	Eggs
Celery	Nuts	Sesame Seed	Mustard	Lupin	Molluscs
Gluten	Sulphites	Other please specify:			
<b>Please indicate below if your child has any dietary intolerances not listed above:</b>					

**IF YOUR CHILD REQUIRES AN INHALER OR AUTO INJECTOR, IT IS ESSENTIAL THAT WE KEEP A SPARE IN SCHOOL FOR USE IN EMERGENCIES.** Please bring this into Reception for us to administer as necessary. Please also make a note of the expiry date on any medication and replace as necessary. **YOUR CHILD WILL ALSO NEED TO CARRY THEIR OWN NAMED INHALER/AUTO INJECTOR.** *If your child goes on a school trip they will need two auto injectors and/or an inhaler.*

In the unlikely event of a medical emergency and Parents/Carers being unavailable, we require your permission to act and make decisions as appropriate.

It is the responsibility of Parents/Carers to inform school immediately of any changes to the above medical information.

All information held within the school is confidential and kept in accordance with the Data Protection Act 2018. More details on the Data Protection Act 2018 can be found at: [Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](#). Please see our Privacy Notice and Data Protection Policy [Policies & Agreements - Newlands Girls' School \(newlandsgirlsschool.co.uk\)](#), which can be found on our school website.

Please note that it is your responsibility to inform the school should any information you have provided us with on this form change during your child's education at Newlands Girls' School. Updated information should be made in writing by emailing the school at [office@newlandsgirls.co.uk](mailto:office@newlandsgirls.co.uk)

**Having read the information regarding Data Protection, I confirm that I agree to the terms contained within this Admission Form including consent to Biometric finger readings for cashless catering.**

**Signed:** .....Parent/Carer

**Date:** .....

**Print name:** .....

**Relationship to child:** .....