



Pupil Information:

Date			
First Name(s)			
Surname			
Legal surname (if different from above)			
Known name (if different from above)			
Date of birth			
Address (please insert full postal address)			
Post code			
Home telephone number			
Gender	Male:Female:		
Language spoken at home	First:	Second:	
The first language the mother spoke with the child			
Number of children in family			
Details of any brothers and sisters	First Name(s)	Surname	Date of Birth
Has your child attended a pre-school?	Yes / No :		
Name and Address of current Pre-School/School (if applicable)			
How long has your child attended their current school?			
Names of previous schools before current school?			

Contact Information:

Please insert details of Parents/Guardian(s) living with the child followed by any additional contacts (at least one) in case of emergencies, e.g. sickness whilst at school) **in order of contact ranking priority.**

Title	First Name and Surname	Address	Relationship to Pupil	Daytime Tel Numbers

Medical Information

Name of Doctor	
Address of Surgery	
Telephone Number	
Permission to call Doctor	Yes / No
Permission to administer First Aid	Yes / No

If any of the following apply to your child please tick the first box and give further information in the space provided. If there is insufficient room please continue on a supplementary sheet.

Hearing (e.g. hearing aid worn)	<input type="checkbox"/>	
Sight (e.g. spectacles worn)	<input type="checkbox"/>	
Speech/Language (e.g. stammer)	<input type="checkbox"/>	
Statement of Special Educational Needs / Education Health and Care Plan (EHCP)	<input type="checkbox"/>	
Medication	<input type="checkbox"/>	
Asthma (Inhaler required in school)	<input type="checkbox"/>	
Other (e.g. Eczema)	<input type="checkbox"/>	

Other Agencies – If any of these agencies are working with your child please tick below

Language Support Assistant	<input type="checkbox"/>	School Nurse or Medical Officer	<input type="checkbox"/>
Learning Support Assistant	<input type="checkbox"/>	Educational Psychologist	<input type="checkbox"/>
Education Welfare Officer	<input type="checkbox"/>	Social Services	<input type="checkbox"/>
Advisory Teacher for Hearing Impaired	<input type="checkbox"/>	Communication Therapist	<input type="checkbox"/>
Child Guidance Centre	<input type="checkbox"/>	Advisory Teacher for Visually Impaired	<input type="checkbox"/>
Other (please give details opposite)	<input type="checkbox"/>		<input type="checkbox"/>

Please tick to consent that you give permission for us to contact any other agency working with your child:

Ethnic

The school is required by the DFES to ask about the ethnic group of its pupils. You are not obliged to provide this information, but it is hoped you will feel able to do so;

- any information parents provide will be used solely to compile statistics on the school carers and achievements of children from different ethnic backgrounds, to help ensure that children from all backgrounds have the opportunity to fulfil their potential. The compilation of such statistics is strongly supported by the Commission for Racial Equality;
- these statistics will not allow individual children to be identified, and the information will not be used for any other purpose;
- the school will pass on the information with your child's records to any other school to which your child transfers - to save you having to be asked for it again. From time to time the information will be passed to the LEA and the DfES to contribute to local and national statistics.

What does ethnic group mean?

A person's ethnic group describes how they see themselves. This may be based on many things, including, for example, their skin colour, language, culture, ancestry or family history. **Ethnic group is not the same as nationality.**

Please tick the appropriate box below.

(a) White		(c) Mixed	
❖ British		❖ White and Black Caribbean	
❖ Irish		❖ White and Black African	
❖ Traveller – Irish Heritage		❖ White and Asian	
❖ Gypsy/Roma		❖ Any other mixed background	
❖ Italian			
❖ Portuguese		(d) Black or Black British	
❖ White European		❖ Black Caribbean	
❖ Other White		❖ African	
		❖ Any other Black background	
(b) Asian or Asian British			
❖ Indian			
❖ Pakistani		(e) Chinese	
❖ Bangladeshi			
❖ African Asian			
❖ Other Asian			
		(f) Any other ethnic group	
I do not wish my child's ethnic group to be recorded in any way:			

Nationality:

Religion:

Country of Birth:

Child adopted from care / in care / in foster care? Yes / No

Please provide a copy of adoption certificate and provide details.

Does the child have a parent currently serving in the UK military? Yes / No

Other Relevant Information (e.g. Previous Addresses in last 3 years, Court Orders, Access Rights etc).

- If there is insufficient room please continue on a supplementary sheet.

Payments and Text messages:

Please can each parent provide an e-mail address that you would like to use in order that you are able to make payments online for dinner money or milk payments, trips and events in school or to receive texts from the school via ParentMailX. These details will be used and stored with ParentmailX.

Parent 1 E-mail address:

Parent 2 E-mail address:

Mode Of Travel To School

Mode Of Travel to School: Walk / Car / Bike / Bus / Other _____

Lunch Arrangements

All children in Reception and Key Stage 1 receive Universal Free School Meals. (UFSM)

If you think you are entitled to 'Free School Meals', please collect an 'Application for Pupil Premium and Free School Meals' from the School Office. This is separate from UFSM.

School Dinners / Packed lunch / Go Home

Will your child usually have SCHOOL DINNERS ☐ PACKED LUNCH ☐ GO HOME ☐

Dietary Requirements

Is your child a vegetarian? Yes / No

Any other dietary requirements. E.g. Halal only.

If your child has a food or other allergy, please give full details below:

Please provide medical proof of any allergy.

Does your child require and EpiPen / Jext pen Yes / No

Parental Responsibility

It is important to know who has legal responsibility for your child. All mothers and most fathers have legal rights and responsibilities as a parent – known as Parental Responsibility.

Please see notes below when there is any doubt about parental responsibility.

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he's:

- Married to the child's mother
- Listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)
- Being appointed a Guardian
- Being granted a child arrangement order

PLEASE PRINT FULL NAMES OF THOSE WITH PARENTAL RESPONSIBILITY:

1. 2.

Separated / Divorced Parents: YES / NO

I agree that all the information on this application form is correct and that I am aware that the information will be included on the School Management Information System, Scholarpak, Tapestry, PIXL and ParentmailX and on my child's School Records. (Information included will be held in school until your child leaves the school, and will then be passed onto your child's Secondary School). Please see the School Privacy Notice on the School Website.

Parent /Guardian Signature Date:

The information given on this form will be processed electronically and is subject to the terms of the Data Protection Act.

Proof of Address

As part of the school admission process, you may be asked to provide proof of address to the school your child has been offered. To ensure that offers of school places are made fairly, Peterborough City Council is committed to following strict address verification procedures. Please ensure that you have the correct documentation required to avoid any unnecessary delay in the child's admission to school.

The offer of a school place is conditional until proof of address has been confirmed by the school. The school will require the following proof before your child is admitted into school:

1. Proof of where you (the parent/carer) live
2. Proof that the child lives with you (the parent/carer)
3. Proof of the child's date of birth

Where there is any doubt about parental responsibility, the school will also ask you to provide proof of parental responsibility.

Proof of where you live

Please provide any two of the following (original copies only):

- A copy of a current tenancy agreement signed by all parties and arranged through a letting/estate agency
- Current private tenancy agreement (not arranged through a letting/estate agency) must be supported with three copies of utility bills.
- A copy of your Council Tax bill for the current year
- A copy of a recent utility bill for your home address, showing usage – Gas, Electricity, Water, Telephone (Not mobile phones)
- A copy of your driving licence
- A copy of your rent book for a current Council tenancy
- A copy of a letter from a Housing Association confirming that you and the child are living at the address
- A copy of your house insurance dated within the last 12 months
- HMRC Tax notification documentation
- Credit Card Statements dated within the last three months
- Bank / Building Society / Statement dated within the last three months
- TV Licence (valid for the current year) with the name and address
- Letter from National Asylum Support Service (NASS) OR UK Border Force (UKBA) confirming placement at the address

Recently moved house?

If you have recently moved house and your present address is different from the address on your application, you must provide the school with a closing council tax bill or closing utility bill for gas, water, or electricity for your previous address to prove that you were living at the address at the time of application. You will also need proof of your new address.

If you do not provide the above proofs, we will assume your child does not live at the address you have provided. Even if you prove that you live at the address yourself, we still need proof that your child lives there as well. Please be aware that irrespective of the proof you provide, the school may ask you to supply further evidence to verify your address or prove a sibling link.

Proof that the child lives with you – (original copies only)

The school will also require proof that the child that has been offered a school place lives with you. Therefore, please provide:

At least two documents to prove that your child lives with you. For example, a letter from your child's Dentist, Hospital, Optician; NHS Medical Card; Child Trust Fund document; Letter from Social Services or Housing Department confirming child's placement at address.

Proof of the child's Date of Birth

- The child's birth certificate / adoption certificate OR
- The child's passport (this must be valid)

Proof of Parental Responsibility (original copies only)

Where there is any doubt about parental responsibility, the school will ask you to provide proof of parental responsibility. In such cases, whatever you choose to provide will be entirely up to you. However, it must indicate that you have parental responsibility.

In law having "Parental Responsibility" (PR) means all the rights, duties, powers, responsibility, and authority that a parent of a child has in relation to the child and his property. For example, having the right to make important decisions about the child's life in areas like medical treatment and education. People other than a child's natural parents can acquire parental responsibility through;

- being granted a child arrangement order
- being appointed a guardian

According to current law, a natural mother always has parental responsibility for her child. A father, however, has this responsibility if he is on the birth certificate for a child born after 1st December 2003 or if he is married to the child's mother or has acquired legal responsibility for the child.

Changes in the Adoption and Children Act 2002 mean that from 30 December 2005, unmarried and same-sex couples that have jointly adopted a child will also have equal rights regarding parental responsibility.

Others can also acquire parental responsibility by holding a Child Arrangement Order, Special Guardianship Order, or the Local Authority via a Care Order. Examples of documents that denotes parental responsibility include::

- The child's Birth Certificate; Marriage Certificate;
- Parental Responsibility Agreement entered into by birth parents.
- Copy of a Court Order giving father parental responsibility
- Child Arrangement Order in respect of the child
- Adoption Order
- Upon taking office as a formally appointed guardian of the child

Please note: It is an offence to give a false address. If we offered your child a school place based on information which then turns out to be false or misleading, we reserve the right to withdraw the offer and your application will be re-considered based on the correct facts. This may apply even if your child has started at the school offered.

Summary of Proofs to bring int School

When you hand in all the documentation to school, please remember to bring with you the following from the list above detailing information about which documents which are acceptable.

1. Proof that your child lives with you
2. Proof of your child's Date of Birth
3. Proof of Parental Responsibility
4. Proof of Address – Two original copies only

ORIGINAL PROOFS REQUIRED ONLY NOT COPIES		DATE AND INITIAL	
Proof Childs Date of Birth <ul style="list-style-type: none"> ➤ The child's birth certificate / adoption certificate OR ➤ The child's passport (this must be valid) 			
Adoption Certificate seen (If Required):			
Proof of Address: 2 of the following <ul style="list-style-type: none"> • A copy of a current tenancy agreement signed by all parties and arranged through a letting/estate agency • Current private tenancy agreement (not arranged through a letting/estate agency) must be supported with three copies of utility bills. • A copy of your Council Tax bill for the current year • A copy of a recent utility bill for your home address, showing usage - Gas, Electricity, Water, Telephone (Not mobile phones) • A copy of your driving licence • A copy of your rent book for a current Council tenancy • A copy of a letter from a Housing Association confirming that you and the child are living at the address • A copy of your house insurance dated within the last 12 months • HMRC Tax notification documentation • Credit Card Statements dated within the last three months • Bank / Building Society / Statement dated within the last three months • TV Licence (valid for the current year) with the name and address • Letter from National Asylum Support Service (NASS) OR UK Border Force (UKBA) confirming placement at the address 		Proof 1	Proof 2
One Proof that the child lives with you: <ul style="list-style-type: none"> • Photocopy of your most recent child benefit or • A photocopy of your family tax credit letter which clearly states your child's name and address If not above two proofs from below: If you do not receive child benefit or family tax credit, a letter from your child's GP, dentist, hospital, optician; NHS Medical Card; child trust fund document; Letter from social services or Housing Department confirming child's placement at address.			
Proof of Parental Responsibility: <ul style="list-style-type: none"> • The child's Birth Certificate; • Marriage Certificate; • Parental Responsibility Agreement entered into by birth parents; • Copy of a Court Order giving father parental responsibility • Child Arrangement Order in respect of the child • Adoption Order • Upon taking office as a formally appointed guardian of the child 			
Date of Admission:			
UPN:			
Date Records Requested from Previous School:			
CTF File: Sent – Received –			