

# ROBERT BLAIR SCHOOL

*'Flying High'*



## Enrolment Form

**PUPIL DETAILS:**

Legal First Name: \_\_\_\_\_

Legal Middle Names: \_\_\_\_\_

Legal Last Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_ None

**MAIN CONTACT DETAILS:**

Name of Parent/Carer \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Full Post code \_\_\_\_\_

**CONTACT NUMBERS:**

Home \_\_\_\_\_

Mobile \_\_\_\_\_

Work \_\_\_\_\_

E-mail \_\_\_\_\_

**Options:**

Authorise to collect

Receive school communications

Name of Parent/Carer \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Full Post code \_\_\_\_\_

**CONTACT NUMBERS:**

Home \_\_\_\_\_

Mobile \_\_\_\_\_

Work \_\_\_\_\_

E-mail \_\_\_\_\_

**Options:**

Authorise to collect

Receive school communications

**Office Use Only-Enrolment**

Date of Enrolment: \_\_\_\_\_

Year Group: \_\_\_\_\_ Nursery:  a.m.  p.m.

UPN: \_\_\_\_\_

**EMERGENCY CONTACTS:**

Name of emergency Contact 1:

\_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Full Post code \_\_\_\_\_

**CONTACT NUMBERS:**

Home \_\_\_\_\_

Mobile \_\_\_\_\_

Work \_\_\_\_\_

E-mail \_\_\_\_\_

**Authorise to collect**

Name of emergency contact 2:

\_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Full Post code \_\_\_\_\_

**CONTACT NUMBERS:**

Home \_\_\_\_\_

Mobile \_\_\_\_\_

Work \_\_\_\_\_

E-mail \_\_\_\_\_

**Authorise to collect**

**SIBLINGS DETAILS:**

Does your child have any brothers or sisters attending **Robert Blair School**? Yes  No

Name and Date of Birth of other siblings attending Robert Blair School:

1) \_\_\_\_\_ Date of Birth \_\_\_\_\_

2) \_\_\_\_\_ Date of Birth \_\_\_\_\_

3) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Does your child have any brothers or sisters attending **any other schools**? Yes  No

Name and Date of Birth of other siblings attending other Schools:

1) \_\_\_\_\_ Date of Birth \_\_\_\_\_ School: \_\_\_\_\_

2) \_\_\_\_\_ Date of Birth \_\_\_\_\_ School: \_\_\_\_\_

3) \_\_\_\_\_ Date of Birth \_\_\_\_\_ School: \_\_\_\_\_

**DIETARY INFORMATION:**

**MEALS** – Please choose your child’s preferred lunch:

School Dinner  Packed lunch from home

Does your child have any specific dietary needs: Yes  No

Vegetarian  Halal  Other  Please specify \_\_\_\_\_

Does your child have any food allergies? YES  NO

Which food/s is your child allergic to? \_\_\_\_\_

**MEDICAL:**

Name of Doctor or Medical Practice \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_ Telephone Number \_\_\_\_\_

**MEDICAL CONDITIONS (eg: eczema, Asthma, allergies)**

Does your child have a diagnosed medical condition?      Yes       No

If you answered yes to the previous question please tell us what medical condition your child has

\_\_\_\_\_

Does your child regularly take any prescribed medication?      Yes       No

If you answered **yes** to the previous question please tell us which prescribed medication your child **regularly** takes

\_\_\_\_\_

Is there any other health or medical information we should be aware of?

\_\_\_\_\_

**SPECIAL EDUCATIONAL NEEDS:**

Does your child have special educational needs?

YES       NO

Does your child have a Statement of an Education, Health and Care Plan?

YES       NO

Do you have contact with any outside agencies, for example, Speech and Language Therapist, social communication team, CSC or CAMHS and etc?

YES       NO       If yes which agencies: \_\_\_\_\_

Are there any other additional support needs or special educational needs you feel your child may have?

\_\_\_\_\_

**ADDITIONAL INFORMATION:**

Do you have Refugee status? YES  NO

Are you Asylum Seekers? YES  NO

Main language spoken at home \_\_\_\_\_

Other languages spoken at home

1) \_\_\_\_\_

2) \_\_\_\_\_

**PREVIOUS SCHOOLS DETAILS:**

Name School/Nursery \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Start date \_\_\_\_\_ Leave date: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**PREVIOUS SCHOOL 2:**

Name School/Nursery \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Start date \_\_\_\_\_ Leave date: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**PARENTS/CARER'S DECLARATIONS:**

I/we declare as the Parent/Carer of the pupil named in this document all details supplied are correct to the best of my knowledge. I/we acknowledge that if any information provided proves to be false or incorrect key information is withheld the school reserves the right to withdraw the school place.

Full Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Full Birth Certificate provided?

Proof of address provided, dated in the last 3 months?

Note: \_\_\_\_\_

Please tick one of the following boxes to identify Ethnic Heritage

<b>LBI CODE</b>	<b>DFES EXTENDED CODE</b>	<b>LBI CODE</b>	<b>DFES EXTENDED CODE</b>
<b>British White</b>	English (WENG)	<b>Black Other</b>	Black European (BEUR)
	Scottish (WSCO)		Black North American (BNAM)
	Welsh (WWEL)		Black Other (BOTB)
	Other White British (WOWB)		Any Other Black Background (BOTH)
<b>Other White</b>	Albanian (WALB)	<b>Chinese</b>	Chinese (CHNE)
	Bosnian-Herzegovinian (WBOS)		Hong Kong Chinese (CHKC)
	Croatian (WCRO)		Malaysian Chinese (CMAL)
	Greek (WGRK)		Singaporean Chinese (CSNG)
	Greek Cypriot (WGRC)		Taiwanese (CTWN)
	Greek / Greek Cypriot (WGRE)		Other Chinese (COCH)
	Gypsy / Roma (WROM)	<b>Mixed Ethnicity</b>	White & Black Caribbean (MWBC)
	Irish (WIRI)		White & Black African (MWBA)
	Kosovan (WKOS)		White & Asian (MWAS)
	Italian (WITA)		Any Other Mixed Background (MOTH)
	Portuguese (WPOR)		White & Pakistani (MWAP)
	Serbian/Yugoslavian (WSER)		White & Indian (MWAI)
	Traveller of Irish heritage (WIRT)		White & any other Asian background (MWAO)
	White Eastern European (WEEU)		White & Chinese (MWCH)
	White European (WEUR)		White & any other background (MWOE)
	White Western European (WWEU)		Asian & Black (MABL)
	Other White (WOTW)		Asian & Chinese (MACH)
	Any Other White Background (WOTH)		Asian & any other background (MAOE)
<b>Turkish (3)</b>	Turkish (WTUK)		Black & Chinese (MBCH)
	Turkish Cypriot (WTUC)		Black & any other background (MBOE)
	Turkish / Turkish Cypriot (WTUR)		Chinese & any other background (MCOE)
<b>Kurdish</b>	Kurdish (OKRD)		Other mixed (MOTM)
<b>Bangladeshi</b>	Bangladeshi (ABAN)	<b>Other Ethnic Group</b>	Afghan (OAFG)
<b>Other Asian</b>	African Asian (AAFR)		Arab Other (OARA)
	Indian (AIND)		Egyptian (OEGY)
	Kashmiri Other (AKAO)		Filipino (OFIL)
	Nepali (ANEP)		Iranian (OIRN)
	Pakistani: Unspecified (APKN)		Iraqi (OIRQ)
	Pakistani: Kashmiri (AKPA)		Japanese (OJPN)
	Pakistani: Mirpuri (AMPK)		Korean (OKOR)
	Pakistani: Other (AOPK)		Libyan (OLIB)
	Sinhalese (ASNL)		Latin/South/Central America (OLAM)
	Sri Lankan Tamil (ASLT)		Lebanese (OLEB)
	Other Asian (AOTA)		Malay (OMAL)
	Any Other Asian Background (AOTH)		Moroccan (OMRC)
<b>Black Caribbean</b>	Black Caribbean (BCRB)		Polynesian (OPOL)
<b>Black African Somali</b>	Somali (BSOM)		Thai (OTHAI)
<b>Other Black African</b>	Angolan (BANN)		Vietnamese (OVIE)
	Congolese (BCON)		Yemini (OYEM)
	Ghanaian (BGHA)		Other Ethnic Group (OOEG)
	Nigerian (BNGN)		Any Other Ethnic Group (OOTH)
	Sierra Leonian (BSLN)	<b>Unknown</b>	Refused to Say (REFU)
	Sudanese (BSUD)		Information Not Obtained (NOBT)
	African: Unspecified (BAFR)		
	Other Black African (BAOF)		



## Parent Copy

### Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The Health and Social Care Act 2012 placed a duty on Local Authorities to promote the health and wellbeing of their population, reduce health inequalities and gave them statutory responsibilities for public health with effect from April 2013. The London Borough of Islington agreed to deliver their public health responsibilities through a shared service known as 'Camden & Islington Public Health' and on occasion they may also commission NHS functions to help deliver their statutory duties. The Local Authority may therefore be obliged to disclose pupil names and addresses they have collated from our school directly to the health services they have commissioned in order that they may in turn contact families directly to seek consensual participation (such as the national height and weight measurement exercise). Where such sharing occurs the Local Authority will take steps to ensure information is shared securely and proportionately.

Local Authorities also have a duty under section 14(1) of the Education Act 1996 for school place planning. However, data relating to children who are not resident in Islington and are attending Islington schools are not readily available to the pupil's resident Local Authority. The London Borough of Islington will therefore share anonymised data relating to pupils living outside of Islington with their respective Local Authority for statutory purposes only, such as school place planning.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact: **Melanie Burrows - School Business Manager.**

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at [http://www.islington.gov.uk/about/council-documents/access\\_to\\_information/dataprotection/Pages/default.aspx](http://www.islington.gov.uk/about/council-documents/access_to_information/dataprotection/Pages/default.aspx) ; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>