



# St John's Church of England School

Executive Headteacher: Mrs R Blake. Head of School: Miss A Donnelly

*'I can do everything through Christ, who gives me strength'*

Philippians 4:13

## PUPIL ADMISSION FORM

### 2025/26

(Please print clearly)

Child's Legal Forename		Middle Name(s)	
Child's Legal Surname		Preferred Surname	
Preferred Forename		Gender (please ✓)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth			
Home Address			
Postcode			
Home Telephone Number			
Name of Previous School (if applicable)			
Details of any siblings currently at St John's	Name	Class	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.

Place them in the order that you wish for them to be contacted in an emergency.

Write clearly to ensure the correct information is entered onto the school system.

	NAME & RELATIONSHIP TO CHILD	ADDRESS	TELEPHONE NUMBERS	EMAIL ADDRESS
1.			Home: Mobile: Work:	
2.			Home: Mobile: Work:	
3.			Home: Mobile: Work:	

**WELFARE/DIETARY INFORMATION****FREE SCHOOL MEALS**

Your child will be able to get free school meals if they are in Reception – Year 6 (Universal Free School Meals)

However, if you are in receipt of benefits or on a low income you may also be entitled to Free School Meal Status. This is different to Universal Free School Meals and if you qualify the school could also benefit from up to £1480 additional funding to support their learning.

Your child might be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

We encourage you to check your eligibility by either contacting Harrow Council using the link below  
[http://www.harrow.gov.uk/info/17/school\\_grants\\_and\\_funding/1737/free\\_school\\_meals](http://www.harrow.gov.uk/info/17/school_grants_and_funding/1737/free_school_meals)

OR

Allowing the School Business Manager to perform an eligibility check on your behalf, provided all the necessary information is available.  
 If you would like us to do it for you please tick here

In order to do this check we will need the following information:

Name of parent \_\_\_\_\_

Parent's date of birth \_\_\_\_\_

Parent's National Insurance Number \_\_\_\_\_ (or NASS Number)

**PLEASE BE ASSURED THAT ANY INFORMATION YOU PROVIDE IN THIS SECTION WILL ONLY BE USED TO ASSESS ENTITLEMENT TO FREE SCHOOL MEALS**

<b>Dietary Needs</b>	Please advise of any food allergies or religious food restrictions	
<b>Medical Practice (inc. name of child's doctor)</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Health Record (please provide as much information as possible, with copies of hospital letters if applicable)</b>		
<b>Is your child normally healthy?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please give details		
<b>Has your child had any operations?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details		

Has your child any medical conditions that might affect school life?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details		
Does your child have any problems with sight, hearing or speech?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details		
Does your child have any allergies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify and indicate treatment required.		
Is your child having any continuous medical treatment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details		
Please advise if there are any other medical conditions we should be aware of		

SPECIAL EDUCATIONAL NEEDS		
Does your child have any special educational needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give as much detail as possible to enable us to support your child's learning. For example, please list any provisions or EHCPs that may already be in place. Also, please give details of any professionals currently working with your child eg. speech and language therapist.		

PUPIL ETHNICITY		
<p>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. <b>Ethnic background is not the same as nationality or country of birth.</b> The DfE recommends that those with parental responsibility decide the ethnic background for primary pupils.</p> <p>Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above.</p> <p>Please also tick whether the form was filled in by a parent or the pupil.</p>		
<b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller from Irish heritage <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Any other White background <input type="checkbox"/> Italian <input type="checkbox"/> Turkish		<b>Mixed</b> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background
<b>Asian or Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladesh <input type="checkbox"/> Any other Asian background <input type="checkbox"/> Chinese		<b>Black or Black British</b> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/> Any Other Ethnic Group
<input type="checkbox"/> I do not wish an ethnic background to be recorded		
This information was provided by:	Parent <input type="checkbox"/>	Pupil <input type="checkbox"/>
<p>(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education (DfE) to contribute to local and national statistics. The information will also be passed on to future schools to save it having to be asked for again).</p>		

**FIRST LANGUAGE**

A first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community. If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.

**Tick one Box only**

<input type="checkbox"/> English <input type="checkbox"/> Afrikaans <input type="checkbox"/> Akan/Twi-Fante <input type="checkbox"/> Albanian/Shqip <input type="checkbox"/> Amharic <input type="checkbox"/> Arabic <input type="checkbox"/> Armenian <input type="checkbox"/> Bengali (Sylheti) <input type="checkbox"/> Bengali (Any other) <input type="checkbox"/> Bosnian <input type="checkbox"/> Bulgarian <input type="checkbox"/> Caribbean Creole English <input type="checkbox"/> Caribbean Creole French <input type="checkbox"/> Chaga <input type="checkbox"/> Chinese (Cantonese) <input type="checkbox"/> Chinese (Hakka) <input type="checkbox"/> Chinese (Mandarin/Putonghua) <input type="checkbox"/> Chinese (Any other) <input type="checkbox"/> Chichewa/Nyanja <input type="checkbox"/> Croatian <input type="checkbox"/> Czech <input type="checkbox"/> Danish <input type="checkbox"/> Dutch/Flemish <input type="checkbox"/> Estonian <input type="checkbox"/> Filipino <input type="checkbox"/> Finnish <input type="checkbox"/> French <input type="checkbox"/> Gaelic/Irish <input type="checkbox"/> German <input type="checkbox"/> Greek (Cyprus) <input type="checkbox"/> Greek (Any other) <input type="checkbox"/> Gujarati <input type="checkbox"/> Hausa <input type="checkbox"/> Hebrew	<input type="checkbox"/> Hindi <input type="checkbox"/> Hungarian <input type="checkbox"/> Igbo <input type="checkbox"/> Icelandic <input type="checkbox"/> Italian (Sicilian) <input type="checkbox"/> Italian (Any other) <input type="checkbox"/> Japanese <input type="checkbox"/> Kannada <input type="checkbox"/> Kashmiri <input type="checkbox"/> Katchi <input type="checkbox"/> Kikuyu/Gikuyu <input type="checkbox"/> Kinyarwanda <input type="checkbox"/> Kirundi <input type="checkbox"/> Konkani <input type="checkbox"/> Korean <input type="checkbox"/> Kurdish <input type="checkbox"/> Latvian <input type="checkbox"/> Lingala <input type="checkbox"/> Lithuanian <input type="checkbox"/> Luo(Kenya/Tanzania) <input type="checkbox"/> Marathi <input type="checkbox"/> Malayalam <input type="checkbox"/> Malay/Indonesian <input type="checkbox"/> Ndebele <input type="checkbox"/> Nepali <input type="checkbox"/> Pahsto/Pakhto <input type="checkbox"/> Pahari(Pakistan) <input type="checkbox"/> Panjabi (Gurmukhi) <input type="checkbox"/> Panjabi (Mirpuri) <input type="checkbox"/> Panjabi (Any other) <input type="checkbox"/> Dari Persian <input type="checkbox"/> Persian/Farsi (Any other) <input type="checkbox"/> Polish <input type="checkbox"/> Portuguese (Brazil)	<input type="checkbox"/> Portuguese (Any other) <input type="checkbox"/> Romanian <input type="checkbox"/> Romany / English <input type="checkbox"/> Russian <input type="checkbox"/> Serbian <input type="checkbox"/> Shona <input type="checkbox"/> Sindhi <input type="checkbox"/> Sinhala <input type="checkbox"/> Slovak <input type="checkbox"/> Slovenian <input type="checkbox"/> Somali <input type="checkbox"/> Sotho / Sesotho <input type="checkbox"/> Spanish <input type="checkbox"/> Sundanese <input type="checkbox"/> Swahili / Kiswahili <input type="checkbox"/> Swedish <input type="checkbox"/> Tagalog <input type="checkbox"/> Tamil <input type="checkbox"/> Telugu <input type="checkbox"/> Thai <input type="checkbox"/> Tigrinya <input type="checkbox"/> Traveller Irish / Shelta <input type="checkbox"/> Turkish <input type="checkbox"/> Ukrainian <input type="checkbox"/> Urdu <input type="checkbox"/> Vietnamese <input type="checkbox"/> Welsh/Cymraeg <input type="checkbox"/> Wolof <input type="checkbox"/> Xhosa <input type="checkbox"/> Yoruba <input type="checkbox"/> Zul British <input type="checkbox"/> Sign Language <input type="checkbox"/> Sign Language (Other)
Do not wish First Language to be recorded (Refused)		<input type="checkbox"/> Other Language not listed

**PUPIL RELIGION – Please indicate**

<input type="checkbox"/> Buddhist <input type="checkbox"/> Catholic Roman <input type="checkbox"/> Christian <input type="checkbox"/> Christian Brethren <input type="checkbox"/> Church of England <input type="checkbox"/> Greek Orthodox	<input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> No religion <input type="checkbox"/> Other religion <input type="checkbox"/> Sikh		
<input type="checkbox"/> I do not wish my child's religion to be recorded			
This information was provided by:		Parent <input type="checkbox"/>	Pupil <input type="checkbox"/>

**ADDITIONAL INFORMATION**

<b>Please confirm if any of the following applies:</b>		
Is either parent currently serving in the armed forces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please confirm if your child is adopted, looked after, fostered or has a Special Guardianship Order?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please confirm if you have refugee status.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## RESPONSIBLE USE OF ICT

As part of your child's curriculum and the development of ICT skills, we provide supervised access to the internet. We believe that the effective use of the internet and email is an essential skill for children as they grow up in the modern world. Please would you sign and return the consent form so that your child may use the internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk at school. Our school internet provider operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the internet. Ultimately it is the responsibility of the parent or guardian for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school will not be liable for any damages arising from your child's use of internet facilities and respects the right of each family to decide whether or not to apply for access.

During the school day, teachers will guide pupils towards appropriate materials and acceptable use of computers.

There is always the potential for negative use of new technologies. You may like to read a document produced by the DfE (The Department for Education). It is available to download on the anti-bullying alliance website [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk). We hope that you find this document useful in raising awareness of cyber bullying. Could you please spend some time at home reading through the document with your son/daughter in order to raise awareness of the realities of cyber bullying. Thank you.

## PUPIL AGREEMENT

I have read and I understand the school rules for responsible ICT use. I will use the computer system and internet in a responsible way and obey these rules at all times.

Signed (child):

Date:

### Parent consent for Internet Access

I have read and understood the school rules for responsible internet use and give my permission for my child to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or contents of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

Signed (parent):

Date:

## DATA PROTECTION/PRIVACY NOTICE

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, St John's Church of England School, are the 'data controller' for the purposes of data protection law.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, language, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services

- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Records Retention Policy sets out how long we keep information about pupils. If you wish to see a copy of our records retention policy, please ask at the School Office.

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary, (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- Schools that the pupil's attend after leaving us
- Our local authority
- Our regulator - Ofsted.
- Health professional advisers and consultants

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact our Data Protection Officer.

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

#### Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

#### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer on 020 8954 3978 or email [office@stjohns.harrow.sch.uk](mailto:office@stjohns.harrow.sch.uk)

Signed \_\_\_\_\_

Date:

The school is registered under the Data Protection Act 1988 for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. All information is handled and transferred under the terms of the UK General Data Protection Regulation 2018.

#### CONSENT TO TAKE PHOTOS OF YOUR CHILD

We really value using photos of the children to be able to showcase what they do in school and show what life at our school is like to others. Sometimes we take photographs of the pupils and use them in the school's weekly newsletter to parents, on the school's website, social media channels, on display boards around school and in promotional material for the school.

We would appreciate you taking the time to give your consent. However, if you're not happy for us to take photos, that's no problem – we will accommodate your preferences.

I give permission for my child's image to be taken and used for the purposes list above.....  
You have the right to withdraw this consent at any time by notifying us in writing.

Yes

No

#### CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

I give permission for my child :

To take part in school trips and other activities that take place within the local community      Yes       No

To be given first aid or urgent medical treatment during any school trip or activity.      Yes       No

**Parent's / Guardian's Signature:**

**Date:**

I understand that I may withdraw my consent at any time by writing to the school.