

STEP 1

Pupil Information & Enrolment Form (PIF)

All information will be treated as confidential to the school – PLEASE PRINT CLEARLY

Legal Surname:	Legal Forename(s):
Middle Name:	Date of Birth: / /
Child's Position in Family: 1 2 3 4 5	Sex: Boy Girl
Address:	
Post Code:	Home Telephone No:

Parent(s) / Legal Guardian(s) with whom the child lives

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Name: _____ Mr Mrs Ms	Name: _____ Mr Mrs Ms
Relationship: Mother Father Guardian	Relationship: Mother Father Guardian
Address:	Address:
Home:	Home:
Mobile:	Mobile:
Work:	Work:
Email:	Email:
Does this individual have parental responsibility? Yes No	Does this individual have parental responsibility? Yes No

In case of illness or accident, please provide additional emergency contact numbers.

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Preferred Number:	Preferred Number:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

Other Contacts in Case Of Emergency

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances:

(including court orders, access and contact)

Signature: (parent/carer):	Date:
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STEP 1

Medical Information

Medical Conditions: Please give details of any conditions your child suffers from. i.e: asthma, hayfever, etc:

Child's Doctor's Name:
Surgery Address:
Telephone Number:

Is your child on any medication? Yes No	Is your child undergoing any medical treatment at present? Yes No
If 'yes' please specify:	If 'yes' please give details:

Does your child have a brother or sister in the school? If so please state

Child's Name:	Class:	Year:
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Child's previous school or playgroup:	Telephone Number:
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Travel to School

Please advise us of the main way your child will regularly travel to school: Bus Walk Car Train

Special Needs

Does your child have any Special Educational Needs: Yes No If 'yes' please state which Special Education Need/s your child has:

Other Information

Ethnicity:	Home Language Spoken:
First Language Spoken:	Religion:
Is English an additional language? Yes No	
If English is an additional language what level do you consider your child to be at: Fluent Average Poor No English Spoken	

Signature

Please sign the form in the spaces indicated using your usual signature.

Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.

Signature of Mother/Guardian:
Signature of Father/Guardian:

For School Use Only

Please sign the form in the spaces indicated using your usual signature.

Birth certificate/passport copied	Parent ID copied	School records requested
New Class:	Start Date:	
Initials:	Date:	

STEP 2

Parental Approvals

Name:	Class:
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Routine Health Checks

I agree to my child undergoing any routine health checks e.g. dental, carried out at school. Understand that I will be notified immediately if any follow up action is felt to be necessary after such a check.

Signed: (parent/carer):

Head Lice

I agree to a member of the school staff checking my child's hair should it be suspected that there may be a possibility of the presence of head lice.

Signed: (parent/carer):

Library Books

I am willing for my child to bring a book home from the school library and public libraries and am prepared to make a contribution towards a replacement book should the one brought home become lost or damaged while in my child's care.

Signed: (parent/carer):

Parent Helpers

We welcome help from parents in school and would be pleased if you could indicate .below if you are available and would like to come in.

I am able to come and help in school:	Regularly	Occasionally						
I would like to help with:	Hearing	Reading	Cooking	Sporting	Activities	Anything	Fund Raising	Organising Events

Signed:	Date:
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Data/Forms:	Authorisation	New Parents
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STEP 3

Consent form for use of images

Occasionally members of staff may use images of children in their classroom or elsewhere in the school. The school will not seek parental consent to use images of children solely on school premises; however, if parents do not wish their child's picture to be taken or shown on school premises, they should put this request in writing to the head teacher

Child's Name:	Child's Class:
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Occasionally, we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences or other external use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school

May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?	Yes	No
May we use your child's image on our website?	Yes	No
Are you happy for your child to appear in the media?	Yes	No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please note that the conditions for use of these photographs are below.

I have read and understood the conditions of use below.

Parent's or Guardian's

Signed:	Date:
Name (capitals):	

Conditions of use

The school will not seek parental consent to use images of children solely on school premises; however, if parents do not wish their child's picture to ever be displayed or shown on school premises, they should put this request in writing to the principal.

Parents will be allowed to take photographs of their own child after a production or class assembly, but this will be for their own use only.

We will not use the personal details or the full names of any child or adult in a photographic image in our school, on video, on our website, in our school prospectus or in any of our other external printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers in school, on video, on our website, in our school prospectus or in other printed publications.

We may include pictures of pupils and teachers that have been drawn by the pupils. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making puppets".

STEP 4

Consent form for off-site activities

If you are happy for your child to take part in activities that take place off school premises and to be given first aid or any necessary medical treatment that may arise during that time, please sign and date the form below.

Please note the following information before signing this form:

The trips and activities this consent covers include:

- All off-site sporting fixtures, whether during or outside of the school day.
- All events where the students have been chosen to represent the school, that take place at other local schools or venues, whether during or outside of the school day.
- Visits to places of interest e.g. post office, library, during normal school office hours which are 8:00am – 3:30pm.
- You will be informed when these are taking place but you will not be expected to complete a permission slip each time. You will however be required to inform us in writing if you do not want your child to participate in a particular activity.

Please note: It will still be necessary to get your consent each time if a trip involves adventurous activities or travel to venues that are further afield.

Consent form for school trips and other off – site activities

Child's Name:	Child's Class:
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PARENT: I give permission for my child to go on sport events/fixture and other visits arranged by Ayesha Community School as above. I acknowledge that I will be informed of such visits and if I wish to withdraw my child from that visit then I must inform the school in writing in advance of the specified visit date with a valid reason.

PARENT/STUDENT: I have read the "Behaviour Expected on Visits" below and agree to follow them. We understand that if these guidelines are not followed then the privilege of going on any further visits may be taken away.

Parent/Carers Name:	Signature:
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Student signature:	Date:
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Behaviour Expected On School Visits

Taking other people's children on excursions is a considerable responsibility. A visit may take many weeks, even months of planning, with much correspondence and involves teachers/organisers in a great deal of work.

We would like the students and the parents to be aware of the work that takes place on their behalf and resolve to minimise difficulties by requesting your cooperation at all times.

During a visit students must obey the following rules:

- Follow instruction given by the visit organisers at all times.
- Follow the activities that have been planned for the party and not to attempt to opt out or do something different.
- Avoid noisy, over-excited or attention seeking behaviour.
- Show consideration and courtesy toward members of the public, officials or other guests.
- NEVER go off alone.

Staff will supervise at all times and students are expected to be on their best behaviour so that no problems occur which would spoil the enjoyment of their visit.

If a student behaves inappropriately on a school visit he/she may jeopardise his/her place on all other school visits.

“There is no question that the teachers are there because they want to help the students succeed... is happy at school, achieving academically and is nurtured in every way, and if my daughter is happy, so am I.”