



# Frogmore Infant School

## All Years

### Admissions Booklet

### 2025 26

Child's Name:

Child's Year Group:

Child's Class:



This information will be treated in the strictest confidence

### **Frogmore Infant School Admission Form**

When completing this form please ensure your answers are accurate. If you need any support completing this form, please contact our office team on 01252 872601.

We will use this information in the following ways:

- To ensure we have all relevant and up to date information regarding your child to enable us to support and safeguard them during their time at Frogmore Infant School
- To allow us to set up systems in school to support your child's learning and progress on our approved platforms
- To support the Department for Education requirements in completing Census and to enable the school to claim any relevant funding

**This information will be treated in the strictest confidence and in line with Hampshire County Council's pupil records retention schedule and General Data Protection Regulations (GDPR) 2018. The school is required by Hampshire County Council and the Department for Education (DfE) to collect ethnic data and monitor the educational progress of pupils from ethnic minority groups for the purpose of ensuring all children achieve. Please ensure you complete all sections below**

**Please notify the school immediately if you change your home address, email address or contact number(s).**



**Child's Details:**

Legal First name \_\_\_\_\_ Middle name(s) \_\_\_\_\_

Legal Surname \_\_\_\_\_ To be known as \_\_\_\_\_

Gender \_\_\_\_\_ Date of birth \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_

Country of birth \_\_\_\_\_ Nationality \_\_\_\_\_

Date of arrival in UK \_\_\_\_\_ Religion \_\_\_\_\_

First Language \_\_\_\_\_ Native Language \_\_\_\_\_

Language(s) spoken at home \_\_\_\_\_

Is English an additional language? Yes No

**Ethnicity (please circle):**

Any other Asian background	*Other Gypsy/Roma	Chinese
Any other Black background	*Gypsy	Pakistani
Any other ethnic group	*Gypsy/Roma	Indian
Any other mixed background	*Roma	Refused
Bangladeshi	*Traveller of Irish heritage	White & Asian
Black – African	White – British	White & Black African
Black Caribbean	White – Irish	White & Black Caribbean
Other: _____		

\*Traveller status, please circle which option relates best to your situation

Gypsy/Roma	Gypsy/Roma	Occupational	Traveller
Housed	Travelling	Traveller	Other

For Census purposes, please advise us on how will your child will travel to school, please circle any options relevant to you?

Walk Car/Van Car Share Taxi Public Bus Train Cycle/Scooter



**Parent/Carer Details:**

**Priority contact 1**

Title\_\_\_\_\_ First name\_\_\_\_\_ Surname\_\_\_\_\_

Relationship to child \_\_\_\_\_ Legal Guardian? Yes No

Date of birth \_\_\_\_\_ National Insurance No. \_\_\_\_\_

First Language \_\_\_\_\_ Home Language \_\_\_\_\_

Home number \_\_\_\_\_ Work number \_\_\_\_\_

Mobile number \_\_\_\_\_

Email address (Please print clearly) \_\_\_\_\_

Home address (If different from child) \_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_

**Parent/Carer Details:**

**Priority contact 2**

Title\_\_\_\_\_ First name\_\_\_\_\_ Surname\_\_\_\_\_

Relationship to child \_\_\_\_\_ Legal Guardian? Yes No

Date of birth \_\_\_\_\_ National Insurance No. \_\_\_\_\_

First Language \_\_\_\_\_ Home Language \_\_\_\_\_

Home number \_\_\_\_\_ Work number \_\_\_\_\_

Mobile number \_\_\_\_\_

Email address (Please print clearly) \_\_\_\_\_

Home address (If different from child) \_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_

Please ensure the telephone number(s) given are where a parent/carers may be contacted at any time during the day, in case of an emergency.



**Emergency Contact:**

**Priority contact**

**3**

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship to child \_\_\_\_\_ Phone number \_\_\_\_\_

Authorised to collect from School? Yes No

**Emergency Contact:**

**Priority contact**

**4**

Title \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship to child \_\_\_\_\_ Phone number \_\_\_\_\_

Authorised to collect from School? Yes No

If you need your child to be collected by someone other than parents/carers or emergency contacts, please contact the school office on the day.

We will require you to share a password with your nominated adults in order for them to confirm their identity when collecting your child. Password \_\_\_\_\_

**Custody and Court Orders:**

Are there any Court Orders applicable to your child Yes No

If yes, please specify (e.g. residence, contact/access, prohibited steps, specific issues) a copy of the order will be required. \_\_\_\_\_

Please indicate which Court made the Order and the date \_\_\_\_\_

Has your child been 'Looked after' by Local Authority Care? Yes No

If yes, please give further details including Local Authority and dates \_\_\_\_\_

If your child has been adopted, please provide a copy of the Adoption Certificate.

Are either parent/carer a member of HM forces? Yes No

If yes, please provide further details \_\_\_\_\_



**Family and School History:**

Number of children in your family \_\_\_\_\_ Position in family \_\_\_\_\_

Does your child have any brothers or sisters currently attending the school Yes No

If yes, please specify names, relationship and ages

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

**Previous and present school attended if any, including nursery school, playgroup or preschool group:**

School/Nursery etc.	Address	Date of admission	Date of last attendance	Reason for leaving

**Special Educational Needs (SEN) or Disability:**

Do you consider your child to have a disability or Special Educational Needs (SEN)? Yes No

If yes, please specify \_\_\_\_\_

Does your child currently have any of the following?

E - Education Health Care Plan E - Education Health Care Plan –Pending K - SEN Support

If yes, please provide the date of the EHC Plan and of the last annual review \_\_\_\_\_

If your child has additional needs please provide details of any outside agencies currently supporting your child:

Occupational Therapy Yes No Name of Therapist \_\_\_\_\_

Speech & Language Therapy Yes No Name of Therapist \_\_\_\_\_

Paediatric Consultant Yes No Name of Consultant \_\_\_\_\_

Other (Please specify) \_\_\_\_\_



**Medical Information:**

Doctors Surgery \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone number \_\_\_\_\_

Does your child have any medical conditions/health concerns? Yes No

Medical condition \_\_\_\_\_

Any symptoms to note \_\_\_\_\_

Any treatment to note \_\_\_\_\_

Does your child take regular medication during the school day? Yes No

If yes, please give details \_\_\_\_\_

Please list any medication to be kept at school for your child, including dosage and frequency

Medication \_\_\_\_\_ Dosage/Frequency \_\_\_\_\_

Medication \_\_\_\_\_ Dosage/Frequency \_\_\_\_\_

Does your child have a health care plan from the doctors that should be followed in a medical emergency?

Yes No

If yes, please provide the school with a copy and we will then work with parents/carers to create a school Health Care Plan.

Is your child allergic to plasters? Yes No

Does your child have any allergies? Yes No

Does this allergy require an epi-pen? Yes No



### Dietary Needs:

Please circle any which apply to your child.

Gluten free

Wheat free

Vegetarian

Pescetarian

Dairy free

Nut allergies

Vegan

No Beef

No Pork

Other (Please specify) \_\_\_\_\_

Does your child have religious dietary restrictions/preferences? Yes No

If yes, please specify \_\_\_\_\_

Does your child have a diagnosed food allergy? Yes No

If yes, please specify \_\_\_\_\_

If your child has a food allergy, we can help register your child for a special diet menu. You will need to provide medical evidence.

**If your child has a medical need which requires medication or special attention, their details will be shared with all staff to ensure they know how to treat your child in case of emergency.**

The school may, if they feel necessary, discuss medical information with the School Nursing Team or other health professionals who are involved in your child's care.





### Parental Consent:

Parental Consent will last throughout your child's time at the school, however you can withdraw your consent at any time by sending an email to [adminoffice@frogmore-inf.hants.sch.uk](mailto:adminoffice@frogmore-inf.hants.sch.uk).

<p><b>Photographs</b> To comply with the General Data Protection regulations (GDPR) 2018, we require your consent to publish this information. Therefore, please could you give your consent to the use of your child's images for the below purposes. If you withdraw consent for use of your child's photos, they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.</p> <p><b>Internal Marketing</b> - This includes:</p> <ul style="list-style-type: none"> <li>• Internal display within the school;</li> <li>• Electronic display screens e.g. in assemblies and for visitors/parents workshops or information meetings</li> <li>• As part of my child's learning records and other children's learning records e.g. when they have worked as a group</li> </ul> <p><b>Student</b> - I am happy for the school photographer to take my child's individual school photo and annual class photo and for the school to provide the photographer with your child's name.</p> <p><b>External Marketing</b> - This includes:</p> <ul style="list-style-type: none"> <li>• In community displays;</li> <li>• In school information leaflets;</li> <li>• On the school website or social media;</li> <li>• In the school and individual class newsletters</li> </ul> <p>We may occasionally use children's forenames alongside their photo but will not use children's surnames without specific prior agreement.</p>	<p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p>
<p><b>Administer First Aid</b> I give consent for my child to receive emergency first aid treatment by a member of staff should the situation arise.</p>	<p>YES / NO</p>
<p><b>Face Painting in School</b> I give consent for my child to take part in face painting activities, which form part of the school curriculum.</p>	<p>YES / NO</p>
<p><b>Food Activities in School</b> I give consent for my child to take part in food activities, which form part of the school curriculum.</p>	<p>YES / NO</p>
<p><b>Internet Access</b> I give consent for my child to use the internet</p>	<p>YES / NO</p>
<p><b>Library Use</b> I give consent for my child to use books from the school library</p>	<p>YES / NO</p>
<p><b>Local Walks/Trips</b> I give consent for my child to leave the school premises for short walks (within 1 mile of the school) in the care of the school staff.</p>	<p>YES / NO</p>
<p><b>PTA Permission</b> I give consent for my child's name and class details to be given to the PTA for events.</p>	<p>YES / NO</p>



## Home School Agreement:

### Our Aims

At Frogmore Infant School staff, parents/carers and governors work together, striving for excellence in all we do. We are proud of our school and our pupils.

We aim that everyone:

- Feels good about themselves
- Experiences success
- Knows how to learn
- Wants to learn
- Works well with others
- Thinks of their own ideas

*We strongly believe that education is a shared partnership between the home and the school. Our Home/School Agreement is the first step towards this.*

We will do our best to:

- Provide a happy, safe and caring environment for your child
- Deliver a broad and balanced curriculum that caters for all children
- Create an atmosphere and structures where the highest standards of work are achieved
- Promote high standards of behavior so we can maintain a safe environment for all children
- Offer your child opportunities to develop a sense of responsibility, form healthy social relationships and build their self-esteem
- Be open and welcoming, offering opportunities for parents/carers to become involved in the daily life of the school
- Offer parents/carers the opportunity to understand the teaching methods used in the school and the aims for the year
- Respond to communications from parents/carers in a timely manner, following school policies
- Encourage good attendance and address any concerns with parents/carers where necessary

Signed: Jill King, Headteacher

Date

20<sup>th</sup> May 2025



### Home School Agreement – Parents Commitment:

I will do my best to:

- Make sure my child attends school regularly, on time (8.40am) and will notify the school if my child will be absent.
- Make sure my child is dressed in the correct uniform and is suitably equipped e.g.
  - Bookbag
  - Suitable coat
  - Water bottle
- Support the school to make sure my child maintains a consistently high standard of behavior
- Encourage my child to try their best so they can reach their full potential
- Communicate to the school and concerns that I have about my child that may affect their behaviour in school or ability to learn
- Ensure that I do not post photos of school events on social media
- Ensure that I am respectful towards the school in the use of social media
- Understand that I should communicate with staff during core school hours, and although there may at times respond outside of these hours, I can't always expect that.
- Make sure that my child completes home learning on time and raise any issues that my child has with their teachers.
- Read and follow the school's policies
- Treat all members of the school community with care and respect
- Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child
- Read all communications sent home by the school and respond where necessary

I understand the importance of the above:

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

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



### **Confidentiality Statement:**

Any information regarding a child or his/her family given either verbally or in writing to a member of the school staff, will be treated as confidential within the school staff team as appropriate.

Parents will have access to their own child's records but not to others. We will ensure that all documentation relating to children is stored securely and is not accessible to any other party.

We will not discuss any child with others unless we have permission from the parents; for example when a medical professional comes to observe the child. We are legally bound to divulge information shared with us by parents/children if there are any safeguarding concerns.

### **DATA PROTECTION**

Schools, Local Authorities and the Department for Education (the government department which deals with education) all hold information on pupils in order to run the educational system, and in doing so have to follow the General Data Protection Regulations (GDPR) 2018. This means among other things that the data held about pupils must only be used for specific purposes allowed by law.

The School holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Authority (LA), to another school to which the pupil is transferring, to the Department for Education (DfE), and to Qualifications and Curriculum Authority (QCA), which is responsible for the National Curriculum and associated assessment arrangements.

Please refer to our Data protection Policy and Privacy notice for more information.

**Please sign below to say you have read and understood the above statements and all the information you have provided in this application is correct, to the best of your knowledge.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

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



This information will be treated in the strictest confidence

**Additional Notes:**



For office use only:

Action the below:

- ☐ Arbor applicant/admitted
- ☐ Scopay dinner & online letter
- ☐ Class Labels
- ☐ House team T-shirt colour  
\_\_\_\_\_
- ☐ FSM eligibility  
\_\_\_\_\_

For office use only:

Receive the following:

- ☐ Proof of ID (Birth Certificate/Passport)
- ☐ Proof of address (2x)
- ☐ UPN – issued/received
- ☐ CTF
- ☐ In year transfer document
- ☐ New starter photo
- ☐ All About Me booklet