



# Nelson Primary School

King Edward's Road, Ladywood, Birmingham B1 2PJ

Tel: 0121 464 2201

Email: [enquiry@nelson.bham.sch.uk](mailto:enquiry@nelson.bham.sch.uk)

[www.nelson.bham.sch.uk](http://www.nelson.bham.sch.uk)

WELCOME TO NELSON PRIMARY SCHOOL,

Dear Parents/Carers

It is necessary to complete the following forms for each child you are wishing to admit to Nelson Primary School.

- ADMISSION FORM
- CONTACT FORM
- MEDICAL FORM
- CHILD HEALTH QUESTIONNAIRE
- PHOTO AND ACTIVITIES CONSENT FORMS
- COLLECTION FORM
- ETHNIC MONITORING FORM
- FREE SCHOOL MEALS FORM (IF YOUR CHILD QUALIFIES)

PLEASE PROVIDE:

- PROOF OF BIRTH
- PROOF OF ADDRESS
- PROOF OF ENTITLEMENT (SCHOOL MEALS)
- VISA RESIDENCE PERMIT (IF BORN OUTSIDE UK)

Show respect and good manners Care for everyone and everything Follow instructions with thought and care

**Headteacher:** Miss Claire Forrest B.Soc.Sci. NPQH.

**Deputy Headteacher:** Miss Louise Barnes BA Honours

**Deputy Headteacher:** Mrs Claire Dawes BA Honours

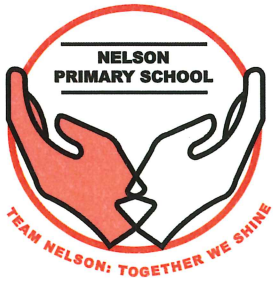


Be Healthy  
Schools' Award



Eco-Schools  
Bronze Award





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

# Nelson Application Form

## Child's Information

First Name \_\_\_\_\_

Middle Names \_\_\_\_\_

Surname \_\_\_\_\_

Known Name \_\_\_\_\_

D.O.B. \_\_\_\_\_

Birth Certificate Number \_\_\_\_\_

Passport Number \_\_\_\_\_

Visa Status \_\_\_\_\_

Sex Male / Female

Home Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### **Siblings (Brothers / Sisters) already enrolled at this school**

1. Name \_\_\_\_\_

D.O.B. \_\_\_\_\_ Male / Female

2. Name \_\_\_\_\_

D.O.B. \_\_\_\_\_ Male / Female

3. Name \_\_\_\_\_

D.O.B. \_\_\_\_\_ Male / Female

**OFFICE USE:** Date started: \_\_\_\_\_

Year Group: \_\_\_\_\_

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

## Parent /Carer Information

Parental Responsibility (Mother / Father / Other)

Mr. / Mrs. / Ms. / Miss. / Dr.

Full Name \_\_\_\_\_

D.O.B. \_\_\_\_\_

Address (if different from the left) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Work Number \_\_\_\_\_

Mr. / Mrs. / Ms. / Miss. / Dr.

Full Name \_\_\_\_\_

D.O.B. \_\_\_\_\_

Address (if different from the left) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Work Number \_\_\_\_\_

**EAL Information**

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

Nationality \_\_\_\_\_

Religion \_\_\_\_\_

Ethnic Origin \_\_\_\_\_

Language spoken at home \_\_\_\_\_

Date arrived in the UK \_\_\_\_\_

How long are you staying in the UK? \_\_\_\_\_

Newly Arrived Yes/No

Name and address of previous school (if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Additional Needs**

Statement / EHCP/ SEN Support

\_\_\_\_\_  
\_\_\_\_\_

Speech and Language Difficulties

\_\_\_\_\_  
\_\_\_\_\_

Behavioural issues

\_\_\_\_\_  
\_\_\_\_\_

**Personality Indicator (tick)**

- Shy
- Extrovert
- Sociable
- Approaches adults
- Difficulty making friends
- Makes friends easily

**Hobbies and Interests**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any other information (Medical form overleaf)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that the information within this Application Form is up to date and accurate, I and accept that it is MY responsibility to inform Nelson Primary School IMMEDIATELY of any changes to this information.

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

Signature: \_\_\_\_\_

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

# NELSON PRIMARY SCHOOL

## CONTACT FORM 2022/23

Please would you fill in the following information for each of your children. If you have more than one child in the school, please complete a Contact Form for **each child**.

It is **VERY** important that this form is filled in so that we know who to contact in an emergency. If you have any difficulty with any part of it, please ask one of the members of staff to help you.

Child's SURNAME \_\_\_\_\_ Class \_\_\_\_\_

Child's FIRST NAME/S \_\_\_\_\_

Date of Birth \_\_\_\_\_

Mother's FULL NAME

Father's FULL NAME

\_\_\_\_\_

\_\_\_\_\_

Address in full \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

## CONTACT NUMBERS

Home Telephone Number: \_\_\_\_\_

Mobile Phone Number: Mum \_\_\_\_\_ Dad \_\_\_\_\_

Work Phone Number: Mum \_\_\_\_\_ Dad \_\_\_\_\_

Any relevant medical information in case of an emergency:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMERGENCY CONTACTS

IF YOU ARE OUT, WE NEED TO HAVE THE NAME, ADDRESS, TELEPHONE NUMBER AND RELATIONSHIP OF ANOTHER ADULT THAT WE CAN CONTACT IN AN EMERGENCY.

1) Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

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

What is the relationship of this contact person to your child (e.g. grandparent / neighbour / friend of the family) \_\_\_\_\_

2) Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

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

What is the relationship of this contact person to your child (e.g. grandparent / neighbour / friend of the family) \_\_\_\_\_

Please make sure that the person you name as an emergency contact knows that you have put their name down.

The completion and return of this form is essential to the smooth running of the school and the safety and comfort of your child. Please make sure that it is completed and returned to your child's class teacher as soon as possible.

If any information changes during the year, please make sure that the school office is given the information.

# NELSON PRIMARY SCHOOL

## Medical Form

Child's name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Class \_\_\_\_\_

Emergency telephone number \_\_\_\_\_

NHS Medical Number \_\_\_\_\_

Doctor's Name \_\_\_\_\_

Doctor's Address \_\_\_\_\_

\_\_\_\_\_

Doctor's Phone Number \_\_\_\_\_

Medical Conditions/Allergies \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medicines to be taken (including dosage) \_\_\_\_\_

\_\_\_\_\_

How to store medicine \_\_\_\_\_

\_\_\_\_\_

Who is to take responsibility?    Child / Adult    (please circle)

Details \_\_\_\_\_

Food requirements (please tick all that apply)

Vegetarian		Halal Meat		Dairy Free		Gluten Free	
Vegan		Beef Free		Egg Free		No Cows' Milk	
Fish Free		Pork Free		Dairy Free but allowed cakes and biscuits			
Other:							

In case of an emergency I agree that a member of Nelson Staff can act in "Loco Parentis" (on behalf of a parent) at a doctor's or hospital until I can be contacted.

Print name \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_ Relationship to child \_\_\_\_\_



## Important

### Child Health Questionnaire to be completed by parents of all children joining the school

As your child is new to this school we would be grateful if you would complete this questionnaire. The aim of the questionnaire is to identify any possible health needs that may affect your child's ability to achieve in school.

Once completed, please return the questionnaire, to the school office. It will be collected and assessed by a member of the School Health Advisory Service. If required, you or your child will be offered a health appointment with a school nurse.

All information recorded on the questionnaire will remain confidential.

<b>Child's name:</b>	<b>Child's date of birth:</b>	<b>School:</b>  Nelson Primary School, Birmingham, B1 2PJ
<b>Parent/Carer's signature:</b>	<b>Parent/Carer's telephone number:</b>	<b>Date completed:</b>

### Are you concerned about any of the following health issues?

Health issue	Any concerns?		Details of health concerns
	Yes	No	
Any medical conditions which may affect child / young person in school such as allergies or asthma.			

Please turn over

Health issue	Any concerns?		Details of health concerns
	Yes	No	
Child / young person's emotional health issues such as anxiety, self-harm, behaviour.			
Child / young person's weight or diet.			
Young person's sexual health or relationships.			
Young person is using drugs or alcohol or smokes.			
<p>Child / young person is <b>NOT</b> up to date with vaccinations.  <a href="#">UK vaccination schedule</a></p> <p>Please check with your family doctor.</p>			
Problems with enuresis (bed wetting).			



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Follow instructions with thought and care  
Care for everyone and everything  
Show respect and good manners

Dear Parents/Carers,

From 25<sup>th</sup> May 2018, a new Data Protection Law is being introduced in the UK, called the General Data Protection Regulation (GDPR). The purpose of GDPR is to provide you with greater control over your child/children's personal information and to ensure it is appropriately protected. Our Privacy Notice Policy which explains how pupil information is used can be found on our school website.

In the past we have asked you to tick a box giving consent to take photographs/videos of pupils, but under new legislation we need to be specific which is why we need you to re-confirm your preferences.

Name of child..... Class.....

- Photo/images on SCHOOL WEBSITE
- Video on SCHOOL WEBSITE
- Photo/images on SOCIAL MEDIA, e.g. TWITTER FEED, INSTAGRAM FEED, FACEBOOK FEED and SCHOOL YOUTUBE PAGE
- Video on SOCIAL MEDIA, e.g. TWITTER FEED, INSTAGRAM FEED, FACEBOOK FEED and SCHOOL YOUTUBE PAGE
- Photo/images on DISPLAYS/NOTICEBOARDS AROUND SCHOOL
- Photo/images on SCHOOL INFORMATION MANAGEMENT SYSTEM
- Photo/images in SCHOOL PROSPECTUS
- Photo/images for ANNUAL SCHOOL CLASS GROUP PHOTOS
- Photo/images for ANNUAL INDIVIDUAL PHOTOS FOR PARENTS
- Video of in-school activities (e.g. PLAY or PERFORMANCE to be shown to other students)
- Photo/images on Year 6 LEAVERS BOOKS
- Photo/images used as evidence of achievement/progress on SCHOOL TRACKER ONLINE (Year 1-6) EARLY EXCELLENCE ASSESSMENT TRACKER
- Photos/images and video used by MEDIA/PRESS at events involving school activities

Please note that if you opt out of any of the above categories this may affect the school recording and documenting the child/children's learning, progress and activities whilst attending Nelson Primary School.

Signed (Parent/Carer)..... Date.....

Print Name.....

**Headteacher:** Miss Claire Forrest **B.Soc.Sci. NPQH.**  
**Deputy Headteacher:** Miss Louise Barnes **BA Honours**  
**Deputy Headteacher:** Mrs Claire Dawes **BA Honours**





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Dear Parents/Carers,

The Children at Nelson Primary School take part in a variety of extracurricular activities. Additionally, they regularly visit Birmingham City Centre for trips and excursions. Pupils often forget to return their consent forms for these activities. Without the consent forms children are unable to take part in these trips and activities.

Please tick the following boxes and sign to confirm which activities you wish for your child to take part in.

I give consent for my child \_\_\_\_\_  
in class \_\_\_\_\_ to take part in the following activities. I understand that the school is not liable for any accidents that can occur.

- Local visits
- Face painting
- Bouncy castle

Signed (Parent/Carer)..... Date.....

Print Name.....

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## IMPORTANT PLEASE RETURN AS SOON AS POSSIBLE

Name of pupil \_\_\_\_\_ Class \_\_\_\_\_

The following people may collect my child from school.

(You **MUST** include yourself). Please provide a memorable password which may be asked for upon collection

\_\_\_\_\_  
(PASSWORD)

Name \_\_\_\_\_ relationship to child \_\_\_\_\_

Name \_\_\_\_\_ relationship to child \_\_\_\_\_

Name \_\_\_\_\_ relationship to child \_\_\_\_\_

Name \_\_\_\_\_ relationship to child \_\_\_\_\_

Name \_\_\_\_\_ relationship to child \_\_\_\_\_

Name \_\_\_\_\_ relationship to child \_\_\_\_\_

If I wish any other person to collect my child I will telephone the school and inform the office.

If I am collecting my child early from school I will inform the office prior to collecting.

Please tick the box if you would like for your child to walk home by themselves

Signature \_\_\_\_\_

Date \_\_\_\_\_

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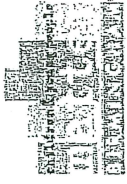


Be Healthy  
Schools' Award



Eco-Schools  
Bronze Award





**ETHNIC MONITORING FORM Page 1**

**Section 1 : Ethnic Origin**

Please tick one box which best describes your son or daughter's ethnic group

<u>White</u>	<u>Mixed Dual Background</u>	<u>Asian or Asian British</u>	<u>Black or Black British</u>	<u>Any Other Ethnic Group</u>
<p><b>White</b></p> <p><b>British</b></p> <p>English <input type="checkbox"/></p> <p>Scottish <input type="checkbox"/></p> <p>Welsh <input type="checkbox"/></p> <p>Other White British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Traveller of Irish Heritage <input type="checkbox"/></p> <p>Cornish <input type="checkbox"/></p> <p>Gypsy/Roma <input type="checkbox"/></p> <p><b>Any other White Background</b></p> <p>Albanian <input type="checkbox"/></p> <p>Bosnian-Herzegovinian <input type="checkbox"/></p> <p>Croatian <input type="checkbox"/></p> <p>Greek <input type="checkbox"/></p> <p>Greek Cypriot <input type="checkbox"/></p> <p>Italian <input type="checkbox"/></p> <p>Kosovan <input type="checkbox"/></p> <p>Portuguese <input type="checkbox"/></p> <p>Serbian <input type="checkbox"/></p> <p>Turkish <input type="checkbox"/></p> <p>Turkish Cypriot <input type="checkbox"/></p> <p>White Eastern European <input type="checkbox"/></p> <p>White Western European <input type="checkbox"/></p> <p>White Other <input type="checkbox"/></p>	<p>White &amp; Black Caribbean <input type="checkbox"/></p> <p>White &amp; Black African <input type="checkbox"/></p> <p><b>White and Asian</b></p> <p>White &amp; Pakistani <input type="checkbox"/></p> <p>White &amp; Indian <input type="checkbox"/></p> <p>White &amp; any other Asian background <input type="checkbox"/></p> <p><b>Any Other Mixed Background</b></p> <p>Asian &amp; any other ethnic group <input type="checkbox"/></p> <p>Asian &amp; Black <input type="checkbox"/></p> <p>Asian &amp; Chinese <input type="checkbox"/></p> <p>Black &amp; any other ethnic group <input type="checkbox"/></p> <p>Black &amp; Chinese <input type="checkbox"/></p> <p>Chinese &amp; any other ethnic group <input type="checkbox"/></p> <p>White &amp; any other ethnic group <input type="checkbox"/></p> <p>White &amp; Chinese <input type="checkbox"/></p> <p>Mixed any other background <input type="checkbox"/></p>	<p>Indian <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p><b>Pakistani</b></p> <p>Mirpuri Pakistani <input type="checkbox"/></p> <p>Other Pakistani <input type="checkbox"/></p> <p>Kashmiri Pakistani <input type="checkbox"/></p> <p><b>Any Other Asian Background</b></p> <p>African Asian <input type="checkbox"/></p> <p>Kashmiri Other <input type="checkbox"/></p> <p>Nepali <input type="checkbox"/></p> <p>Sri Lankan Sinhalese <input type="checkbox"/></p> <p>Sri Lankan Tamil <input type="checkbox"/></p> <p>Sri Lankan Other <input type="checkbox"/></p> <p>Other Asian <input type="checkbox"/></p> <p><b>Chinese</b></p> <p>Hong Kong Chinese <input type="checkbox"/></p> <p>Malaysian Chinese <input type="checkbox"/></p> <p>Singaporean Chinese <input type="checkbox"/></p> <p>Taiwanese <input type="checkbox"/></p> <p>Other Chinese <input type="checkbox"/></p>	<p>Caribbean <input type="checkbox"/></p> <p><b>Black African</b></p> <p>Angolan <input type="checkbox"/></p> <p>Congolese <input type="checkbox"/></p> <p>Ghanaian <input type="checkbox"/></p> <p>Nigerian <input type="checkbox"/></p> <p>Sierra Leonian <input type="checkbox"/></p> <p>Somali <input type="checkbox"/></p> <p>Sudanese <input type="checkbox"/></p> <p>Other Black African <input type="checkbox"/></p> <p><b>Any Other Black Background</b></p> <p>Black European <input type="checkbox"/></p> <p>Black North American <input type="checkbox"/></p> <p>Other Black <input type="checkbox"/></p>	<p>Afghan <input type="checkbox"/></p> <p>Arab <input type="checkbox"/></p> <p>Egyptian <input type="checkbox"/></p> <p>Filipino <input type="checkbox"/></p> <p>Iranian <input type="checkbox"/></p> <p>Iraqi <input type="checkbox"/></p> <p>Japanese <input type="checkbox"/></p> <p>Korean <input type="checkbox"/></p> <p>Kurdish <input type="checkbox"/></p> <p>Latin/South/ Central <input type="checkbox"/></p> <p>Lebanese <input type="checkbox"/></p> <p>Libyan <input type="checkbox"/></p> <p>Malay <input type="checkbox"/></p> <p>Moroccan <input type="checkbox"/></p> <p>Polynesian <input type="checkbox"/></p> <p>Thai <input type="checkbox"/></p> <p>Vietnamese <input type="checkbox"/></p> <p>Yemeni <input type="checkbox"/></p> <p>Any Other Ethnic Group <input type="checkbox"/></p>

I do not want ethnic origin to be recorded



**ETHNIC MONITORING FORM Page 2**

**SECTION 2 : Religious Affiliation**

<input type="checkbox"/>	Buddhist
<input type="checkbox"/>	Christian
<input type="checkbox"/>	Christian - Roman Catholic
<input type="checkbox"/>	Hindu
<input type="checkbox"/>	Jewish

<input type="checkbox"/>	Muslim
<input type="checkbox"/>	No Religion
<input type="checkbox"/>	Sikh
<input type="checkbox"/>	Any other (Please describe)

Refused

**SECTION 3 : First Home Language**

Please indicate the main language used in home or the community. Please note the list below is of most commonly spoken languages in Birmingham and is for guidance only. School can record almost every language on their system. If your language is not listed below, please tick the 'Any other' box and describe it in space provided.

<input type="checkbox"/>	Afrikaans	<input type="checkbox"/>	Danish	<input type="checkbox"/>	Kashmiri	<input type="checkbox"/>	Romanian	<input type="checkbox"/>	Urdu
<input type="checkbox"/>	Albanian/Shqip	<input type="checkbox"/>	Dutch	<input type="checkbox"/>	Korean	<input type="checkbox"/>	Russian	<input type="checkbox"/>	Vietnamese
<input type="checkbox"/>	Arabic (Iraq)	<input type="checkbox"/>	English	<input type="checkbox"/>	Kurdish	<input type="checkbox"/>	Samoaan	<input type="checkbox"/>	Welsh/Cymraeg
<input type="checkbox"/>	Arabic (Yemen)	<input type="checkbox"/>	Farsi/Dari/Persian	<input type="checkbox"/>	Lingala	<input type="checkbox"/>	Serbian	<input type="checkbox"/>	Woloff
<input type="checkbox"/>	Arabic (Other)	<input type="checkbox"/>	Filipino	<input type="checkbox"/>	Malay	<input type="checkbox"/>	Shona	<input type="checkbox"/>	Yoruba
<input type="checkbox"/>	Bengali Sylheti	<input type="checkbox"/>	French	<input type="checkbox"/>	Malayalam	<input type="checkbox"/>	Slovak	<input type="checkbox"/>	Zulu
<input type="checkbox"/>	Bengali (Any Other)	<input type="checkbox"/>	German	<input type="checkbox"/>	Norwegian	<input type="checkbox"/>	Somali	<input type="checkbox"/>	Any other (Please Describe)
<input type="checkbox"/>	Bosnian	<input type="checkbox"/>	Greek	<input type="checkbox"/>	Pahari	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	
<input type="checkbox"/>	British Sign Language	<input type="checkbox"/>	Gujerati	<input type="checkbox"/>	Panjabi (Gurmakhi)	<input type="checkbox"/>	Swedish	<input type="checkbox"/>	
<input type="checkbox"/>	Carib. Creole/Patois	<input type="checkbox"/>	Hindi	<input type="checkbox"/>	Panjabi (Mirpuri)	<input type="checkbox"/>	Tagalog	<input type="checkbox"/>	
<input type="checkbox"/>	Chinese (Cantonese)	<input type="checkbox"/>	Hindko	<input type="checkbox"/>	Panjabi (Pothwari)	<input type="checkbox"/>	Tamil	<input type="checkbox"/>	
<input type="checkbox"/>	Chinese (Hakka)	<input type="checkbox"/>	Hungarian	<input type="checkbox"/>	Panjabi (Any other)	<input type="checkbox"/>	Telugu	<input type="checkbox"/>	
<input type="checkbox"/>	Chinese (Mandarin)	<input type="checkbox"/>	Igbo	<input type="checkbox"/>	Pashto/Pakhto	<input type="checkbox"/>	Thai	<input type="checkbox"/>	
<input type="checkbox"/>	Chinese (Any other)	<input type="checkbox"/>	Italian	<input type="checkbox"/>	Polish	<input type="checkbox"/>	Tigrinya	<input type="checkbox"/>	
<input type="checkbox"/>	Croatian			<input type="checkbox"/>	Portuguese		Turkish	<input type="checkbox"/>	Refused
<input type="checkbox"/>	Czech								

This information is provided by:

Parent  Pupil

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

# MODEL REGISTRATION FORM – FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete this form and return to your child's school by [date].

## ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School

## PARENT/GUARDIAN DETAILS

	Parent/Guardian 1										Parent/Guardian 2									
Last name																				
First Name																				
Date of Birth																				
National Insurance Number*																				
National Asylum Support Service (NASS) Number*			/		/								/		/					
Daytime Telephone Number																				
Mobile Number																				
Address																				
	Postcode:										Postcode:									

\* Complete as appropriate

## FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes

No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you<sup>1</sup> are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

## DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: .....

Date:.....

---

<sup>1</sup> This includes those who have parental rights for the child/children named on this form.

# Is your child eligible for Free School Meals?



## How do I find out?

**If you are a parent or carer, and receive any of the benefits below, then your child is eligible for Free School Meals.**

- Income Support
- Income Based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are **not** also entitled to Working Tax Credit and have an annual gross household income of no more than £16,190)
- The Guaranteed Element of State Pension Credit
- Income Related Employment and Support Allowance
- Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit



## What to do next?

If your application for Free School Meals is successful, **(Nelson Primary School)** will also receive extra funding from the Government to use in support of teaching and learning (Pupil Premium).

If you would like to apply for Free School Meals you can:

- Apply online at [www.link2ict.org/FSM](http://www.link2ict.org/FSM)
- Ask at reception for details



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[www.nelson.bham.sch.uk](http://www.nelson.bham.sch.uk)



Wednesday 19<sup>th</sup> September 2018

## **Leave in Term Time** *A very important message for all parents*

Dear Parent/Carer

We are writing to inform you that a 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, means that Head Teachers may no longer authorise leave during term time except where the circumstances are exceptional. This is also in accordance with Birmingham Local Authority's 'Leave in Term Time Guidance'. If your child takes leave that has not been authorised by the Head Teacher, it will result in the absence being recorded as unauthorised. Please understand that this may lead to the issuing of a penalty notice and legal action being taken or your child losing their school place.

If you are issued with a penalty notice, each parent will be fined a minimum of £60 or £120 depending on how soon payment is made. If that fine is not paid, you may be required to attend Court and this could result in a fine for each parent of up to £1000 per child.

### **Being taken to Court could result in you having a criminal record.**

If a pupil takes unauthorised leave in term time without the Head Teacher's permission, and does not return to school within 20 school days, the pupil may be deleted from the school register on the 21st day i.e. *they will no longer have a place at this school.*

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school, friendship with peers and support from staff can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

If you believe there is an exceptional and urgent reason for your child to take leave during term time, please complete the required form which you can obtain from the School. It is the Head Teacher who will then make a decision on whether or not the leave can be authorised. For example:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

**Headteacher:** Miss Claire Forrest B.Soc.Sci. NPQH.  
**Deputy Headteacher:** Mrs Denise Tapper Cert. of Educ.  
**Assistant Headteacher:** Miss Louise Barnes BA HONS.



We are grateful for the support we receive from parents and good attendance will ensure that your child can reach his/her full potential. To achieve this, your child needs to attend school every day.

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
90%	19 days	4 weeks	100 lessons
80%	38 days	8 weeks	200 lessons
70%	57 days	11.5 weeks	290 lessons

**Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.**

Yours sincerely



**Claire Forrest**  
**Headteacher**



# Nelson Primary School

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## School Attendance

*A very important message for all Parents/Carers*

1<sup>st</sup> September 2022

Dear Parent/Carer,

Nelson Primary School is working in partnership with parents and the Local Authority to improve school attendance. **We would like to congratulate the many parents who make sure their children attend school regularly.**

Absence disrupts the education of the individual pupil and the whole class. Are you aware that children who do not attend regularly:

- do not achieve well in exams
- find it difficult to maintain friendships
- are more likely to become involved in crime
- miss out on opportunities in further education and the world of work?

### How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006. **Head Teachers may not authorise leave during term time except where the circumstances are exceptional.**

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue) are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

**Headteacher:** Miss Claire Forrest B.Soc.Sci. NPQH.  
**Deputy Headteacher:** Miss Louise Barnes BA Honours  
**Deputy Headteacher:** Mrs Claire Dawes BA Honours



