 **Enfield Grammar School**

**New Pupil Information 2024/25**

**An Academy Trust**

(Company No. 07697044)

**This form is to be completed (using black ink and BLOCK CAPITALS) by the person(s) with parental responsibility for the pupil – please see definition on page 5**

**Pupil’s Basic Details**

Legal Surname Legal Forename

Preferred Surname Preferred Forename

(if different) (if different)

Middle Name(s) Date of Birth Day Month Year

**Pupil’s Address & Home Telephone Number**

Address

Postcode

Home Telephone Number

**Pupil’s Medical Details**

**Emergency Consent Does** the School have your permission to give/arrange emergency treatment if a parent or other named contact cannot be reached? Yes No

**Allergies Please** give details of any allergies

Does this pupil use an Epipen? Yes No Does this pupil use an inhaler? Yes No

**Other medical information**

e.g. asthma, diabetes

**Medical Practice**

Doctor’s Name Surgery Name

Surgery Address Tel No

**Pupil’s Ethnic/Cultural Details**

**Pupil’s Ethnicity** Please tick **one** box only

|  |  |  |
| --- | --- | --- |
| **White** | **Mixed/Dual Background** | **Any other ethnic group** |
| White – Cornish | White & Black Caribbean | Afghan |
| White – English | White & Black African | Arab other |
| White – Scottish | White & Pakistani | Egyptian |
| White – Welsh | White & Indian | Filipino |
| Other White British | White & any other Asian background | Iranian |
| White – Irish | Asian & any other Ethnic group | Iraqi |
| White – Northern Irish |  |  |
| Traveller of Irish heritage | Asian & Black | Japanese |
| Albanian | Asian & Chinese | Korean |
| Bosnian-Herzegovinian | Black & any other ethnic group | Kurdish |
| Croatian | Black & Chinese | Latin/South/Central American |
| Greek | Chinese & any other ethnic group | Lebanese |
| Greek Cypriot | White & any other ethnic group | Libyan |
| Italian | White & Chinese | Malay |
| Kosovan | Other mixed background | Moroccan |
| Portuguese |  | Polynesian |
| Serbian | **Asian or Asian British** | Thai |
| Turkish | Indian | Vietnamese |
| Turkish Cypriot | Mirpuri Pakistani | Yemeni |
| White European |  |  |
| White Eastern European | Kashmiri Pakistani | Other ethnic group |
| White Western European | Other Pakistani |  |
| White other | Bangladeshi | Prefer not to say |
| Gypsy/Roma | African Asian |  |
|  | Kashmiri other |  |
| **Black/Black British** | Nepali |  |
| Black Caribbean | Sri Lankan Sinhalese |  |
| Black – Angolan | Sri Lankan Tamil |  |
| Black – Congolese | Sri Lankan other |  |
| Black – Ghanaian | Other Asian |  |
| Black – Nigerian |  |  |
| Black – Sierra Leonean | **Chinese** |  |
| Black – Somali | Hong Kong Chinese |  |
| Black – Sudanese | Malaysian Chinese |  |
| Other Black African | Singaporean Chinese |  |
| Black European | Taiwanese |  |
| Black North American | Other Chinese |  |
| Other Black |  |  |

**Pupil’s first language**

What language or languages was this pupil exposed to during early development and continues to be exposed to?

**Religion**

Buddhist Hindu Muslim Other (please state)

Christian Jewish Sikh No religion Prefer not to say

**Additional Pupil Details**

**Service Child**

Does this pupil have a parent in regular HM Forces military units? Yes No

**Linked Agencies**

This information is important in order for the school to make contact immediately with the agencies to ensure continuity of support in order for this pupil to achieve the best outcomes.

Please indicate if any of the following agencies have worked with or are working with this pupil:

Social Care Educational Psychology Child & Adolescent Mental

(Social Services)\* (See page 4) Services Health Services (CAMHS)

Youth Offending Team Speech & Language Other

Services (please state)

\*If you indicated that Social Care (Social Services) are involved in the care of this pupil, please tick if this child is In Care (sometime known as ‘Looked After’) and state which Local Authority (e.g. Enfield, Haringey) is responsible for your child:

Child In Care Local Authority

**Adopted from Care**

Has this pupil ceased to be looked after because of adoption, a special guardianship order, a child arrangements order or a residence order?

Yes No Not applicable

**Special Educational Needs and Disability**

Please tick if:

this pupil has Special Educational Needs or a Disability (i.e. has an Education, Health and Care Plan (EHCP);

this pupil is currently being assessed for an EHCP;

this pupil is at SEN support.

If you have ticked any of the above, please give a brief outline of the child’s special educational needs:

**Previous Schools**

Please provide details of the current/last school attended

School Name

School Address

From (date) To (date)

Reason for leaving, e.g. normal school age transfer, moved house

If applicable, please give details of schools attended prior to the one above

School Name

School Address

From (date) To (date)

Reason for leaving, e.g. normal school age transfer, moved house

School Name

School Address

From (date) To (date)

Reason for leaving, e.g. normal school age transfer, moved house

**Siblings**

Please give details of any other children in the family currently attending Enfield Grammar School:

Forename(s) Surname Date of Birth School

**Court Order**

Is there a Court Order relating to this child? Yes No

If ‘Yes’, we may contact you for further information.

**Contacts Information**

On the following pages, please give details of everyone who has parental responsibility (see note below) and anyone else to be contacted in an emergency, up to a maximum of four contacts in order of priority. The person signing Section 9 should complete Section 6.1 Contact Information – Priority 1.

**What is Parental Responsibility?**

Having parental responsibility means assuming all rights, duties, powers, responsibilities and authority that a parent of a child has by law.

**Who has Parental Responsibility?**

If the parents of a child were not married to each other when the child was born, the mother automatically has parental responsibility but the father does not, even if he is named on the birth certificate. He can, however, subsequently acquire parental responsibility by various legal means.

People, other than a child’s natural parents, can acquire parental responsibility through:

• Being granted a residence order

• Being appointed a guardian

• Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)

• Adopting a child

**Contact Information – Priority 1**

Surname Forename

Title (e.g. Mr, Mrs, Miss, Ms, Dr)

**Relationship to child**

Mother Social worker Step Father

Father Childminder Step Mother

Other family member Foster Father Carer

Other relative Foster Mother Other Contact

Does this person have parental responsibility? (see page 5) Yes No

**Telephone numbers**

Home Work

Mobile

**Email address(es)**

**Address** (if different from the address given for the student)

**Contact Information – Priority 2**

Surname Forename

Title (e.g. Mr, Mrs, Miss, Ms, Dr)

**Relationship to child**

Mother Social worker Step Father

Father Childminder Step Mother

Other family member Foster Father Carer

Other relative Foster Mother Other Contact

Does this person have parental responsibility? (see page 5) Yes No

**Telephone numbers**

Home Work

Mobile

**Email address(es)**

**Address** (if different from the address given for the student)

**Contact Information – Priority 3**

Surname Forename

Title (e.g. Mr, Mrs, Miss, Ms, Dr)

**Relationship to child**

Mother Social worker Step Father

Father Childminder Step Mother

Other family member Foster Father Carer

Other relative Foster Mother Other Contact

Does this person have parental responsibility? (see page 5) Yes No

**Telephone numbers**

Please provide any telephone numbers which can be used in an emergency if the previous contacts cannot be reached.

Home Work

Mobile

**Contact Information – Priority 4**

Surname Forename

Title (e.g. Mr, Mrs, Miss, Ms, Dr)

**Relationship to child**

Mother Social worker Step Father

Father Childminder Step Mother

Other family member Foster Father Carer

Other relative Foster Mother Other Contact

Does this person have parental responsibility? (see page 5) Yes No

**Telephone numbers**

Please provide any telephone numbers which can be used in an emergency if the previous contacts cannot be reached.

Home Work

Mobile

**Consent for Off-Site Activities**

Written parental consent will not be requested from you for the majority of off-site activities offered by the School – for example, year-group visits to local amenities – as such activities are part of the School’s curriculum and usually take place during the normal school day.

**I give permission for my son to take part in such activities** Yes No

You can, if you wish, tell the School that you do not want your child to take part in any particular school trip or activity.

The school will seek specific consent for:

All visits (including residential trips) which take place during the holidays or a weekend; and

Adventure activities at any time.

The school will send you information about each such trip or activity before it takes place.

**Consent for Data Sharing**

Under the General Data Protection Regulations we need to seek your consent in order to process some of your child's data.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

Consent can be withdrawn at any time by writing to the School, e-mailing a request to DPO@enfieldgrammar.org

The School takes the security of data very seriously and should there be a breach that affects the areas for which you have provided consent, you will be immediately informed. If you want the information for which you have provided consent to be removed at any time please notify the School using the above e-mail address.

**I give the School permission to store my son’s biometric data (fingerprint) so that he can purchase food and drink in the School canteen:**

Yes No

**I give the School permission to send me school news and updates**

**by email:**

Yes No

**by text:**

Yes No

**I give the School permission for my son’s photographic image to be used in the following areas:**

School website School newsletter Marketing and promotional literature

Internal display screens Social Media None of these

**In the event that my son features in a School video, I give the School permission for it to be used on:**

School website Internal display screens Neither of these

**I give the School permission to show my son’s performance data on internal displays:**

Yes No

**The School is legally required to pass on your son’s name address and date of birth to Youth Support Services (who provide careers advice) once he approaches or reaches the age of 13. Please confirm that you consent to us also providing your son’s educational record:**

Yes No

**Parent Signature**

**I confirm that the information on this form is correct and that I have seen the School’s Privacy Notice.**

Your signature Date