

GRASMERE

PRIMARY SCHOOL



“ AT THE HEART OF THE COMMUNITY “

ADMISSION FORM



GRASMERE PRIMARY SCHOOL ADMISSION DETAILS

The information on this form is electronically processed for administrative purposes and is subject to the terms of the General Data Protection Regulation 2018.

Child's Details			
Surname	First Name	Preferred Name	
Previous School Name and address:			
Address of Pupil:		Date of Birth:	
Pupil's Ethnicity:	Enrolment Status: <i>(nursery only)</i> FT/PT	UPN Number:	
		Pupil's First Language:	
Birth Certificate Seen	Yes/No	Entitled to FSM Yes/No	
	Gender:	Refugee Status Yes/No	
Family / Guardian / Carers			
Relationship to Pupil:			
Title :	Name-Surname:	Address:	
Home phone Number:		Mobile Number:	
Work Number:		E-mail Address:	
Relationship to Pupil:			
Title :	Name-Surname:	Address:	
Home phone Number:		Mobile Number:	

Work Number:		E-mail Address:
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Letters will be addressed to the parents / guardians / carers named above, using the pupil's address. If other arrangements should be in place, please write the alternative here.

Please list below other people who could care for your child in and emergency:

Emergency Carer 1

Relationship to pupil: (e.g. aunt, uncle, neighbour)	Name:	Home Number:	Mobile Number:
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Emergency Carer 2

Relationship to pupil: (e.g. aunt, uncle, neighbour)	Name:	Home Number:	Mobile Number:
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Emergency Carer 3

Relationship to pupil: (e.g. aunt, uncle, neighbour)	Name:	Home Number:	Mobile Number:
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Medical

Please write your doctor's name, address and phone number below:

Doctor's Name and Address:	Doctor's Phone Number:
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Permission to Call Doctor

Yes/No

Permission to Administer First Aid

Yes/No

Medical Conditions (please tick the relevant box/es below)

To ensure we are meeting the new requirements of GDPR, we need to seek your consent for the information we hold of your child and you. Please tick the relevant boxes below. If you change your mind at any time, you can let us know by e-mailing info@grasmere.hackney.sch.uk.

No Medical Conditions	<input type="checkbox"/>	Asthma	<input type="checkbox"/>
Cerebral Palsy	<input type="checkbox"/>	Complex Medical Needs (i.e. autism, ADHD)	<input type="checkbox"/>
Convulsions	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
Eczema	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>
Heart Condition	<input type="checkbox"/>	Hearing Difficulty	<input type="checkbox"/>

Lymphoblastic Leukaemia	<input type="checkbox"/>	Mobility Difficulty	<input type="checkbox"/>
Sickle Cell	<input type="checkbox"/>	Visual Difficulty	<input type="checkbox"/>

Others (please state):

Please write details of any special procedures that we should follow in a medical emergency:

School Lunch

Please write your child's preferred school lunch arrangement:	School Lunch:	Packed Lunch:
	Yes/No	Yes/No

Dietary Needs (please tick the relevant box/es below)

To ensure we are meeting the new requirements of GDPR, we need to seek your consent for the information we hold of your child and you. Please tick the relevant boxes below. If you change your mind at any time, you can let us know by e-mailing info@grasmere.hackney.sch.uk.

No Dietary Needs	<input type="checkbox"/>	Gluten Free	<input type="checkbox"/>
Artificial Colouring Allergy	<input type="checkbox"/>	Vegan	<input type="checkbox"/>
Nuts Allergy	<input type="checkbox"/>	Sea food Allergy	<input type="checkbox"/>
Fish Allergy	<input type="checkbox"/>	Egg Allergy	<input type="checkbox"/>
Dairy Allergy	<input type="checkbox"/>	Lentil Allergy	<input type="checkbox"/>
Strawberry Allergy	<input type="checkbox"/>	Sesame Seed Allergy	<input type="checkbox"/>
Vegetarian	<input type="checkbox"/>		

Others (please state):

Is Your Child Adopted? If Yes, Please State Date From: **Yes** **No**

Date:

Does Your Child Have any Special Educational Needs? If Yes, Please State:

Parental Consent

To ensure we are meeting the new requirements of GDPR, we need to seek your consent for the information we hold of your child and you. Please tick the relevant boxes below. If you change your mind at any time, you can let us know by e-mailing info@grasmere.hackney.sch.uk.

School Trips	Yes / No	Sex Education	Yes / No
Local Trips (not involve any transport)	Yes / No	Internet Access	Yes / No
Receiving text messages from the school	Yes / No	Receiving e-mail from the school	Yes / No

<i>Parental Consent for taking photos of your child</i>			
I am happy for the school to take photographs of my child			<input type="checkbox"/>
I am happy for photos of my child to be used on the school website			<input type="checkbox"/>
I am happy for photos of my child to be used in the school prospectus			<input type="checkbox"/>
I am happy for photos of my child to be used in internal displays			<input type="checkbox"/>
I am happy for photos of my child to be used on the school's twitter page			<input type="checkbox"/>
I am NOT happy for the school to take or use photos of my child			<input type="checkbox"/>

Signature of Parent:Signature of Enrolment Officer:.....

Date: Date:



GDPR Consent Form

Dear Parent/carer,

At Grasmere, we need to use and store some information about you and your child. This information briefly is:

- 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, 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
- 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.

We would like your consent in order to do this, and use the information in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box/es below and return this form to school.

I am happy for the school to use personal data listed above

I am **NOT** happy for the school to use personal data for any of the above purposes

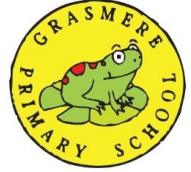
Please list the personal data you are NOT happy for the school to keep:

If you change your mind at any time, you can let us know by emailing info@grasmere.hackney.sch.uk, calling the school on 020 7254 4564, or just popping in to the school office. If you have any other questions, please get in touch.

Child's Name – Surname:

Parent/carer's name – Surname:

Signature:Date:



Privacy notice for parents/carers

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, Grasmere Primary School, 92 Albion Road London N16 9PD, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Gaye Oztok, School Business Manager (see 'Contact us' below).

The personal data we hold

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, 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.

Why we use this data

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

Our legal basis for using this data

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.

Collecting this information

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.

How we store this data

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 Management Policy and Guidance sets out how long we keep information about pupils.

Should you wish to receive a copy of our Records Management Policy and Guidance, please visit our website on www.grasmere.hackney.sch.uk. Alternatively, please e-mail Gaye Oztok, School Business Manager on goztok@grasmere.hackney.sch.uk.

Data sharing

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 - to meet our legal obligations to share certain information with it, such as attendance and assessment results*
- *The pupil's family and representatives – to provide information about pupil's data*
- *Educators and examining bodies – to meet our legal obligations to share certain information with it, such as SATS results*
- *Our regulator - Ofsted*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations – to enable them to provide the service we have contracted them for, such as LBH audit department*
- *Central and local government – to meet our legal obligations to share certain information with them, such as Census and assessment results*
- *Our auditors - LBH*
- *Health authorities – to enable them to provide the service we have contracted them for, such as dentists and eye screening doctors*

- *Security organisations – CHUBB - to enable them to provide the service we have contracted them for, such as CCTV images captures in the school.*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Police forces, courts, tribunals*
- *Professional bodies*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early year's 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.

Transferring data internationally

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.

Parents and pupils' rights regarding personal data

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:

Gaye Oztok
School Business Manager
Grasmere Primary School
92 Albion Road
London N16 9PD

Tel: 020 7254 4564

e-mail: goztok@grasmere.hackney.sch.uk

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Gaye Oztok, School Business Manager.

Other rights

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:

Gaye Oztok
School Business Manager
Grasmere Primary School
92 Albion Road
London N16 9PD

Tel: 020 7254 4564

e-mail: goztok@grasmere.hackney.sch.uk

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**:

Gaye Oztok
School Business Manager
Grasmere Primary School
92 Albion Road
London N16 9PD

Tel: 020 7254 4564

e-mail: goztok@grasmere.hackney.sch.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

**FOLLOWING PAGES ARE
FOR NURSERY
APPLICATIONS ONLY**



Will I qualify for 30 hours free childcare?

Parents of three and four year olds will need to meet the following criteria in order to be eligible for 30 hours free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.
- This equates to £120 a week (or c.£6,000 a year) for each parent over 25 years old or £112.80 a week (or c.£5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

Who will not qualify?

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

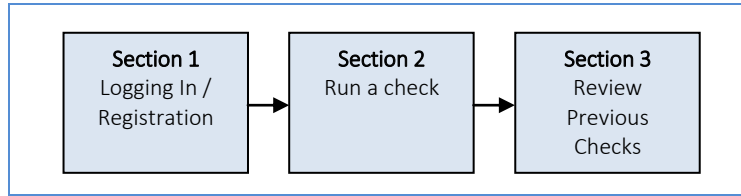
What happens if a parent loses eligibility?

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.



REFERENCE GUIDE:

30 Hours Free Childcare



SECTION 1 – LOGGING IN / REGISTRATION

Using the following web address:

https://ems.learningtrust.co.uk/ProviderPortal_LIVE/Account/Account/Login

(Either hold Ctrl and click on the link, or copy and paste into your Internet Browser address bar).

Login to the **Hackney Provider Portal** by completing the user name and password fields on the login box; then select.

[Log In](#)

Note: If you cannot remember either your Username or Password you can Select the links below the Login button and follow the instructions.

Log In

Username

Password

[Log In](#)

[Forgotten your username?](#)

[Forgotten your password?](#)

The first time you login you will be redirected to an information page and an email will be sent to you with a confirmation web address, this is to ensure security.

Please note: do not click the link within the email more than once. It will invalidate the whole procedure.

Register User

We have sent a confirmation email to your registered email address.

The email contains a confirmation link which will bring you back to the main login page.

You must use this link to continue with your registration.

After following the web address sent in the confirmation email you will see the confirmation message displayed.

Registration Confirmed
Thanks, you have confirmed your email address and now may log in

Change Password

Your password must be changed to allow access to the portal.

Current password *

New password *

Confirm new password *

[Change password](#)

During this login you will be prompted to change your password to a memorable one, this must contain at least 10 characters; and must consist of at least one upper case, one lower case, one numeric and one special character. E.g. **Password_01**

Please do not use **Password_01** as your new password this is only an example.

Complete the current password, new password, confirm new password fields; and select.

[Change password](#)

At the Security Details prompt select a secret question / memorable word and provide a memorable answer; then select.

[Save](#)

Security Details

Please choose a secret question and provide an answer

Secret Question *

Secret Answer *

[Save](#)

Congratulations you have now successfully logged in for the first time, and will have access to the Portal.

SECTION 2 – RUNNING AN ELIGIBILITY CHECK

[Home](#) 30 Hours Free Childcare MAZZA [Sign out](#)

Announcements

All services are currently running a normal operation.

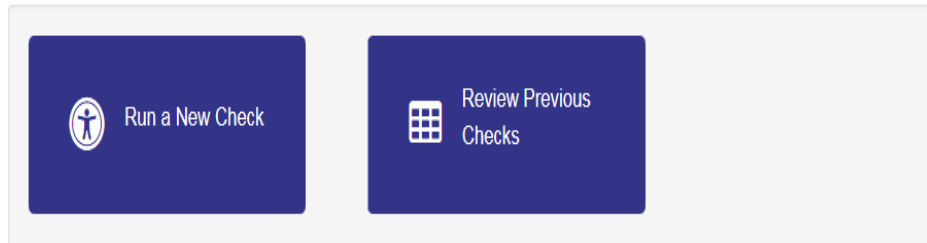
[Continue](#)

The Announcements page will be visible at every login, please read these carefully; select [Continue](#) to proceed to the Homepage.

On the homepage, you will be presented with two options:

Welcome to the Thirty Hour Entitlement Portal

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare.



The image shows two blue buttons with white text and icons. The first button has a person icon and the text 'Run a New Check'. The second button has a calendar icon and the text 'Review Previous Checks'.

1. Run a New Check or
2. Review Previous Checks

Click 'Run a New Check' to perform an eligibility check.

In the next screen, please enter:

1. the child's date of birth (**you must enter the date as 'dd/mm/yyyy' i.e. 01/01/2013**)
2. the parent / carer's national insurance number (**do not include any spaces**)
3. and the 11 digit eligibility code (**again without spaces**)
4. click 'Run Check'

Note: while the child's forename and surname are not mandatory, it is useful as a reference to see the child's names when reviewing checks.

Run a new check

The Department for Education (DfE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare. You may only perform checks where the parent/carer has given consent for you to do so and when they have agreed that this check information can be shared with the Local Authority and any other providers the child attends.

Child's Forename	Child's Surname	Child's Date of Birth *	Parent's NI Number *	Eligibility Code *
<input type="text"/>	<input type="text" value="e.g. Smith"/>	<input type="text" value="e.g. 30/11/2012"/>	<input type="text" value="e.g. NM123456C"/>	<input type="text" value="e.g. 50001005014"/>

Within a few seconds you will be presented with the result of the check.

Success !

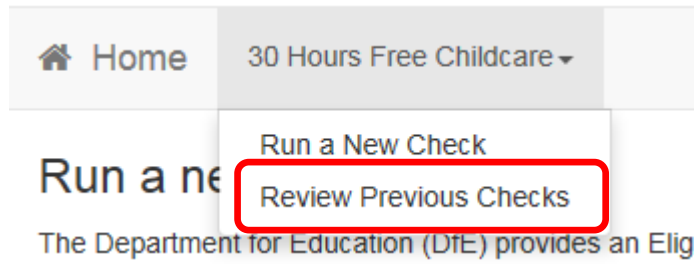
 This eligibility code is valid from 04-May-2017 to 19-Aug-2017, with a grace period to 31-Dec-2017.

HMRC will manage the notification to parents of the need to reconfirm their eligibility.

SECTION 3 – REVIEW PREVIOUS CHECKS

To perform another check, simply enter a new set of details.

To review previous checks, either select 'Review Previous Checks' from the homepage, or click on the '30 Hours Free Childcare' link and select 'Review Previous Checks' as illustrated below:



Any previous checks you've carried out will be displayed under 'Ad-hoc Checks'

Child's Forename ⇅	Child's Surname ⇅	Child's Date of Birth ⇅	Parent's NI Number ⇅	Eligibility Code ⇅	Check Last Run ⇅	Eligible From ⇅	Eligible To ⇅ <input type="checkbox"/>	Grace Period End ⇅	Check Status ⇅
		18/10/2013			17/05/2017	04/05/2017	19/08/2017	31/12/2017	Eligible
		19/03/2013			17/05/2017	01/01/0001	01/01/0001	01/01/0001	Not Found