

# Data Entry Form

## Office Use Only

UPN ..... Reg Group ..... Admission Date .....

## Pupil Information

Legal Surname ..... Preferred Surname.....  
Legal Forename ..... Preferred Forename .....  
Address ..... Date of Birth .....  
.....Sex            Male / Female  
Postcode ..... Position in Family.../.....  
.

## Previous School/Nursery

### Mother/Guardian (1<sup>st</sup> Emergency Contact)

Mrs/Miss/Ms (Please delete)

Name .....  
Address .....  
Postcode .....  
Home Tel .....  
Mobile Tel .....

### 3<sup>rd</sup> Emergency Contact (Not Parent)

Mr/Mrs/Miss/Ms (Please delete)

Name .....  
Address .....  
Postcode .....  
Home Tel .....  
Mobile Tel .....  
Relationship to Child .....

### Father/Guardian (2<sup>nd</sup> Emergency Contact)

Name .....  
Address .....  
Postcode .....  
Home Tel .....  
Mobile Tel .....

### 4<sup>th</sup> Emergency Contact (Not Parent)

Mr/Mrs/Miss/Ms (Please delete)

Name .....  
Address .....  
Postcode .....  
Home Tel .....  
Mobile Tel .....  
Relationship to Child .....

**Medical Information**

**Doctor** .....

Address .....

Tel No .....

**Social Worker** .....

**Health Visitor** .....

<b>Medical Conditions / Allergies</b>
.....
.....
.....
.....

**Medical Declaration**

I give / do not give permission for my child to receive medical support in the case of unexpected illness.

Signed ..... Parent/Guardian

**To Be Completed By Parent/Guardian Only**

**Travel to School**

Eg. Walk/Car/Bike/Taxi/Bus/Car Share

**Home Language**

**Religion**

**Service Child in Education:-**

Is either legal parent or guardian in the armed forces?

(Please circle as appropriate) Army Navy RAF Does not apply

**Private Fostering :-**

Is your child presently being cared for by someone who is not a close relative or guardian (e.g. Family friend/neighbour) or living apart from parents for various reasons (e.g. family difficulties/parents living aboard) Please tick as appropriate

Yes

No

**Ethnic Origin**

One of these boxes **must** be ticked to indicate your preference

**White**

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other White background

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

**Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

**Black of Black British**

- Caribbean
- African
- Any other Black background

**Chinese**

**Any other ethnic background**

**I do not wish an ethnic background category to be recorded**