



Registration Forms

These forms **must** be completed by the parents/carers before the child attends African Community School. No child will be accepted without a completed Registration Form.

In order to keep records up to date and accurate we require parents/carers to complete a new form each September, at the start of the academic year.

It is the responsibility of the Coordinator to review these forms and to pass on any pertinent information to all other staff and volunteers regarding the child's dietary and medical requirements.

Current registration forms are kept on file in the confidential drawer of the filing cabinet. All old forms are kept in the archive drawer of the filing cabinet.

Parents/carers have the right to see all records held on their child/ren at all times.



Child Registration Form

Child's Surname:	Date of Birth:
Child's First Name(s)	
Name of (mainstream) school attending and class level (ie. Year 1, Year 2, etc):	Names of any siblings attending this supplementary school:
Home Address:	
Name of Mother / Main Carer:	Name of Father / Main Carer:
Occupation:	Occupation:
Daytime Phone No:	Daytime Phone No:
Mobile:	Mobile:
E-mail:	E-mail:
Emergency Contacts (if parent/carers listed above cannot be reached)	
Name:	Phone Number:
Relationship to child:	
Name:	Phone Number:
Relationship to child:	
Medical Details	
Doctor's Name:	Doctor's Address:
Phone No:	

Do you give consent to your child receiving medical/dental treatment in an emergency?

Is your child allergic to anything: Yes / No (if so please give details)

Please give details of anything your child cannot/does not eat:

Please give details of any additional medical conditions/issues (e.g. health problems, emotional or behavioural concerns, etc)

Further Information

Is there anything else you would like to tell us before your child starts?

Does the young person/child have any SEN? Yes No

If 'Yes', please give brief details

Are you/your children known to the social services? Or Are any other agencies involved with your f
Yes No

If 'Yes' please provide agency details

Do you give permission for video or photographs to be taken of your child (for publicity purposes only)? Yes / No

Do you give permission for your child to use a computer and have access to the internet?
Yes /No

Name(s) of person(s) normally collecting child from school:

Note: No one other than those named will be allowed to collect your child/ren unless prior notice



is given to staff and a password is agreed.

Ethnic group:

White

- British
- Irish
- Any other White Background
(please write in).....

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed Background
(please write in).....

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background
(please write in).....

Black or Black British

- Caribbean
- African
- Any other Black Background
(please write in)
.....

Chinese

- Chinese

Other Ethnic Group

- Any other Ethnic Background
(please write in)
.....

Gender:

- Male
- Female

If my child goes on a supervised trip I understand that I will be asked to complete an additional consent form for that outing.

I understand that the school cannot be held responsible for damage or loss to my child's property whilst attending.

I agree that the above details are correct and up-to-date and that if any of the details change I will inform the school.

Signed:

Date:



How we use your personal information:

African Community School is registered under the Data Protection Act 1998. The personal information you supplied on this form will be retained by African Community School.

The information will also be passed to our funders when requires and, when needed, the Hackney Learning Trust, including the Local Authority and with the DfE to meet legal responsibilities under the funding contract, Children and Learning Act 2009.

The information you provide may be shared with other organisations for education, training and employment-related purposes (including for research) as far as the data protection act allows.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/help/privacy-policy>.

Declaration –

I have read and consent to African Community School retaining and sharing the information supplied on this form in accordance with the 'how we use your personal information' section above.

Signature:

Date: