



TORQUAY GIRLS' GRAMMAR SCHOOL

Unique Pupil Number: (Office use only)

Pupil Registration Form

Please complete all sections of this form for your child if you are the parent, guardian or person having parental responsibility of the pupil named below, having been offered a place for your child.

1. Pupil Details

Surname:

Forename(s): 1 2 3

Chosen Name:

Date of Birth: / / Copy of Birth Certificate attached: Yes / No

2. Parent / Guardian Details

Please give details of ALL persons with parental responsibility and anyone you wish to be contacted in an emergency.

Please use one of the following 3 letter 'Contact types' when entering details of contact persons 1, 2, 3 and 4 below.

CON	Contact Person
FOS	Foster Parent
GRD	Guardian
GRP	Grandparent

LAN	LEA Nominee
NGB	Neighbour
OTH	Other
PAR	Parent

PRB	Probation Officer
REL	Any Other Relation
SOC	Social Services
STP	Step-Parent

For example : Contact type (ie CON) PAR

Details of Contact Person 1

Surname: Title

Forename(s):

Home Address:

Home Telephone:

E-mail Address: Mobile

Post Code

Work Name:

Work Address:

Work Telephone:

Contact priority: 1 2 3 4 Do not contact Contact type (ie CON)

Does this person have parental responsibility? Yes No

Is there any legal order relating to this pupil? If so, please attach a copy Yes No

Does the pupil live at this address? Yes No

Details of Contact Person 2

Surname: Title
Forename(s):
Home Address:
 Post Code
Home Telephone:
E-mail Address: Mobile
Work Name:
Work Address:
Work Telephone:

Contact priority: 1 2 3 4 Do not contact Contact type (ie CON)

Does this person have parental responsibility?

Yes	No
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Is there any legal order relating to this pupil? If so, please attach a copy

Yes	No
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Does the pupil live at this address?

Yes	No
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Details of Contact Person 3

Surname: Title
Forename(s):
Home Address:
 Post Code
Home Telephone:
E-mail Address: Mobile
Work Name:
Work Address:
 Work Telephone

Contact priority: 1 2 3 4 Do not contact Contact type (ie CON)

Does this person have parental responsibility?

Yes	No
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Is there any legal order relating to this pupil? If so, please attach a copy

Yes	No
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Does the pupil live at this address?

Yes	No
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Details of Contact Person 4

Surname: Title
Forename(s):
Home Address:
 Post Code
Home Telephone:
E-mail Address: Mobile
Work Name:
Work Address:
 Work Telephone

Contact priority: 1 2 3 4 Do not contact Contact type (ie CON)

Does this person have parental responsibility?

Yes	No
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Is there any legal order relating to this pupil? If so, please attach a copy

Yes	No
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Does the pupil live at this address?

Yes	No
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3. Travel Information

Please select the pupil's proposed main method of transport to school:

Currently unknown / Bicycle / Car / Bus / Train / Taxi / School Coach / Walk / Ferry

If bus, please specify route: Is pupil entitled to free transport: Yes No

4. Meal Information

School dinners - the pupil will:	Bring own / Go home / Have school lunch
State any special dietary needs here:	

Are you currently receiving Income Support, Income Based Job Seekers Allowance or Child Tax? (If so, the pupil may be eligible for free school meals). Yes No

Does the pupil have a parent who is currently serving in the Armed Forces? Yes No

5. Medical Information

Doctor's Name:

Doctor's Address:

Telephone Number:

Is pupil immunised against Tetanus? Yes No Immunisation date: / /

Other information

If you would like to provide more information please contact the school directly.

6. Cultural Information (Optional)

Ethnic Origin	Home Language	Religion
White British	Bengali	Baha'i
White Irish	Cantonese	Buddhist
White - Other White background	English	Christian
Mixed - White and Black Caribbean	Greek	Hindu
Mixed - White and Black African	Hindi	Jewish
Mixed - White and Asian	Italian	Muslim
Mixed - Other mixed background	Punjabi	Sikh
Asian or Asian British - Indian	Portuguese	Other Religion
Asian or Asian British - Pakistani	Spanish	No Religion
Asian or Asian British - Bangladeshi	Turkish	
Asian or Asian British - Other	Urdu	
Black or Black British - Caribbean	Other Language	
Black or Black British - African		
Black or Black British - Other	Other Ethnic group	
Chinese	Other Religion	
Other Ethnic group	Other Language	

This information is requested by the DfES with the best of intentions.

7. Special Educational Needs

Has the pupil any special educational needs? If so, please indicate details below:

School Action / School Action Plus / School Action Plus and Assessment

8. Previous Schools

Previous School:	
School address:	
Telephone number:	

Is your stay in Torbay likely to be temporary? If so, please state the reason below:

	Leaving date: / /

If you have recently moved to Torbay, please state your previous address below:

	Arrival date: / /

Please name any other schools you have completed pupil registration forms for:

9. Declaration

I, being a parent/guardian/person with parental responsibility for the child named understand that the school may process this information by computer for purposes appropriate to services provided by the School and Torbay Council. This may be shared with other agencies for the prevention and detection of fraud and the protection of children.

Signed: Date:

Notes for guidance for Parents

Parental Responsibility

Under the Children Act 1989, the concept of parental responsibility replaces the concept of 'parental rights'. Parental responsibility can be shared between a number of people, such as:

- Both married parent of a legitimate child even if not living with the child.
- Both divorced or separated parents of a legitimate child.
- The mother of an illegitimate child.
- The father of an illegitimate child when he has acquired parental responsibility through a parental responsibility agreement or a Court Order.
- Any person appointed guardian by a Court.
- Any person who has a Residence Order in respect of the child.
- Any person who receives the child under an Emergency Protection Order.
- The Council through its Social Services Department if the child is the subject of a Care Order. Foster parents do not have parental responsibility.

Anyone who does not have parental responsibility but who is caring for a child may do what is reasonable in the circumstances for the purpose of safeguarding and promoting the child's' welfare.

Notes

This form is to be completed on behalf of every child newly admitted to the School. Information from this form may be included with a pupil's records sent on to a new school on her transfer, either within or outside Torbay, which may be in an electronic form. The original is to be kept for a period of 3 years from the leaving data of each pupil.

The information contained within this form is of a confidential nature. It may be shared with other agencies in line with the declaration in Section 9. The form is a data collection form, designed to provide the initial information for the pupil database. When a pupil transfers to a new school you should use data export/transfer facilities within SIMS to transfer statutory and other pupil details to the new school should be used. At primary/secondary transfer all statutory and other data can be transferred electronically using CTF and other data export software.