



Swaffham Prior C of E Primary School - Admission Form Guidance Notes.

Please complete all sections in full and sign where indicated, on pages 3, 5, 6 and 7.

**Please return all forms by Friday 5<sup>th</sup> June 2020**

**(including proof of identity – see below)**

**Proof of Identity**

We are required to see original copies of either Birth Certificate or passport to verify date of birth and a Utility Bill/Statement (dated in the past 3 months) to verify home address, please bring these with you when handing in your Admission paperwork.

Please read the following documents (included in your pack) before completing all paperwork.

- Privacy Policy for Parents/Carers – use of their own data
- Privacy Policy for Parents/Carers – use of your child’s personal data

**Page 3 – Priority 3 Non-Parent/Carer section.**

The Emergency Non-parent/Carer must read and sign:

- DEMAT Privacy Notice for Emergency contacts for Non parents.  
(A copy is included in your pack).

<b>The declaration</b>	Is to be completed and signed by the non-parent/carer whose contact details have been given in Section 3.  <i>We will not be able to use these details for contact purposes until we have their permission to hold their personal data.</i>
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<b>The Declaration name:</b>	Is the name stated on page 3, the Non-parent/Carer.
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<b>Pupil Name:</b>	The child’s name this contact is relating to.
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<b>Emergency contact:</b>	Name of non-parent/Carer.
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<b>Signature:</b>	Non-parent/Carer signature.
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<b>Date:</b>	Date.
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<b>School:</b>	Swaffham Prior C of E Primary School.
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***Please return this with your Admission form by Friday 5<sup>th</sup> June 2020.***

**Page 6 – Photographic Permission.**

Please read:

- DEMAT Use of Photos, Videos and Display Boards Policy for Pupils and person other than pupils.  
(A copy is included in your pack).

Please complete the **Consent form for taking and using photos or videos – pupil.**

**Please return this with your Admission form by Friday 5th June 2020.**

**Page 7 – Anglian Learning PE Support – Photo consent.**

To be completed by the pupils PRIORITY 1 Contact.

As a school we participate in join PE events with other local Primary Schools, many of these events take place at Bottisham Village College, Bottisham. Bottisham Village College is a member of Anglian Learning Multi Academy Trust.

If you have any queries or questions regarding completing the Admissions paperwork please contact the School Office on 01638 741529 or email [office@swaffhamprior.cambs.sch.uk](mailto:office@swaffhamprior.cambs.sch.uk).