



ADMISSIONS AND CHILDREN'S RECORDS POLICY

Prior to the child's attendance at this School the parents or guardians must complete and sign the:

- Parental Consent Form
- Partnership Agreement
- Referral Request Form

Prior to the child's attendance at this school the Commissioner (local authority/school) must:

- Forward and complete all referral paperwork.
- Commissioner-school Contract Standard Terms and Conditions
- Partnership Agreement

This provides us with the following vital information and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the School expects and demands.

- Name, home address and date of birth of each child
- Starting date
- Name, address and telephone numbers of parents or guardians
- Emergency telephone numbers of parents or guardian
- Arrangements for collection for those with special needs that makes collection by an adult essential;
- Name, address and telephone number of the child's doctor
- Medical details
- Details of any allergies
- Parental consent on emergency procedures

Parents or carers will also be asked to provide the School with any further information which they feel will enable us to take that best possible care of their children.

This policy is the responsibility of Israel Amponsah

Role – Head Teacher

Signed

A handwritten signature in black ink, appearing to read 'Israel Amponsah', written over a horizontal line.

Date Review Completed: 10/08/2020

Date of next Review: 10/08/2021