

Admission Accepted	Admission No:	Date of Admission
Documentation Signed?	Name of Staff	Signed
Part time/ Full time	Year Group	D.O.B

OAKTREE PRIMARY SCHOOL
 Mitcham Court, Cricket Green
 CR4 4LB, London
 Tel: 020 8648 4647
 E: Admin@oaktreeprimarysch.co.uk

For Office Use Only



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OAK TREE PRIMARY SCHOOL APPLICATION FORM

1. Applicant's details

Surname:		Forenames:	
Date of Birth:	Gender:	Place of birth:	
Position of child in the family:		Name of siblings in School:	
Ethnicity:	First language spoken at home:		
	Second language spoken at home:		

2. Parent/ Guardian Details

Main Carers name:	Main Carers Occupation:
D.O.B:	National Insurance Number:
Address:	Landline: Mobile: Work: Email:
Relationship to child:	
Parent Carers name:	Parent Carers Occupation:
D.O.B	National Insurance no.
Address (if different from above)	Landline: Mobile: Work: Email:
Relationship to child:	

3. Emergency Contact details	
Name:	Address:
Relationship to child:	Postcode: Tel:
Name:	Address:
Relationship to child:	Postcode: Tel:

1. Details of previous education	
Name and address of school:	
Dates attended: From	To:
Name and address of school:	
Dates attended: From	To:
2. Medical History	
Name of GP:	Address: Tel:
Does the applicant have any medical conditions? NO YES (please provide details below)	
Please provide as much detail as possible including any medicines the child takes on a regular basis	
Does the applicant have any special educational needs? NO YES (please provide details below)	

DECLARATION

1. I confirm that I have read, understood and answered all the questions on this form fully and to the best of my knowledge.
2. I confirm that the information given on this form is true and accurate. I accept and agree to abide by the conditions stated in the rules and regulations of Oak Tree Primary school.
3. I agree to pay a non refunds enrolment Fees: £200.00
4. A full-term notice is required for withdrawal of a pupil.

Name of Parent/ Guardian	Signature of Parent Guardian	Date

Home-School Agreement

Name of Pupil:

Admitted to Year:

OAK TREE Primary is an educational establishment aimed at providing high quality academic education in combination with classical Islamic culturing. The school seeks to maintain its ethos in partnership with families.

This agreement is carried out in good faith and in the context of our obligations to each other as Muslims.

The Parents

I/we will:

- Seek to actively build the personality of my/our child in accordance with Islam, or in the case of other faith users good strong moral grounds.
- Ensure an Islamic atmosphere at home and reinforce the correct Islamic values and concepts at all times.
- Ensure that my/our child attends school regularly, arriving and departing on time.
- Notify the school immediately and in writing if my/our child is absent or more than 15 minutes late for any reason.
- Recognize that attendance and punctuality are extremely important in terms of discipline. Recognise that persistent absences are disruptive, and absences for reasons other than illness or emergency are not acceptable.
- Ensure that my/our child is properly equipped, and in appropriate school uniform, in accordance with the school's policy. In winter terms children must bring in coats hats and gloves
- Send an appropriate packed lunch every day. Lunch should not include 'Junk food' i.e. fizzy drinks, sweets, chocolates, crisps... Healthy alternatives such as fruit and yogurt are encouraged.
- Support my/our child so that he/she can complete home learning activities provided by the school on time.
- Support the school in reading with my/our child every day.
- Support the school in extra-curricular activities including school trips.
- Take an interest in my/our child's education and the general life of the school by communicating with teachers
- Give one full term notice if my/our child has to be withdrawn for any reason.
- Inform the school immediately if there is any change in address, telephone number or other information required by the school including medical information.
- Support all the school's policies and guidelines.
- Use the complaints procedure if I/we have any complaints, queries or concerns. I/we will not contact the class teacher or any other parents or persons outside of school. Please see our complaints procedure attached.

We will:

- Provide an Islamic environment where our children's personalities can be built on Islam, whereby Islam is present between the teacher and children and between the children.
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- Provide quality education for your child based on accelerated learning where each child can fulfill their full potential and where we aim to make learning a positive and fun experience.
- Seek actively and positively to cater for any special needs your child may have. Parents must however recognise that they will incur any additional costs if extra facilities are necessary.
- Contact you if there is a problem with attendance, punctuality or equipment.
- Inform you about any concerns or problems that affect your child's work or behavior.
- Provide information to you on the progress made by your child and arrange parent-teacher meetings every term.
- Provide home learning activities for your child to complete with your support. The objective of home- work is to reinforce what the children are currently learning in school. Therefore, there will be no new topics and children should mainly be able to do the work independently.
- Communicate regularly about school activities through newsletters and notices about special events and requests.

Together

Treat each other with fairness, respect and dignity in line with Shariah and the values of Islam.

- Communicate effectively on any issues affecting work, behavior and welfare.
- Work to provide a safe, secure, caring and supportive environment.

Signed on behalf of Oak tree primary:	Date:
Parent/Carer signature:	Date:

Ref: Consent for local trips

Dear Parents and Carers,

We know that learning outside of the classroom is exciting for our children and therefore we are planning to use our **local environment** much more in the future. This might include a visit to market, shop, park, library or even a local walk.

Please be assured that these trips will always be appropriately planned for, to include assessments of any risks that apply and actions taken to minimise these risks. This letter is a request that you give us permission to take your child on local visits.

This one 'blanket' permission will save a lot of paperwork and collection of forms, although these will still be needed for trips out of the local area where transport is needed and/or trips that are outside of normal school hours.

As you will appreciate it is very important that the school office has up to date details for your child to include contact details and any medical needs. If these should change at anytime please inform the office at once. Please

complete the enclosed forms and return to your child's class teacher who will forward to the school office for collating.

Jazakallahu Khairun

Admin Team

Child's name.....

*I give my permission for my child to be taken on local walking trips during the school day.

*I do not give my permission for my child to be taken on local walking trips during the school day.

*Please delete as required

I also accept that it is my responsibility to inform the school office with up to date contact details and any medical needs for my child and I agree to do this.

Signed: Parent/Carer

Print name: Date:

Oak tree primary school

GDPR-Photograph Consent Form

Name of child.....Year Group/Form:.....

Occasionally, we may take photographs of the children at our school. We may use images as part of our school displays and sometimes in our school's prospectus in other printed publications that we produce. We will also use them on our school website, Facebook page and twitter account. We may also make video or webcam recordings for school to school conferences, monitoring or other educational use.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and parent would like the name of their child to accompany their picture we will obtain permission from the parents before using the image.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these Images, which may appear in local or national newspapers, approved websites or on televised news programmes. To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school office

Please circle your answer

- | | |
|---|---------------|
| 1. May we use your child’s photograph in the school prospectus and other printed publications that we produce for promotional and marketing purposes? | Yes/No |
| 2. May we use your child’s image on our website? | Yes/No |
| 3. May we use, if selected your child’s work on our website? | Yes/No |
| 4. May we use your child’s image on our Facebook page? | Yes/No |
| 5. May we use, if selected your child’s work on our Facebook page? | Yes/No |
| 6. May we use your child’s image on our Twitter page? | Yes/No |
| 7. May we use, if selected your child’s work on our Twitter page? | Yes/No |
| 8. May we record your child’s image on video or webcam? | Yes/No |
| 9. Do you consent to your child’s image being published with a press photograph? | Yes/No |
| 10. Do you consent to your child’s image to be used within school for display purposes? | Yes/No |

Please note: Conditions for use of these photographs are on the back of this form

I have read and understood the conditions of use on the back of this form.

Signature:.....parents/carer

Date:parents/Carer Name:

Conditions of school Use:

- This form is valid indefinitely from the date you sign it. It is your responsibility to let us know if you want to change or withdraw your agreement at any time.
- We will not re-use any photographs or recordings a year after your child leaves this school. Historic photographs will remain on our school website and social media feeds.
- We, the school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our printed publications.
- We will not include personal details or postal addresses, or telephone or fax number on video, on our website, in our school prospectus or in other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may include, if selected work from pupils.
- We may use group or class photographs or footage with very general labels, such as a 'science lesson or 'making cakes'.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- Parents/ Carers consent will be recorded on the school's Management information system and will be retained no longer than is necessary for the purpose the data was obtained for. The paper copy will be retained on school file up to a year after your child leaves this school.
- As the child's parents/carers, you agree if you take photographs or video recordings of your child/ren which include other pupils, you will use these for personal and family use only and you will not post on any personal social media accounts. You understand that where consent has not been obtained from the other parent s for any other use, you would be in breach of the Data Protection Act 1998 if you used the recordings for any wider purpose.