

# Longlands Primary School

Woodside Road | Sidcup | Kent | DA15 7JG

Head Teacher: Mr T Baines

Deputy Head Teacher: Mrs T Allen

Chair of Governors: Mr S Morgan



*Everybody is **Valued***

*Everybody is **Aspirational***

*Everybody is **Proud***

## Admission in Academic Year 2026/27

PUPIL SURNAME

PUPIL FIRST NAME

DATE OF BIRTH



Dear Parents and Carers,

I would like to welcome you and your family to our school community.

At Longlands we believe that every child is different, yet equally important and valued. We pride ourselves on providing a caring, happy and friendly atmosphere which nurtures all children to their maximum potential in all areas of their growth and development, developing the whole child: academically, physically, creatively, socially and emotionally.

We aim to give the highest priority to academic excellence through a broad and balanced curriculum. As well as this, we have some long established traditions as a school, including our uniform, which we encourage all of our children to wear with pride!

At Longlands we are committed to providing the best possible education for your child. We have high expectations and our ethos both encourages and promotes an environment where children can be themselves and achieve their very best. We believe that with your support, the staff can work together with you to achieve these expectations for your child.

It is important that the school has all the relevant details on file for your child. Please complete this form fully and if any information changes, please ensure that the school office is informed.

Due to GDPR regulations we have to ensure that we only collect information that we need, that we keep it securely, that we only share it with others if there is a good reason to do so and when we no longer need the information, it is destroyed.

The majority of information we collect is either required legally e.g. by the Department for Education and the Local Education Authority, or is needed to keep your child safe e.g. medical information, contact details for you/family members etc.

Our obligations under these regulations and your rights under it, are explained in the privacy notice which is on the GDPR section on our website and we would urge you to read this. If you have any queries around this legislation, please direct them to Mrs Short, Office Manager, or you can contact our data protection provider at [dataservices@judicium.com](mailto:dataservices@judicium.com).

However, we do need your consent to use some of the information we have and the details of this are explained during the "consent" section within this booklet.

You may withdraw consent at any time should you change your mind by notifying us in writing.

We look forward to welcoming you to our Longlands Primary School community!

Yours sincerely,



Mr T Baines,

Head Teacher

**CONTACT DETAILS – PLEASE COMPLETE ALL SECTIONS**

**Pupil's Details**

Forename..... Surname.....

Date of birth:..... Male/Female (please indicate)

Address at where the child resides.....  
.....  
.....

Home telephone number.....

Name of sibling (if applicable).....

**It is essential that the following section is fully completed and at least 2 contacts are supplied. In the event of sickness or injury, we may need to contact you quickly.**

Parent / Carer daytime details (if you are at home, please indicate this)

**Priority Contact**

Relationship to child..... Parental responsibility? YES / NO  
(please indicate)

Title..... Forename..... Surname.....

Address (if different from child).....  
.....

Home telephone number..... Mobile.....

Email.....

Name, address and number (including ext.) of company/place of work or state "Home" .....

Hours and days you can be contacted here.....

**Contact 2**

Relationship to child..... Parental responsibility? YES / NO  
(please indicate)

Title..... Forename..... Surname.....

Address (if different from child).....  
.....

Home telephone number..... Mobile.....

Email.....

Name, address and number (including ext.) of company/place of work or state "Home" .....

Hours and days you can be contacted here.....

*cont.*

**Non-parental contact 1** – someone who has agreed to take charge of the pupil in the event of an emergency until a parent /carer is able to take over. Where possible, this should be someone who is contactable during the school day. By providing the details below, you give permission for your child to be collected from school by these contacts.

Title..... Forename..... Surname.....

Relationship to child (e.g grandparent, aunt, friend etc.) .....

Address.....

.....

Home telephone number..... Mobile.....

Hours and days you can be contacted here.....

Full telephone number, including extension .....

**Non-parental contact 2**

Title..... Forename..... Surname.....

Relationship to child (e.g grandparent, aunt, friend etc.) .....

Address.....

.....

Home telephone number..... Mobile.....

Hours and days you can be contacted here.....

Full telephone number, including extension .....

**Additional adults (over 16 years) who have permission to collect my child are:**

Name	Contact number	Relationship to child

**Collection Arrangements**

Pupil safety is of paramount importance and, as such, we will only release your child to adults with parental responsibility or any adults listed above. Wherever possible, any variation to this should be made in writing via the school office who will pass the information to your child’s class teacher. This is in the interests of safeguarding all of our pupils.

**Medical information**

Please complete this section fully.

The school will only administer prescribed medication for diagnosed medical conditions. If medication needs to be kept in school for your child, please note that it is the responsibility of the parent or carer to keep a record of the expiry date, and to provide a replacement when necessary. **The school is not responsible if medication runs out or expiry dates pass.**

**Please refer to our school website for our Administration of Medicine Policy for more information.**

**The information you give is confidential.**

**Details of GP**

Name of Doctor ..... Telephone number.....

Surgery name ..... Address.....

.....

Do any of the following affect your child? Please tick appropriate box.

Epilepsy	<input type="checkbox"/>	Asthma	<input type="checkbox"/>
Hearing Impairments	<input type="checkbox"/>	Migraine	<input type="checkbox"/>
Visual Impairment	<input type="checkbox"/>	Juvenile arthritis	<input type="checkbox"/>
Heart Conditions	<input type="checkbox"/>	Blackouts	<input type="checkbox"/>
Allergic Reactions	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
Other	<input type="checkbox"/>	Food Intolerances	<input type="checkbox"/>

If you have ticked a box, please give details.....

.....

.....

.....

Is medication for this condition to be kept in school? (If yes, please give details of dosage and times)

.....

.....

.....

***This medication must be given in at the school office on the day your child starts school***

If my child is taken ill at school as a result of this health problem, the school should take the following action:

.....

.....

.....

.....



**Lunch Information**

All pupils are currently entitled to a school lunch, free of charge.

I wish for my child to have a school meal  I will provide a packed lunch for my child

Please provide any allergy or dietary information below (i.e. Halal/vegetarian/vegan etc.):

.....

.....

.....

.....

**If your child has a food allergy or intolerance and you wish for them to have a school meal, it is essential that you advise the school office prior to your child starting school to ensure a suitable meal plan can be put into place.**

Please note that pupils must have either school meals or packed lunch for every day of the week. Should you wish to change your child’s meal pattern, we require one week notice in writing to the school office. We would prefer that all children start reception having a school meal as the younger that the children are exposed to a wide variety of food, the more likely it is that the children will not become fussy eaters as they get older. If you do choose for your child to have a packed lunch, please refer to our Whole school food and healthy packed lunch policy on our website.

**Pupil Premium**

Please refer to the enclosed letter regarding pupil premium. If you think that your child may be entitled to the additional pupil premium allowance that will support their learning, please follow the link on the Pupil Premium letter to complete the application.

**Ethnicity**

The Department for Education requires schools to provide statistical information about the ethnic background of pupils. Please tick the appropriate box to assist the school in providing this data.

Group		Group	
<b>WHITE</b>		<b>ASIAN</b>	
British		Indian	
Traveller of Irish Heritage		Pakistani	
Gypsy/Roma		Bangladeshi	
Any other white background (please state below)		Chinese	
		Any other Asian background (please state below)	
<b>MIXED</b>			
White and black Caribbean		<b>BLACK</b>	
White and black African		Caribbean	
White and Asian		African	
Any other mixed background (please state below)		Any other black background (please state below)	
I do not wish an ethnic background to be recorded			

Please state your child’s first language:.....

Please state any other languages that your child may be exposed to at home:.....

If English is not your child’s first language, please circle below the appropriate description of the level of English the currently possess:

**NONE                      MINIMAL                      COMPETENT                      FLUENT**

**Religion**

If you practice any particular religion, please state below:

.....

**Previous Education**

Name of last playgroup/nursery/school attended:.....

Telephone Number.....

**Data Protection**

Information supplied will be held in our management information system, pupil asset, which is registered with the Information Commissioners Office (ICO), and will be used for the purpose of school administration for your child’s current and future schools within the London Borough of Bexley. It may also be used for the supply of information to other authorities and should there be a transfer to schools not in Bexley. Information may be disclosed to bonafide, authorised employees, councillors, school governors and the Department for Education for administration and statutory reasons.

Signature of Parent/Carer.....

**Data Consent**

I confirm that my child is below the age of 13 years old and I am consenting on their behalf that Longlands Primary School can process his/her personal data for the purpose of advertising the school’s activities. A full breakdown of how we process your data can be found Privacy Notice on our website at [www.longlands.bexley.sch.uk](http://www.longlands.bexley.sch.uk) or on request from the school office.

I also give explicit consent on my child’s behalf to process his/her personal data for the purposes listed below:

	Yes	No
I agree for the school to take photographs of my child to be used on school notice boards.		
I agree for my child's photographs and videos to be used on Google Classroom (password protected) so that I can see what they are learning at school.		
I agree for the school to take photographs and videos of my child to be used on newsletters and the school website.		
I agree for my child's photograph to be used for external use to advertise for Longlands Primary School. Including but not limited to posters, leaflets & banners.		
I agree to receive marketing material from organisation that work with or are known to the school promoting out of school clubs or fundraising requests from the school or the Friends of Longlands School (FOLS).		
I understand that I can withdraw my consent at any time.		

**Consent**

**Local Area School Visits**

During the academic year, it is expected that various local trips will be organised during the school day to support teaching of the Curriculum. You are asked to complete and return this general consent.

I give permission for my child to take part in local visits.

Signed.....

Date.....

**Internet Use**

I grant permission for my child to use the internet and internal electronic mail systems for educational purposes only. The school has filters in place to prevent pupils looking at objectionable material.

Signed.....

Date.....

**National Fruit Scheme (EYFS & KS1 only)**

I give permission for my child to have a piece of fruit/vegetable during the school day.

My child has the following fruit allergies (if any) .....

Signed.....

Date.....

I am aware that I may withdraw consent at any time by requesting access to this form to complete the section below.

Signed.....

Date.....

I can confirm that I have read all admission documentation on our schools website:

Signed.....

Date.....

**Messages Sent Home & Online Payments**

In order to keep Parents & Carers regularly informed about what's going on at school, our primary method of communication is via our Information Management System, Bromcom. The **My Child at School** app is available for all parents to receive emails and pay for trips, clubs, and wrap around care.

Please be assured that Bromcom is registered with the ICO and guarantees that all information you provide will be kept private, held securely and not passed on to third parties.

The following agreement is intended to be reviewed at home and signed both on behalf of the child and a parent/carer.

## Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers

Name of pupil: \_\_\_\_\_

**When using the school's ICT systems and accessing the internet in school, I will not:**

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

**If I bring a personal mobile phone or other personal electronic device into school:**

- I will be responsible for turning off my mobile device on entering the school premise and will hand it to my class teacher when entering the classroom.
- I will not use it during lessons, clubs or other activities organised by the school, without a teacher's permission.
- I will use it responsibly, and will not access any inappropriate websites, other inappropriate material or use inappropriate language when communicating online.

I agree that the school will monitor my activity on computers and the websites I visit.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

<b>Signed (pupil):</b>	<b>Class:</b>	<b>Date:</b>
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**Parent/carer agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

<b>Signed (parent/carer):</b>	<b>Date:</b>
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## Home-School Agreement

Longlands is a proud school with a long-established history and is embedded within the heart of the local community. We believe passionately in fostering strong and positive links with all members of the school and surrounding area and encourage the highest standards in our children. As a parent or carer of a child or children at the school we would kindly ask you to take the time to please read and sign this home-school agreement. This document outlines some of the key things we can do together to improve outcomes for our children. Once it has been returned, a copy of this agreement is then held in your child's school record.

### Parents/Carers will:

- See that my child attends school regularly and on time in line with the school's attendance policy (available on the school website)
- Ensure that my child is wearing correct school uniform in line with the school's uniform policy (available on the school website).
- Support the school. Any worries or concerns should be shared with the class teacher in the first instance by arranging an appointment to see the class teacher. We are always willing to listen and come to a shared understanding.
- We ask that parents and carers are respectful when communicating with members of the school staff and community.
- Support the school's policies and guidelines for relationships and behaviour and support my child to be ready, respectful and safe (relationships and behaviour and support policy is available on the school website).
- Ensure that any posts uploaded to social media are in-line with school policies regarding the safeguarding of children and could not be considered defamatory to either the school or its' staff.
- Attend parents' evenings, meetings and any relevant discussions about my child's progress that the school deems necessary.
- Provide support for my child in respect of any requirements of homework set by class teachers.
- Where appropriate, support the school's extra-curricular activities.

### The School will:

- Provide a balanced curriculum. This means helping the children to acquire skills in reading, writing, maths, science and all the areas identified as necessary and important by Longlands Primary School and the National Curriculum.
- Contact parents/carers if there is a problem with attendance, punctuality or equipment.
- Let the parents know about any concerns that affect their child's work.
- Send home an annual report of academic achievement.
- Set a sensible programme of homework activities per week, in line with school policy.
- Arrange parents' evenings during which progress will be discussed.
- Keep parents informed about school activities through regular letters and newsletters home.
- Uphold the aims and values of the school which include to:
  - Develop a link between home and school, which is a partnership based on trust and gives recognition to the fact that where good relations exist; the right conditions are created for young children to grow in confidence, knowledge and practice.
  - Develop the whole child: academically, physically, creatively, socially and emotionally.
  - To support children to feel proud, valued and aspirational alongside being ready, respectful and safe.

Signed: .....(Parent)

Signed:  (Head Teacher)