



New Student – Birth Certificate /Parental Responsibility Check

This form will be checked in your presence by a member of school staff, please ensure that you bring along your child's birth certificate to the parent conference.

To be completed by Parent/Carer

Child's Name

Date of Birth

Are there any Child Protection Issues Yes/No
(If you answered 'yes', a member of our Safeguarding team will be in touch shortly)

Mothers Name

Fathers Name

Do both parents live with the child? Yes/No

If you answered **no** to the question above, please complete the box below.

We are committed at Gig Mill Primary School to working with families and understand the importance of continuing the relationship between school and parents who do not live with the child. Please complete the information below in order for us to keep the non-resident parent informed.

Name & address of non-resident Parent:

Phone number:

E-mail:

The best way to send information to you is (please circle one option)

via your child

via e-mail

via post

Parent Signature Date

Office / Staff Use only

Name check

DOB check

Parental check

Signed.....

Date:

Guidance on Parental Responsibility

In order to help us to look after your children whilst they are in our care, we are required to ask you to provide certain information, such as name of parents, address, contact details etc. We are also required to ask who has Parental Responsibility for your child.

This is important because it allows us to be sure who has the right to make decisions about your child's education and medical treatment. However, we are aware that this is a very specific legal term and many of you may be unaware of how it is applied. This information aims to provide you with an explanation of who has parental responsibility so that you are able to provide us with accurate information.

- All mothers automatically have Parental Responsibility.
- If a child's parents were married at the time of the birth, both parents automatically have Parental Responsibility.
- For children born from the 1st December 2003 where the father's name is on the birth certificate, the father and mother will both have Parental Responsibility.
- In all other cases, fathers are required to officially obtain Parental Responsibility. Parental Responsibility cannot be lost, except by legal adoption, although it does not guarantee contact.
- If you would like further guidance, there is clear information on the government website www.direct.gov.uk