

Pupil Admission Form

This form must be fully completed before a student can be admitted. **Please complete in block capitals.**

Section 1 - Pupil Details

Legal Surname: _____ Preferred Surname (*if different*): _____

Legal Forename: _____ Preferred Forename (*if different*): _____

Middle Name/s: _____

Date of Birth: _____

Home Address: _____ Post Code: _____

Home Number: _____

Section 2 - Parental/Carer details

Please note CCW utilises electronic methods of communication where possible so it is vital we have your up-to-date mobile numbers and email addresses.

Who has Legal Parental responsibility: Parents Social Services Guardian/Carer Other _____

Parent/Carer's full name (Mr/Mrs/Miss/Ms): _____

Address if different from student: _____

Mobile: _____ Work: _____ Home: _____

Email address: _____

Parent/Carer to receive correspondence/reports: Yes No Relationship to child: _____

Parent/Carer's full name (Mr/Mrs/Miss/Ms): _____

Address if different from pupil: _____

Mobile: _____ Work: _____ Home: _____

Email address: _____

Parent/Carer to receive correspondence/reports: Yes No Relationship to child: _____

Please give at least one other contact other than parent/carers you wish us to contact in an emergency. Please place them in the order that you wish for them to be contacted.

Full name (Mr/Mrs/Miss/Ms): _____

Relationship to child: _____

Address if different from pupil: _____

Mobile: _____ Work: _____ Home: _____

Full name (Mr/Mrs/Miss/Ms): _____

Relationship to child: _____

Address if different from pupil: _____

Mobile: _____ Work: _____ Home: _____

Section 3 - Welfare Information

Are either parents/carers serving in the HM armed forces? Yes No

Details:

Please attach a copy of any **court orders** relating to your child.

Please tick if attached

Is the pupil looked after?

Yes No

If **yes**, which Authority is responsible for the student: _____

Name of Social Worker: _____ Address: _____

Tel No: _____ Email Address: _____

Name of Independent Fostering Agency:

Tel No: _____ Email Address: _____

Section 4 - Dietary

Meal arrangements (please tick)

Free School Meal

Restaurant Paid Meal

Packed Lunch

Entitled to Free School Meals but currently does not take them up

It is essential to inform the School if you are entitled to claim Free School Meals (entitlement can be checked by contacting the Assessment Team, Kent County Council, St Peter's House, Dane Valley Road, Broadstairs, Kent CT10 3JJ, or by telephoning 03000 415123). **Please apply for Free School Meals even if your son/daughter does not take them up.** This is to ensure that the School is able to provide the full range of support for our students.

Does your child have any food allergies? Yes No

If **yes**, please state:

Section 5 - Travel Arrangements

Please indicate in the box the mode of transport your child will be using. If more than one, please tick the main one only.

Mode of transport:

Walk

Car/Van

Bicycle

Car Share

Public Bus Service

Train

Taxi

Moped

Other (please state): _____

Section 6 - Medical

Doctor's name: _____

Medical practice: _____ Telephone: _____

Address: _____

Please tick if your child suffers from any of the following:

- | | |
|---|---|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Visual problem |
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Impaired mobility |
| <input type="checkbox"/> Hearing problem | <input type="checkbox"/> Congenital disorders |
| <input type="checkbox"/> Social communication disorders | |

Allergies (please state): _____

Other Medical Conditions (if applicable): _____

Please list any **medication** your child takes: _____

In such cases of **major medical emergencies**, I agree to a member of School staff giving consent on my behalf for an anaesthetic to be administered or for any other urgent medical treatment.

I agree

I disagree

Section 7 - Disabilities

Does your child have a disability? Yes No

If **yes**, please state the disability and continue on a separate sheet if necessary.

Has your child any of the following disabilities?

Type	Yes	No	Comments
Problems with Mobility			
Problems with Hand Function			
Problems with Personal Care			
Problems with Eating and Drinking			
Problems with Medication			
Problems with Incontinence			
Problems with Communication			
Problems with Learning			
Problems with Hearing			
Problems with Vision			
Problems with Behaviour			
Problems with Consciousness			
Problems with ASD/Aspergers			
Problems with Palliative Care Need			
Other Disability/Health Problem			

Section 8 – Background & Ethnicity

All schools are required by the Department of Education and Skills to collect information on pupils' ethnic background. Parents/Carers of all pupils are being asked to tick **ONE** box on this form.

Our ethnic background describes how we think about ourselves. This may be based on many things including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

It is recommended that young people over the age of 11 years old have the opportunity to decide their own ethnic identity. Parents/Carers are asked to support or advise those children over 11 in making this decision for them. The information you give is confidential and will be included in your child's confidential school record.

Nationality: (as shown on passport) _____ **Country of birth:** _____

Ethnicity:

White

- | | |
|--|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Greek/Cypriot |
| <input type="checkbox"/> Scottish | <input type="checkbox"/> Kosovan |
| <input type="checkbox"/> Welsh | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> Other British | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Turkish/Cypriot |
| <input type="checkbox"/> Traveller of Irish Heritage | <input type="checkbox"/> White Eastern European |
| <input type="checkbox"/> Albanian | <input type="checkbox"/> Polish |
| <input type="checkbox"/> Bosnian-Herzegovina | <input type="checkbox"/> Slovakian |
| <input type="checkbox"/> Croatian | <input type="checkbox"/> White Western European |
| <input type="checkbox"/> Greek | <input type="checkbox"/> White Other |

Traveller Status:

- Gypsy/Roma (Housed)
 Gypsy/Roma (Travelling)
 Occupational (Traveller)
 Traveller (Other)

Asian or Asian British

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Indian | <input type="checkbox"/> Nepali | <input type="checkbox"/> African Asian |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Sri Lankan Tamil | |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Other Asian | |

Mixed/Dual Background

- | | |
|---|---|
| <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Black & any other ethnic group |
| <input type="checkbox"/> White & Black African | <input type="checkbox"/> Chinese & any other ethnic group |
| <input type="checkbox"/> White & Pakistani | <input type="checkbox"/> Any other mixed background |
| <input type="checkbox"/> White & Indian | <input type="checkbox"/> White & any other ethnic group |
| <input type="checkbox"/> White & any other Asian Background | |

Black or Black British

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Any other black background |
| <input type="checkbox"/> African | |

Any other Ethnic Group

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Afghan | <input type="checkbox"/> Latin/South/Central/Central American |
| <input type="checkbox"/> Arab other | <input type="checkbox"/> Lebanese |
| <input type="checkbox"/> Egyptian | <input type="checkbox"/> Malay |
| <input type="checkbox"/> Iranian | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Kurdish | <input type="checkbox"/> Any other ethnic group |

I do not wish for an ethnic background/nationality to be recorded

***Home Language:** _____ ***First Language:** _____

*If home/first language is **not** English, please describe your son/daughter's proficiency in English:

- | | |
|--|---|
| <input type="checkbox"/> A – New to English | <input type="checkbox"/> D – Competent |
| <input type="checkbox"/> B – Early acquisition | <input type="checkbox"/> N – Fluent |
| <input type="checkbox"/> C – Developing competence | <input type="checkbox"/> E – Not yet assessed |

Religion (if none please state): _____

Section 9 - Previous School

Last school attended: _____

Address: _____ Tel No: _____

Dates attended: from: _____ to: _____

Addition Information (such as Additional Educational Needs):

Does your son/daughter have a Statement of Additional Needs? Yes No

Do you currently have a son/daughter at CCW? Yes No

If **yes**, please state Name and Year Group:

Section 10 - Photographic Permissions

From time to time the School may use individual or group photographs/videos for publicity/advertising.

I give permission for the School to (*please tick*):

- Use my sons/daughter's photograph in the School prospectus and other printed publications that are produced for promotional purposes or on project display boards
- Use my sons/daughter's image on the School website
- Record my sons/daughter's image on video or webcam for internal use only
- Allow my sons/daughter's image to appear in the media

Section 11 - Sports Fixtures off the School premises

There are regular sports fixtures with other schools throughout the year. We ask that you tick the box below to cover a full academic year of fixtures, as otherwise you will be required to sign a separate letter for each fixture. Pupils failing to submit this consent form may be prohibited from travelling to away fixtures.

I give permission for my son/daughter to take part in School sports fixtures when selected (*please tick*):

Section 12 - School Closure

In the event of an unforeseen school closure, e.g. due to severe bad weather, heating problems, etc., we ask that you tick the relevant box below for your child to be sent home without parental contact.

I agree

I disagree

Notice - Youth Support Services Agreement

Once pupils are aged 13 or over, we are required by law to pass on certain information to providers of Youth Support Services in Kent. This is the local authority support service for young people aged 13 to 19 in England. We must provide both student and parent/carer names and addresses and any further information relevant to the support service. However, parents/carers, or pupils aged over 16 (this right passes to pupils on their 16th birthday), can ask that no information beyond names, addresses and date of birth be passed to the support service. If you wish to opt-out of this service, please write to the school confirming your child's name, date of birth and address.

Section 13

E-Safety Contract

These e-Safety Rules help to protect students and the School by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use, loss or damage may result in the loss of all ICT access in the school and being charged for the damage.
- The Community School Whitstable accepts no responsibility for the loss, theft or damage of any mobile phone/MP3/4 players/iPods/digital cameras or other new technologies brought on to the school site.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages/electronic communication with other people including email, IM and social networking shall be written politely and so that they do not offend anyone or be misunderstood or misinterpreted.
- Anonymous messages, unsolicited emails (SPAM) or chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the Headteacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- Installing any software or hardware is not permitted.
- The school may exercise its right to monitor the use of the computer systems, including the internet, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text,

Student's e-Safety Agreement

All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

- I have read, understood and accept the e-Safety Rules.
- I will use the computer, network, mobile phones, internet access, mobile phones, mp3/4 players, iPods and other new technologies in a responsible way at all times.
- I know that network and internet access may be monitored.

Signed by pupil: _____ Date: _____

Parent's Consent for Internet Access

I have read and understood the e-Safety rules and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

I understand that The Community School Whitstable accepts no responsibility for the loss, theft or damage of any mobile phone/MP3/MP4 players/iPods/other new technologies brought on to the school site.

Signed: _____ Date: _____

Section 14

Home/School Agreement

	As a pupil I agree to . . .	As a Parent/Carer I agree to . . .	As a school we agree to
Work and Learning together	<ul style="list-style-type: none"> ▪ Work and learn in a positive manner at all times ▪ Complete classwork and extended learning fully and on time ▪ Behave positively in lessons and not disrupt others' learning ▪ Complete homework frequently and to the best of my ability 	<ul style="list-style-type: none"> ▪ Support my child's learning at home and at school ▪ Encourage and help in the completion of extended learning ▪ Celebrate hard work, effort and new achievements ▪ Communicate through the Pupil Planner 	<ul style="list-style-type: none"> ▪ Plan, prepare and teach effective lessons ▪ Set appropriate classwork, and extended learning ▪ Set assessment tasks in accordance with policy ▪ Mark work ▪ Set appropriate targets to improve learning and pupil achievement ▪ Set meaningful regular homework
Expectations, behaviour and achievements	<ul style="list-style-type: none"> ▪ Follow staff instructions and accept their authority ▪ Follow the school's codes and messages ▪ Be polite, respectful and courteous and treat others as I wish to be treated ▪ Respect and try to understand other people and be tolerant of their opinions 	<ul style="list-style-type: none"> ▪ Teach my child to accept school rules and authority ▪ Support the school when dealing with rules that have been broken; disruptive or inappropriate behaviour ▪ Support the school's system of rewards and sanctions ▪ Encourage my child to make the best of their opportunities ▪ Celebrate my child's successes in their work and study support achievements 	<ul style="list-style-type: none"> ▪ Teach and encourage pupils to follow the rules and accept authority ▪ Develop and maintain an environment of good relationships through staff interactions with pupils ▪ Develop and maintain a positive learning environment throughout the premises ▪ Operate fairly the system of rewards and sanctions ▪ Encourage pupils to seek success through the rewards system ▪ Celebrate the successes of pupils
Support and care	<ul style="list-style-type: none"> ▪ Support and encourage other pupils both inside and outside the classroom ▪ I will speak to staff if I need to discuss any issues ▪ Make sure I communicate information from school to home as quickly as possible 	<ul style="list-style-type: none"> ▪ Inform the school of any problems and difficulties that affect or may affect my child ▪ Co-operate with the school in sorting out any difficulties that arise ▪ Attend Parent Consultation Evenings and other school events where possible 	<ul style="list-style-type: none"> ▪ Encourage pupils to share any concerns then take appropriate action ▪ Respond professionally to any contact with parents/carers ▪ Provide information through the Planner, Newsletters, Reports and other special communications
Getting to School	<ul style="list-style-type: none"> ▪ Attend school every day and arrive on time ▪ Make sure I wear the correct uniform in the correct way ▪ Make sure I am equipped for every lesson with pen, pencil, planner, ruler and rubber ▪ Behave in an orderly way on my journey to and from the school 	<ul style="list-style-type: none"> ▪ Ensure that my child attends every day and arrives on time ▪ Provide the correct uniform and equipment ▪ Inform the school of absence with a reason in line with absence reporting guidelines 	<ul style="list-style-type: none"> ▪ Check attendance and punctuality and inform parents of unexplained absences ▪ Check that uniform and equipment are correct and work with pupils and parents/carers if there are concerns

Signed by pupil: _____ Date: _____

Signed by parent/carer: _____ Date: _____

Data Protection Act 1998

The school is registered under the data protection act for holding personal data. The school has a duty to protect this information and to keep it up-to date. The school is required to share some of the data with Kent County Council, HE DfE and other authorised Government bodies.

PLEASE ADVISE THE SCHOOL IN WRITING IF ANY OF THE PERSONAL DETAILS CHANGE AT ANY TIME.

Parent/Carer's Signature: _____

Print Name: _____ **Date:** _____

OFFICE USE ONLY

Date Interviewed (casual admissions): _____	By whom: _____
File & CTF sent for: _____	File & CTF Rec'd: _____
Birth Certificate/Passport seen: _____	EAL <input type="checkbox"/> Yes <input type="checkbox"/> No
Year Group: _____	Eligible for FSM: <input type="checkbox"/> Yes <input type="checkbox"/> No

Start Date:	
Tutor Group allocated:	
House allocated:	
Unique Pupil Number:	
Unique Learner Number:	
UCI (exams):	
FSM:	
PP Indicator:	
School History:	
Single Registration:	
Guest Registration:	
Main-Dual Registration:	
Sub-Dual Registration:	