



Chipping Sodbury School

ADMISSION FORM

(Please return to reception)

Please complete in black ink and block capitals

STUDENT DETAILS

Legal Forename	
Middle Name(s)	
Legal Surname	
Preferred Surname	
Preferred Forename	
Date of birth	
Gender (please circle)	Male Female
<i>Birth Certificate seen</i>	<i>(for school use only)</i>
Current Home Address (including Postcode)	
Home Telephone	
Main Email (parent/carer)	

<i>For School Use Only</i>	
Registration Group	
Admission Date	
Parent Pay	
IT Support	
UPN	
CTF In	
Logged on SIMS	



EMERGENCY CONTACTS - These numbers will be used in the event of unreported student absence

	1st Priority	2nd Priority	3rd Priority	4th Priority
Full Name (including title)				
Relationship to student				
Parental responsibility Yes/No				
Phone No 1 Please indicate if private or work				
Phone No 2 Please indicate if private or work				
Anyone with parental responsibility, please provide an email address and home address				

PARENTAL & FAMILY INFORMATION

Copies of reports required for separated parent? If so, please give full details.	<i>Name, address & relationship to child</i>
Siblings already attending this school?	<i>Names and tutor groups</i>
Parent salutation for correspondence	<i>e.g. Mr, Mrs, Ms...</i>
Is there a Custody/ Guardianship/Access order in force?	<i>If Yes, please give details</i>

MEAL CHOICE (please tick main only)

Free School Meal	Home	Packed Lunch	School Meal
------------------	------	--------------	-------------

MEDICAL INFORMATION

Doctor	
Practice	
Medical conditions	
Allergies	
Current medication	
Medical notes	<i>Please include details of a care plan if necessary on a separate sheet</i>
Medical events	
Dietary needs	



ETHNIC ORIGIN, RELIGION, HOME LANGUAGE & FIRST LANGUAGE

The Department for Education requires information on a pupil's ethnic origin, religion, home language and first language (i.e. the language they were first exposed to and continue to be exposed to). Parent/Carers are not obliged to provide the information being sought, but the information is being collected for positive educational purposes.

Ethnic Origin	Religion	Home Language	First Language

MODE OF TRAVEL (please tick main only)

Bus	Car Share	Car	Cycle	Taxi
Dedicated school bus	Public Bus	Walk	Train	Other

WELFARE

If in care; Care Authority and start date	
In care details	
Child Protection Plan or Child in Need Plan?	
Is a Pre CAF or CAF or SAF//EHAP in place?	
Do you consider your child to be a young carer?	

CURRENT/PREVIOUS SCHOOL

Name	
Address	
Tel No	
Date of arrival	
Date of leaving	
Contact name	

EXAMINATION RESULTS

	Maths	English	Science
KS2 Results			
KS3 Results			

INFORMATION

Is there anything else you would like to tell us about your son/daughter where you feel the school can support your child?	
--	--



MAKING SCHOOLS BETTER PLACES FOR LEARNING

We are committed to making sure that school is a happy and successful experience for all of our children and young people. Where a child has a particular difficulty or need, we will do our best to put measures in place to overcome this. It would therefore be helpful if you could complete this questionnaire, whether or not your child has any difficulties.

1. Please indicate whether your child has any long-standing illnesses, health problems or disabilities which mean that he/she has substantial difficulties with any of the areas of his/her life shown below. Please select all that apply.

By long-standing we mean anything that has troubled him/her over a period of at least 12 months or that is likely to affect him/her over at least 12 months. Please exclude difficulties that you would expect for a child of that age

Mobility – moving around indoors or outdoors	<input type="checkbox"/>
Hand movements – touching or holding	<input type="checkbox"/>
Personal care – going to the toilet, dressing	<input type="checkbox"/>
Eating and drinking without help	<input type="checkbox"/>
Incontinence – wetting or dirtying	<input type="checkbox"/>
Taking medication	<input type="checkbox"/>
Communication - speaking with others, or understanding them	<input type="checkbox"/>
Learning – numbers, letters, words	<input type="checkbox"/>
Hearing	<input type="checkbox"/>
Vision	<input type="checkbox"/>
Behaviour – very active, has a short attention span, behaves unacceptably	<input type="checkbox"/>
Has fits or seizures	<input type="checkbox"/>
Diagnosed with autism or Asperger Syndrome	<input type="checkbox"/>
Has a life-limiting condition or requires palliative care	<input type="checkbox"/>
Can be depressed, or anxious, or has an eating disorder	<input type="checkbox"/>
Other (please describe other areas of great difficulty)	

2. Does your child take any medication, use any physical aids or require any special diet or supplements?

Yes

No



3. If your child did not take this medication, use this physical aid or has a special diet or supplements, would he/she have substantial difficulties with any of the areas of life listed above?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

4. Has your child seen a professional, such as a paediatrician or a psychologist or a speech and language therapist because of the difficulty?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

If YES, please provide further details:

5. If you have indicated above that your child has difficulties, do these difficulties affect his or her:	Yes	Sometimes	No	Don't know
Classroom learning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with his or her classmates / peers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joining in other school activities e.g. breaks, social and leisure activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance at school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day to day life outside of school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What sort of help or special equipment do you think your child needs so that he/she gets on well at school?

We would be pleased to meet with you to talk about your child's need. Please tick if you would like us to arrange this.	<input type="checkbox"/>
--	--------------------------



PARENTAL CONSENT

Please read the explanatory notes on the next page and ***tick to give your consent*** in each box. If you do not want to give permission please indicate clearly in the box with a cross.

Activities and Trips

Copyright

Data Exchange

Detentions

Emergency Services/Student Support Agencies

E-Safety Policy

Home/School Agreement

Library biometric (fingerprint) scanner

Release of Photograph/Video Recordings – this may also include use on the school website, in the newsletter, displays around school, other school promotional/printed material or similar, or in the media – for example a local newspaper.

Sex & Relationships Education

Signature (Parent/Carer)	
Print Name	
Date	



EXPLANATORY NOTES

- **Activities & Trips:** Permission for your child to attend general local out of school activities, such as sports matches, concert rehearsals, local field trips etc. The School will act in *loco parentis* exercising a duty of care that would be deemed reasonable by a responsible parent.
- **Copyright:** Students must not violate copyright laws. It is an offence for a student to do any of the following without consent of the owner: copy the work; rent, lend or issue copies of the work to the public; perform, broadcast or show the work in public; adapt the work.
- **Data Exchange:** For more information please refer to The Privacy Notice, Data Protection Act below.
- **Detentions:** We do use detentions during the school day and after the school session as a sanction for misbehaviour. The time and duration of the detention set will be reasonable and proportional to the offence. The school is also able to detain students during early mornings, Saturday mornings or holiday detentions. Schools no longer need the consent of parents, but in all cases of detention, 24 hours' notice will be given. Notice will be given in writing via the student journal, or by letter through 'student post' or posting to the last known address. The school assumes that the parent/carer has received the notification even if there has been no response. It is the responsibility of parents/carers to make alternative arrangements for students' safe return home after the detention.
- **Emergency Services/Student Support Agencies:** Incidents occasionally occur which necessitate the involvement of the Emergency Services. If the school is requested to release contact details of students to help with their enquiries, e.g. as an independent witness to an event, medical information in the event of an accident, the school is obliged to release these details. Notification will be sent to parents/carers confirming the release and the name of the receiving officer. If a student's personal circumstances in school require us to seek the support or advice from other external agencies, we may discuss these issues at our Student Support Group meetings. These meetings may include representatives from external agencies, or referral to external agencies such as Educational Welfare Services, School Health Nurse, Behaviour Support Team, Educational Psychologist, Connexions, Youth Offending Team, Child and Adolescent Mental Health Service, etc. Parents/carers will be informed or contacted when an external service referral has been made as an outcome of the meeting.
- **E-Safety:** I give consent for my son/daughter to use electronic mail and the Internet. I understand that students will be held accountable for their actions. Students are responsible for good behaviour on the school network, email and the internet. The following are not permitted:
 - × Using proxy servers to avoid school filtering systems
 - × The deliberate sending or displaying of offensive messages or pictures
 - × Using obscene language, harassing, insulting or attacking others. This kind of behaviour will always be reported to the police
 - × Sending of files/attachments which are indecent
 - × Transmitting of materials which are offensive or not connected with school
 - × Violating copyright laws
 - × Using others' passwords
 - × Using chat lines, chat applications, message sending, Twitter or Facebook will only be possible when sanctioned specifically by a member of staff
 - × Trespassing in others' folders. Work or files including system "out of bounds areas"
 - × Intentionally wasting resources (only download, save or print items which are for classwork, project or coursework/controlled assessment purposes)
 - × Disks/Sticks/ Downloads containing programs must not be used on or loaded onto the school computers (data files, word processed text may be uploaded with permission)
 - ✓ **By ticking the box you are agreeing that your son/daughter will comply with these rules.**
- **Home/School Agreement: We at Home agree to:**
 - ✓ Ensure that my/our child attends school on time; properly equipped and dressed in the school uniform.
 - ✓ Inform the school about concerns or problems that may affect my child's work or behaviour.
 - ✓ Contact the school on the first day of my child's absence and maintain contact if absence persists.
 - ✓ Regularly check and use my child's personal journal to communicate with the staff and sign as and when required.
 - ✓ Support the school on matters of behaviour, discipline, and sanctions to encourage my child to show respect for all members of the school community.
 - ✓ Support my child in homework and other opportunities for home learning.



- ✓ Attend parents' evenings and discussions about my child's progress.
- ✓ Get to know about my child's life at the school and praise them when doing well.

Chipping Sodbury School agrees to:

- ✓ Encourage and enable every student to achieve high standards in line with their potential.
 - ✓ Provide a caring environment in which all students may learn.
 - ✓ Employ well-qualified staff and ensure they abide by school policies and procedures.
 - ✓ Provide clear expectations of student behaviour together with rewards and sanctions.
 - ✓ Set, mark, and monitor homework and provide regular feedback about your child's achievements and progress including three subject reviews per year.
 - ✓ Contact parents if there is a problem with attendance, punctuality, behaviour, progress, equipment or uniform.
 - ✓ Provide each student with a personal journal and ensure it is properly used.
 - ✓ Keep parents informed about school activities and invite them to special events.
- **Library biometric (fingerprint) scanner** – as part of the library system we use a fingerprint scanner to identify students. This avoids the need for library cards. The technology uses biometric fingerprint recognition. The system creates a mathematical template not an image of the fingerprint. The data is encrypted for further security and cannot be used in any other database. It is not possible to recreate an image of the original scan from the data that is stored. Once a child leaves school, their record is deleted from the main library system and the biometric data is immediately deleted.
 - **Release of photographs/video recordings:** Quite often we have articles of interest for the Press, or an educational visit includes Press coverage. Your child may have his/her photograph taken during one of these events, and the image and name cannot be used without your consent.
 - **Sex & Relationships Education:** Consent for students to learn about different kinds of relationships, exploring family, friendships, partnerships and marriage. Students will also learn about contraception, sexually transmitted infections and HIV. Other topics include domestic violence, sexuality, teenage pregnancy, and abortion. The SRE policy is available for all parents – please contact the school for a copy if you would like one.

Privacy Notice (How we use pupil information) - CHIPPING SODBURY SCHOOL

Why do we collect and use pupil information?

We collect and use pupil information under GDPR Article 6 - Lawfulness of processing

1(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

1(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

1(c) processing is necessary for compliance with a legal obligation to which the controller is subject;

1(d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;

1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

And under Article 9 - Processing of special categories of personal data

2 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to provide services to pupils and parents

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information,
- Relevant medical information,
- Special educational needs information,
- Exclusions / behavioural information
- Post 16 learning information
- CCTV images
- Biometrics for the library

FOR A FULL COPY OF OUR PRIVACY NOTICE PLEASE VISIT OUR WEBSITE ([Key information / Policies and Reference](#))

