

The Elizabethan Academy

Admission Form

(Please read notes on reverse before completing this document)



Previous School:					
Reason for leaving previous school:					
Pupil	Surname	First name (s)	Gender M F	Date of birth	Ethnic origin (optional)
	Address:				
Mother	Surname	First name	Occupation	Priority 1 2 3	
	Address:				
	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other _____	Email address
	Home (01)	Work (01)	Mobile (07)		
Father	Surname	First name	Occupation	Priority 1 2 3	
	Address:				
	Home (01)	Work (01)	Mobile (07)	Email address	
Other contact(s)	Name	Relationship to child	Number(s)		
	1				
	2				
	3				
Brothers/sisters	Name	Date of birth	School attended		
	(eldest first) 1				
	2				
	3				
SEND	Do you consider your child to have a special need or disability?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Did s/he have any exam access arrangements at the previous school?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you consider your child to speak English as an Additional Language?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Medical information	Uses Epi-pen <input type="checkbox"/>	Uses Inhaler <input type="checkbox"/>	Other		
Family doctor	Name	Surgery	Telephone number (01)		
Lunch arrangement	Free school meal <input type="checkbox"/>	School lunch <input type="checkbox"/>	Sandwiches <input type="checkbox"/>	Home <input type="checkbox"/>	
Travel arrangement	Bus <input type="checkbox"/>	Car <input type="checkbox"/>	Walk <input type="checkbox"/>	Cycle <input type="checkbox"/>	
I give permission for my child to travel in a parent/teacher's car					<input type="checkbox"/>
I give permission for my child to have their finger print scanned for the catering and library facilities					<input type="checkbox"/>
I give permission for my child's photograph to be used in school publications including the school website					<input type="checkbox"/>
I give permission for my child's image to be used in developing Elizabethan Academy teaching and learning materials					<input type="checkbox"/>
Signed: _____			(parent/carer)		Date: ____/____/____

Admission Form: Guidance Notes

This form is very important to us so that we can provide the best level of support for your child while at school. We will not share this information with any other organisations without your consent (although we must provide certain data to the Department for Education as part of the School Census - see below) and we will only keep it as long as is necessary for our records.

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS

Family Details

- Ethnic origin - **this information is optional**. It is requested by the Department for Education but parents can decline to provide details should they wish to.
- Parents - it is very important to us to involve all parents in the education of their child so please provide details for non-resident parents as well as the parents who live with the child.
- Occupation - this is requested for statistical returns. Individuals are not identified from this data.
- Other contacts - these are important in case we need to contact you for medical reasons or in an emergency.
- SEND - if you answer "yes" to any of these questions, please ensure that you provide full details so that we can support your child appropriately.
- Medical information - this is vital for PE and for your child's welfare so please give us as much information as possible.
- Lunches - students in Years 7-10 are required to stay in the academy for lunch. We will only allow them to go home for lunch if you request this specifically.

The School Census collects information about individual pupils and the Academy itself. It is collected on a termly basis and is statutory for Academies. The information collected includes free school meal eligibility, ethnicity, special educational needs, attendance and exclusions. This data is not published in its raw form as it contains data defined as personal and sensitive data by the Data Protection Act 1998 but a wide range of aggregate outputs including official statistics are published on a regular basis. The raw data is held in the Department for Education's national pupil database. Please see <https://data.gov.uk/dataset/school-census> for more details.

Permissions

We want to provide the best educational experience for your child and these requests help us to run the Academy smoothly and safely. Legally, we must seek your permission for these. If you feel strongly that you do not want to give permission, please ring Miss Turner on Ext 619 to discuss your concerns.

- Travel - there may be rare occasions when we need to transport your child in the car of a member of staff. We will always try to contact you beforehand and we will ensure that the member of staff has appropriate car insurance.
- Fingerprint scans & biometric data - we operate a fingerprint system for meals and taking out library books. This has many advantages. It saves your child from carrying cash every day as you can send a cheque or pay on line. You can be confident that they are spending money on meals and not in the local shop. You can also monitor online what they are eating and keep an eye on a healthy diet. Pupils have their fingerprint registered on the system which is then translated into letters and numbers. The letters and numbers are then used by the system to identify the child. **Please note** that if a student is unhappy with biometric data being used then they can request to use a card as an alternative method. The cost for this, and subsequent replacement cards - if it is lost, is £5.
- Photographs - we like to take photographs of our students to celebrate their achievements and to use for marketing purposes e.g. academy prospectus or newsletter. We might also use students' photographs in short educational video clips to train staff on teaching and learning. These could be used after the student has left the academy. We follow all safeguarding guidance when using children's photographs.

Please return a paper copy of this form to Claire Turner in the School Office or email it to office@elizabethan.notts.sch.uk. For safeguarding reasons, we **must** be in receipt of this form **before** your son/daughter starts school. We reserve the right to turn them away on their first day if we do not have appropriate emergency contact details.