Confidential Admission Form

PLEASE COMPLETE ALL SECTIONS OF THIS FORM IN BLOCK CAPITALS

Data Protection: *Poltair School is registered as a data controller and processor, as part of Cornwall Education Learning Trust (CELT). The Trust aims to ensure that all personal data collected about staff, students, parents, trustees/community champions, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 as set out in the Data Protection Bill. The information that you provide will be maintained on the School's database, which is subject to strict controls and no unauthorised person has access. Poltair School is required to share some information with the Local Authority and with the Department for Education.*
The CELT Data Protection Policy and Privacy Notice are available on the CELT website (Cornwall Education Learning Trust - Policies) or from Poltair Reception.

STUDENT DETAILS	
Legal Forename:	Preferred Forename:
Legal Surname:	Preferred Surname:
Middle Names:	
Previous Surname/s if relevant:	
Date of Birth:	Gender: Male ☐ Female ☐
Parent/Carer Names, including all those who have Parental Responsibility: (Full individual details to be included in Section D)	
If the student has ever had involvement with a Social Worker, please provide name and contact details:	

STUDENT ADDRESS *(The address at which the child lives for the majority of the time in a typical week)*	
Postcode:	
House Number/Name:	Street:
Town/City:	

FAMILY LINKS

Please list brothers and sisters (including half/step family) currently at the school:

Surname	Forenames	Gender	Date of Birth	Same address as the student
		M / F		Y / N
		M / F		Y / N
		M / F		Y / N

COURT ORDERS

If the student is subject to any Court Orders, please specify the Court Order terms below. This information is CONFIDENTIAL but will help the school understand the student's circumstances. A copy of any Court Orders will need to be provided; this may include any Special Guardianship arrangements, Contact Orders and Children In Care arrangements.

FAMILY/HOME *(Please provide AT LEAST 3 contacts in case of an emergency)*

Priority 1 Contact - Holds Parental Responsibility Yes / No

Title:	Forename:	Surname:

Address: *(if same as the student, please tick here* ☐)

Relationship to the student:

☐ Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Grandparent

☐ Other Relative ☐ Guardian ☐ Social Worker ☐ Neighbour ☐ Other Contact

Contact Details: ***(please tick the primary daytime telephone number for use in an emergency)***

Home:	Mobile:	Work:

Email Address:

Priority 2 Contact - Holds Parental Responsibility Yes / No

Title:	Forename:	Surname:

Address: *(if same as the student, please tick here* ☐)

Relationship to the student:

☐ Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Grandparent

☐ Other Relative ☐ Guardian ☐ Social Worker ☐ Neighbour ☐ Other Contact

Contact Details: ***(please tick the primary daytime telephone number for use in an emergency)***

Home:	Mobile:	Work:

Email Address:

Priority 3 Contact - Holds Parental Responsibility Yes / No		
Title:	Forename:	Surname:
Address: *(if same as the student, please tick here* ☐)		
Relationship to the student: ☐ Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Grandparent ☐ Other Relative ☐ Guardian ☐ Social Worker ☐ Neighbour ☐ Other Contact		
Contact Details: ***(please tick the primary daytime telephone number for use in an emergency)***		
Home:	Mobile:	Work:
Email Address:		

Priority 4 Contact - Holds Parental Responsibility Yes / No		
Title:	Forename:	Surname:
Address: *(if same as the student, please tick here* ☐)		
Relationship to the student: ☐ Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Grandparent ☐ Other Relative ☐ Guardian ☐ Social Worker ☐ Neighbour ☐ Other Contact		
Contact Details: ***(please tick the primary daytime telephone number for use in an emergency)***		
Home:	Mobile:	Work:
Email Address:		

MEDICAL / SEN / CARER INFORMATION *(Please continue on a separate sheet if more space is needed)*
Registered Medical Practice:
Practice Address:
Telephone Number:

Medical Conditions:
Please include full details of any medical conditions which your child has, and any medications regularly taken. If no medical conditions, please state NONE.

Dietary Needs:
Please include any specific dietary requirements and food allergies.

Special Educational Needs:
Does your child currently receive any additional support in school?

☐ Yes ☐ No ☐ Education Health and Care Plan (EHCP)

If Yes or EHCP, please provide full details:

Young Carer Information:
Is your child currently registered as a Young Carer?

☐ Yes ☐ No

If Yes, please provide any information that will be helpful to the young carers team:

Additional Information:
Please note any other information which will enable us to provide the best support for your child.

ETHNIC / CULTURAL INFORMATION

Ethnicity:	Religion:
First Language: ☐ English or ☐ Other – please specify:	Main Language spoken at home:

Country of Birth: Nationality:

Please note, Country of Birth and Nationality are no longer collected by the DfE. We may, however, use this information for our own analysis. You may leave these fields blank if you prefer to do so.

ETHNIC / CULTURAL INFORMATION (Continued)

Please indicate if any of the following statuses apply:

☐ Asylum Seeker ☐ Refugee Status

☐ Traveller Status* from (date):

*If yes, please delete as appropriate: Gypsy/Roma (Housed) / Gypsy/Roma (Travelling) / Occupational (Traveller) / Other

ADDITIONAL INFORMATION (Please indicate the most typical arrangements for your child)

Mode of Transport:
☐ Dedicated School Bus ☐ Car ☐ Walk ☐ Taxi ☐ Bicycle ☐ Train ☐ Public Bus Service

Meals:
☐ School Meal ☐ Packed Lunch

PUPIL PREMIUM FUNDING

Have either of the student's parents been in a Service Profession within the last four years? If yes, please provide evidence.	Yes / No
Is the student currently In Care with a Local Authority, or have they ever been In Care with a Local Authority (this includes adopted from care)?	Yes / No
Is the student currently eligible for Free School Meals? *	Yes / No
Has the student been eligible for Free School Meals within the last 6 years?	Yes / No

If you have answered Yes, please contact Cornwall Council to notify them of the change of school and provide your child with a packed lunch or money for a school meal until you have had confirmation that your child is on the free school meal list at Poltair.

PARENT/CARER CONSENTS

(Please refer to Appendix A for full details and conditions of parental consents, including other consents for which you would need to complete an opt out process if you wish to withdraw your permission)

Use of Images for Media Purposes	Yes / No
Local Off-Site Trips and Visits	Yes / No
Biometric Cashless Catering System	Yes / No
Emergency Medical Consent	Yes / No

SCHOOL HISTORY	
Previous School Name:	Previous School Address:
Telephone Number:	
Dates Attended (dd/mm/yyyy) From: To:	

ACADEMIC INFORMATION			
Key Stage 2 Results (SATs)	Reading:	Maths:	
Previous language studied	☐ Spanish	☐ Other – please state:	
Setting information	High	Middle	Lower
English	☐	☐	☐
Maths	☐	☐	☐
Science	☐	☐	☐
Year 10/11 only Options	*Please list current options choices (please note we will do our best to accommodate preferences, however, this is not always possible due to different courses and our existing class sizes)*		

DECLARATION OF PERSON(S) WITH LEGAL RESPONSIBILITY:
I confirm that the above information is correct to the best of my knowledge at the time of completion. I agree to notify the School if any of the above details change and if there is any change in my child's circumstances. I understand that this form does not constitute an offer of admission by the School.

	SIGNATURE	PRINT NAME	DATE
Parent/Carer 1:			
Parent/Carer 2:			

Appendix A – Office Use Only
Appendix B – Parental Consent Guidance
Appendix C – Home School Agreement

APPENDIX A – Office Use Only

For office use only:	
UPN:	
Enrolment Status:	
Start Date:	
Tutor Group:	
Recommended Setting:	
Tutor Buddy: Lesson Buddy:	
Birth Certificate / Passport provided (if applicable):	
Name change documentation provided (if applicable):	
Any other legal documentation provided, i.e. court orders (if applicable):	
Any other key information:	

APPENDIX B – Parental Consent Guidance

➢ Local Off-Site Trips and Activities

This consent covers all local off-site activities and visits that your child may take part in during their time at Poltair School. These visits may include short journeys on foot or in vehicles, and some may continue beyond the school day. *Please note that these types of trips and activities do not include any adventurous activities or overnight stays - a separate specific consent form would be sent out for any such activities.*

The trips and activities covered by this consent typically include:

- All local visits which take place as part of the normal school programme
- Any local visits which take place in the holidays or at a weekend
- All off-site sporting fixtures within and outside the school day

Conditions of Consent

- You will be informed of the arrangements for each visit in advance.
- You have a right to withdraw your consent at any time by informing the School in writing.
- You consider your child to be in good health and fit to participate in such activities.
- You have informed the School about any medical conditions and information relating to your child which may need special attention but does not prevent them from taking part, e.g. allergies, asthma, regular medication, travel sickness, diabetes, epilepsy.
- You consent to any emergency medical treatment required by your child during the visit.
- Both you and your child understand the need for your child to behave responsibly at all times, in accordance with the School's Behaviour Policy and Home School Agreement.
- I consent to my child travelling in a motor vehicle driven by a member of staff, or other adult in the event of an emergency, and in accordance with associated Local Authority guidance.

➢ Biometric Cashless Catering System

The Biometric Trust-e Cashless System supplied by Civica is used at Poltair School, and no cash can be accepted at the till points in our canteen. Therefore, we need to obtain your consent in order that the biometric information of your child can be processed to use the system. If you give your consent, your child will have their thumb scanned but please be assured that the biometric information taken is an algorithm and not the actual finger print. The Civica privacy notice can be viewed here: https://www.civica.com/en-gb/policies-and-statements/privacy-notice/

If you choose not to have your child registered, the School will provide an alternative method of identification such as a 4 digit PIN code. The preference of the School is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your support in this regard.

➢ Use of Images for Media Purposes

There are occasions when we wish to take photographs or make video recordings of students at our school. This may be for strictly educational purposes, but often it will be for use in the press - for newspapers, the Prospectus, in-house leaflets and publications, the school website and social media and, potentially, to be displayed around the school.

This is so we can celebrate all that goes on at Poltair School, through all the possible media. We also often have the local press visit to record things like school achievements and sporting events, and they may wish to publish photographs of children in newspapers, online or use recordings of the children on television or radio.

In order to comply with Data Protection Legislation, the school needs your consent before taking photographs or making video recordings of your child for purposes **which are not of its core activities**.

Conditions of Consent

- *The School may also use any images of your child for up to 5 years after your child has left the School.*
- *You have a right to withdraw your consent at any time by informing the School in writing.*
- *The Academy will not pass to the press the full names of any students appearing in photographs or recordings which the press wish to publish or broadcast, unless separate specific consent is sought. First names may though be provided.*
- *Please note that press use of images of children is governed separately by the Data Protection Legislation, other legislation and industry codes of practice.*

Core Activities

Please note that there are other circumstances when we may use your child's photograph for purposes connected with the core activities of the school, for which we **do not** require your consent as there is a legal reason which permits us to use these images. This will include storing your child's photo on our school database (SIMS) in order that we can correctly identify students. These images will also be displayed within our key systems which include ClassCharts (Classroom Management, Behaviour and Attendance), Cashless Catering (School Canteen), CPoms (Safeguarding), Microsoft 365 (school email accounts) and Exams Assist (Organisation of Exams).

- **Emergency Medical Consent**

This confirms your agreement for the school to initiate appropriate medical treatment in the event of an emergency and covers the following:

- Permission for your child to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered necessary by the medical authorities present, during any on-site or off-site activity.
- Permission for a member of school staff to sign on your behalf any medical consent forms if your child should require emergency treatment and you cannot be contacted.

Please note:

Whilst we would always prefer to have obtained your prior consent, in the event of a medical emergency, your child may undergo treatment regardless of whether you have completed this consent, as legally:

- The school can consent on behalf of your child (on the basis of 'loco parentis')
- Medical professionals can consent on behalf of your child

Procedures for Emergency School Closure

For the safety of students, should the decision have to be made to close and/or evacuate the school in the event of a fire, gas leak, bomb threat, flood or unexpected heavy snow fall, students will gather in their designated safe area and parents/carers will be notified of the situation via our usual communication channels as well as the school website and social media. The school will then contact the relevant transport providers so that emergency transport arrangements can be put in place.

As soon as it is practicable to do so, **all** students will be dismissed from school to walk or travel home via their usual means, **unless you have notified us that you do not give permission for your child to be released.**

Conditions of Consent

- Unless you have notified us in writing, we will assume that you have given your consent for your child to be released from school in the event of emergency closure.
- You will be notified of the closure at the earliest opportunity, via the school's usual communication channels.
- You take responsibility that your child has a safe means of travelling home and a safe place to return to.
- You confirm that the emergency contact details held by the school are accurate and up to date – these details should be reviewed and amended via the SIMS Parent App.
- You have a right to change your consent at any time and should notify the school in writing.

If you **do not give permission** for your child to be dismissed from school in the event of an emergency closure, please notify us in writing to poltairsecretary@poltair.celtrust.org and arrangements will be made for them to be looked after by school staff until you are able to collect them.

Relationships and Sex Education

As a secondary school, it is a statutory requirement for us to provide Relationships and Sex Education (RSE) to all students, as set out in Section 34 of the Children and Social Work Act 2017.

A copy of our policy relating to the provision of RSE can be found on our website (https://www.poltairschool.co.uk/policies).

Parents have the right to withdraw their children from the non-statutory/non-science components of sex education within RSE up to and until 3 terms before the child turns 16. After this point, if the child wishes to receive sex education rather than being withdrawn, the school will arrange this.

Requests for withdrawal should be put in writing using the form found in Appendix 3 of our RSE policy and addressed to the Headteacher.

Should you have any questions or concerns relating to RSE, please do not hesitate to contact Mrs Eccles, Curriculum Leader for Life lessons (meccles@poltair.celtrust.org)

APPENDIX C – Home School Agreement

Poltair School aims to provide the highest quality of education for all students, to enable them to reach high levels of achievement. We see our home-school agreement as an essential element of our strategy, central to the partnership between school, parents and carers and students. This policy should be read in conjunction with the following policies: Behaviour Policy, Uniform Policy and Reward Policy.

Parents

1. I will always be polite to all staff at Poltair School, even if I am frustrated.
2. I will send my child to school every day and aim for 100% attendance. Only the most extreme circumstances would prevent me from doing this.
3. I will organise all routine medical and dental appointments for my child during school holidays, training days and after school.
4. I agree to check the Reward System daily and track my child's progress.
5. I will download the Parent App (ClassCharts) and read all letters sent.
6. I will ensure that I will update my contact details immediately if they change.
7. I will make the school aware if there are barriers to this that the school can support me with.

Uniform and equipment

1. I will follow all points in the uniform policy.
2. I understand that the minimum equipment needed by my child daily is a pencil case, pen, pencil, ruler, rubber, sharpener, scientific calculator and a bag large enough to carry an A4 folder.
3. I will ensure that my child's uniform is washed and presentable for school.
4. I will check the website photos of shoes and check with a member of the senior team if I am not sure about the type of shoes allowed.
5. I understand that school shirts must be fully tucked in at all times.

Detentions and confiscations

1. I ensure my child follows all points in the behaviour policy.
2. I understand that detentions may mean that my child will leave school when it is dark.
3. I understand that an afterschool detention may mean that I have to arrange transport to collect my child. I understand this is my responsibility.
4. I understand that no exception will be made when a phone has been confiscated, this includes phones which have accidentally fallen from bags and pockets and also those which have received notifications without student involvement. Such items can be held securely by the school until collected by parents/carers.
5. I understand that persistent poor and unacceptable behaviour or serious behaviour can result in a prolonged period of time spent in the Reset Room.
6. I understand that students may be disqualified from an examination if they are observed intentionally looking around the room or behave inappropriately.
7. I understand that students may be disqualified from an examination if they are observed using a mobile device or smart watch.
8. I understand that unacceptable student behaviour which brings the schools reputation into disrepute can be sanctioned. This applies at any time including when the pupil is not on school premises.
9. I understand that the school does occasional searches of blazers, trouser pockets and bags for prohibited items.
10. I understand that if my child is returning to school following a period of Fixed Term Exclusion I will attend a parental meeting with either the Head of Year for my child or a member of the Senior Leadership Team.

Homework/ internet usage

1. I will support my child by monitoring their homework diary, checking homework is completed and supervising online homework.
2. I understand that homework is compulsory and failure to complete may result in sanctions.
3. I will ensure my child always uses the internet appropriately, sensibly, and safely.

I believe that Poltair has the best interest of my child in mind and I will support the school's decision making. I understand that by doing this, my child will have greater chance of success, and this is what I want for my child.

Once you and your child have accepted the place at Poltair School, the Home School Agreement becomes binding and you are expected to abide by it.