

## ADMISSION FORM

All schools and academies are required by law to keep on record details of students admitted. We should therefore be grateful if you would complete this form in BLOCK CAPITALS and return to the Academy as soon as possible.

Please sign pages 3, 4 & 5.

STUDENT'S DETAILS	
Legal surname:	Address:
Legal forename:	
Preferred forename:	
Middle name/s:	
Date of birth:	
Gender: <b>Male / Female</b>	

It would be very helpful to have details of any siblings who are currently attending, or have attended this school.

Sibling's Forename	Sibling's Surname	Date of Birth	Current School

CONTACT DETAILS	
<i>Parental responsibility may be shared between a number of people beyond the child's natural parents, for example those with a Parental Responsibility Order. Married parents have equal parental responsibility; on separation or divorce both parents continue to have responsibility. In such circumstances the Academy will forward copies of school reports, etc. to the separate parent if requested. Please attach a copy of any court orders relating to your child.</i>	
PARENT/CARER 1	
Legal surname:	Title: <b>Mr / Mrs / Ms / Miss / Other</b>
Legal forename:	Address:
Gender: <b>Male / Female</b>	
Relationship to student:	
Home telephone number:	Mobile telephone number:
Work telephone number:	Email address:
PARENT/CARER 2	
Legal surname:	Title: <b>Mr / Mrs / Ms / Miss / Other</b>
Legal forename:	Address:
Gender: <b>Male / Female</b>	
Relationship to student:	
Home telephone number:	Mobile telephone number:
Work telephone number:	Email address:

If the child's current residence (whether living with parents or any other person) is not permanent, please state the reason, probable duration of the stay and give the name and address with whom the person normally resides:

Reason	Dates applicable:
Forename:	Surname:
Address:	

Is the child resident with foster parents:    Yes                       No

Is the child resident with a family member who is not their legal guardian:    Yes     No

*It may be necessary to contact someone during the school day (generally in the case of sickness when a parent/carer cannot be contacted for whatever reason). Please list below details of anyone we can contact on such an occasion.*

ADDITIONAL CONTACT 1	
Legal surname:	Title: <b>Mr / Mrs / Ms / Miss / Other</b>
Legal forename:	Address:
Relationship to student:	
Home telephone number:	Mobile telephone number:
ADDITIONAL CONTACT 2	
Legal surname:	Title: <b>Mr / Mrs / Ms / Miss / Other</b>
Legal forename:	Address:
Relationship to student:	
Home telephone number:	Mobile telephone number:

MEDICAL INFORMATION	
<p>Knowledge about your children's health is vital if we are to help them to achieve their educational potential. Please supply the following medical information about your child. This information will only be shared with relevant professionals within education and health who need to know in order to support your child in school. If you wish to discuss your child's health confidentially, please contact the First Aid Administrator.</p>	
<b>Dietary Needs</b>	
<input type="checkbox"/> Artificial colour allergy	<input type="checkbox"/> Gluten Free
<input type="checkbox"/> No nuts of any type/quantity	<input type="checkbox"/> No pork
<input type="checkbox"/> Halal	<input type="checkbox"/> Other (please specify) _____
<input type="checkbox"/> Kosher food only	<input type="checkbox"/> No dairy produce
<input type="checkbox"/> Seafood allergy	<input type="checkbox"/> Vegetarian

<b>Medical Practice</b>
Surgery Name: _____
Surgery Telephone Number: _____

<b>Medical Conditions</b>
Does your child suffer from? <input type="checkbox"/> Asthma <input type="checkbox"/> Epilepsy <input type="checkbox"/> Diabetes
<input type="checkbox"/> Bowel or bladder problems <input type="checkbox"/> Eczema <input type="checkbox"/> Any other medical condition _____

<p><b>Do you consider your child to have a disability? Yes / No</b> <i>If Yes, please select all that apply from the list below. A child is considered to have a disability if their parent indicates substantial and/or long term difficulties with one or more of the areas listed below. Please exclude difficulties that you would expect for a child of their age.</i></p>
<input type="checkbox"/> Mobility <input type="checkbox"/> Hand Function <input type="checkbox"/> Personal Care <input type="checkbox"/> Eating and drinking <input type="checkbox"/> Medication <input type="checkbox"/> Incontinence <input type="checkbox"/> Communication <input type="checkbox"/> Learning <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Behaviour <input type="checkbox"/> Consciousness e.g. seizures <input type="checkbox"/> ASD/Aspergers <input type="checkbox"/> Palliative care needs <input type="checkbox"/> Other Disability/Health problem _____

<p><b>Does your child attend any medical clinics? - Yes / No</b> <i>(if Yes, please give details in the box below)</i></p>
<p>If you have ticked any of the above boxes, please give further details below:</p>  <p>If your child is on regular medication, does it need to be given during school hours? – <b>Yes / No</b>            If Yes please discuss with the First Aid Administrator.</p>

MEALS	
<input type="checkbox"/> Eligible for Free Meals	
TRAVEL ARRANGEMENTS - please tick the main method of transport to and from school	
<input type="checkbox"/> Walk	<input type="checkbox"/> Car/Van
<input type="checkbox"/> Car share	<input type="checkbox"/> Train/Tube
<input type="checkbox"/> Cycle	<input type="checkbox"/> Bus
<input type="checkbox"/> Taxi	

**Service Children in Education Indicator** - are one/both parents Service personnel, serving in regular military units of any of the HM Forces, or in the Armed Forces of another nation and stationed in England and exercising parental care and responsibility?

Yes  No  I do not wish to answer this question

### ETHNICITY/CULTURAL INFORMATION

The Department for Education has asked for the following information for all students.

#### Ethnicity

##### White

- British  
 Irish  
 Traveller of Irish Heritage  
 Gypsy/Roma  
 Any other white background

##### Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background

##### Mixed

- White & Black Caribbean  
 White & Black African  
 White & Asian  
 Any other mixed background

##### Black or Black British

- Caribbean  
 African  
 Any other Black background

##### Other

- Chinese  
 Any other ethnic group  
 I do not wish an ethnic background category to be recorded

**First Language** (*the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community*).

- Arabic  Bengali  Chinese Cantonese  Chinese Mandarin  Dutch  
 English  French  German  Greek  Gujarati  
 Hindi  Italian  Japanese  Panjabi (Gurmukhi)  Panjabi (Mirpuri)  
 Pashto  Polish  Portuguese  Shona  Spanish  
 Swahili  Tagalog/Filipino  Tamil  Thai  Turkish  
 Urdu  Vietnamese  Other (Please specify) \_\_\_\_\_  
 I do not wish a first language to be recorded

### RELIGION

- Anglican  Baptist  Buddhist  Christian  Church of England  
 Hindu  Jehovah's Witness  Jewish  Methodist  Mormon  
 Muslim  Plymouth Brethren  Quaker  Roman Catholic  Sikh  
 United Reform Church  No Religion  I do not wish a religion to be recorded  Other

### PREVIOUS SCHOOL HISTORY

School Name and Town	Telephone number	Date of Arrival	Date of Leaving	Reason for Leaving

### PARENTAL DECLARATION

#### DATA PROTECTION STATEMENT:

*The purpose of this form is to collect data for further processing within Chiltern Hills Academy according to our Data Protection Policy and Privacy Notice. Information provided will be kept as a hard copy and also entered onto a computer and will form part of the Academy database. Your signature on this form implies your consent.*

#### DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:

*I declare the above information to be correct to the best of my knowledge at the time of completion.*

*I agree to notify the Academy of any change in my child's circumstances.*

*I confirm that I and my son/daughter will abide by the policies and procedures as set out in the admissions booklet.*

Parent/Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONSENT FOR ADMISSION AGREEMENTS AND POLICIES

If you wish to withdraw your consent at any point please contact our Academy Data Protection Officer on [dataprotection@chacademy.co.uk](mailto:dataprotection@chacademy.co.uk) or by telephoning the Academy. Personal data is stored in accordance with our Privacy Notice for Parents/Carers and Students and Data Protection Policy.

### CONSENT FOR BIOMETRIC SYSTEM - PROTECTION OF FREEDOM ACT 2012

I give consent for the biometrics of my son/daughter to be used by Chiltern Hills Academy for use as part of the recognition system.

Yes

No

Parent/Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

### CONSENT FOR COMMUNICATION

Chiltern Hills Academy are fortunate to have an active and enthusiastic PTA which is well supported by current parents, past parents and the local community. The PTA exists to provide closer links between home and the Academy and it is an excellent way to bring parents together socially in support of the Academy, working towards a common goal. It is a great way to meet new people, make friends and have fun.

In order to keep all parents involved and aware of PTA activities Chiltern Hills Academy will send communication and information about the PTA or local or related activities, events, campaigns, charitable causes or services using the contact details you have provided on this Admission Form.

Chiltern Hills Academy sends out newsletters and other communication to parents/carers on a regular basis which allows us to keep parents/carers informed of Academy news, activities, events, campaigns, charitable causes or services as well as local or related news, activities, events, campaigns, charitable causes or services using the contact details you have provided on this Admission Form.

Please indicate whether you give consent. Yes  No

Parent/Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

### MOBILE TECHNOLOGY AGREEMENT

#### Parent/Carer Agreement and Permission

I give my child permission to carry a mobile device in school and understand that my child will be responsible for ensuring its appropriate and correct use while under the Academy's supervision as outlined in this document. I understand that should my child use a mobile device that permits access to the internet, the Academy is unable to extend its duty of care in respect of material viewed or downloaded using such a device. I also agree to fully support the Academy's sanctions should my son/daughter not follow this agreement.

I am aware that my child should not contact me nor I contact them directly during school hours and that, if there is an urgent need for contact, it must be made through the Student Services office.

*Please tick one box only:*

I have read and understood the information in the booklet and above regarding the appropriate use of mobile devices at the Academy. I understand all aspects of this agreement and give the following consent:

**Consent for my son/daughter to carry their mobile phone with them during the school day.**

**I confirm my son/daughter will not be bringing a mobile phone or similar device into school.**

**I expect my son/daughter to hand their phone into Student Services before 8.40am each morning.**

### CONSENT FOR USE OF IMAGES OF STUDENTS

At Chiltern Hills Academy we take images (photographs, video and webcam recordings) of Academy performances, events, trips, activities and the general school day. These photographs/video recordings may be used in printed or electronic publications, printed or electronic media, our Academy website, social media (such as Chiltern Hills Academy Facebook and Twitter) or on internal displays.

Chiltern Hills Academy believes that these images can provide a valuable record of the student's learning. Learning takes places in a variety of different ways at the Academy and we like to celebrate and share this learning with others. Images of students and students' successes can be a source of pleasure and pride, which we believe can enhance self-esteem for students, their families and the local community. The Academy values using photographs or video recordings to be able to share and showcase the Academy environment as well as allow us to keep parents up to date with what goes on.

To comply with the Data Protection Act and the General Data Protection Regulation 2018 we need your consent to take and use images of your child. Please tick the appropriate boxes below:

**I give consent for the Academy to take images of my child.** Yes  No

**I give consent for images of my child to be used on the Academy website.** Yes  No

**I give consent for the Academy to use images of my child in printed or electronic publications (such as the Academy prospectus, newsletter and letters to parents).** Yes  No

**I give consent for the Academy to use images of my child on internal displays.** Yes  No

**I give consent for the Academy to use images of my child in printed or electronic media.** Yes  No

**I give consent for the Academy to use images of my child in social media.** Yes  No

If you wish to withdraw your consent at any point please contact our Academy Data Protection Officer on [dataprotection@chacademy.co.uk](mailto:dataprotection@chacademy.co.uk) or by telephoning the Academy.

The Academy will take a photograph of all students on school entry by the Academy's appointed professional photographer. This image will be used to update our Academy Database. The use of this image is required to carry out the task of educating and ensuring the welfare of our students. This image is collected and used in compliance with the General Data Protection Regulation 2018 under Article 6 (Lawfulness of Processing).

Conditions of use:

- This form is valid until your child leaves Chiltern Hills Academy. The consent will automatically expire after this time. We will not reuse any photographs or recordings after your child leaves the Academy, however, historic images will remain on our Academy prospectus, printed and electronic publications, printed and electronic media, our Academy website and social media.
- We will not use the personal details, contact details or full names (which means first name and surname) of any child in an image on our Academy prospectus, printed and electronic publications, our Academy website and social media.
- If we name a student in the text, we will not use an image of that student to accompany the article.
- We may include pictures of students and teachers that have been drawn by the students.
- We may include work from students.
- We may use group or class images with very general labels, such as 'a Science lesson'.
- We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Parents/Carers' consent will be recorded on the Academy's database and will be retained according to our Privacy Notice for Parents/Carers and Students. The hard copy will be retained in the student's personal file.

I have read and understood the above information and conditions and informed my child.

Parent/Carer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_