

# ADMISSION FORM

## ENTRY TO YEAR 7 SEPTEMBER 2021



# THE BURGESS HILL ACADEMY

**PLEASE RETURN TO THE ACADEMY AS SOON AS POSSIBLE**

If there are any details on this form which you would prefer to discuss personally, please make an appointment to see the appropriate Head of Year.

Please fill in all details in BLOCK CAPITALS. All information will be treated as strictly confidential.

### STUDENT'S DETAILS

PREFERRED SURNAME: ..... LEGAL SURNAME: .....

PREFERRED FORENAME: ..... LEGAL FORENAME: .....

MIDDLE NAME(S): .....

DATE OF BIRTH: ..... SEX: MALE  FEMALE

ADDRESS: .....

.....

POST CODE: .....

PREVIOUS HOME ADDRESS (if moved within the past year): .....

..... Postcode: ..... Date of Moving: .....

OLDER BROTHER/SISTER ATTENDING OR HAS ATTENDED OAKMEEDS/THE BURGESS HILL ACADEMY: YES / NO

### CURRENT PRIMARY SCHOOL

SCHOOL NAME: .....

ADDRESS: ..... Telephone: .....

### PARENTS' DETAILS

MOTHER: .....

Address (if different from above): .....

.....

Home telephone number: .....

Work telephone number: .....

Mobile telephone Number: .....

Email address:

-----@-----

PRIORITY CONTACT ORDER NO: 1st / 2nd / other: .....  
(please delete as appropriate)

FATHER: .....

Address (if different from above): .....

.....

Home telephone number: .....

Work telephone number: .....

Mobile telephone Number: .....

Email address:

-----@-----

PRIORITY CONTACT ORDER NO: 1st / 2nd / other: .....  
(please delete as appropriate)

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**OTHER EMERGENCY CONTACT INFORMATION – In order of preference to be contacted**

Priority	Relationship	Name	Telephone Numbers (Please specify type: M/W/H)
1			
2			
3			

**MEDICAL INFORMATION**

Please complete as fully as possible in order that our records may be as comprehensive as possible. All information provided will be treated with the strictest confidence.

Does your child suffer from any medical problems which the academy should be aware of? For example, asthma, diabetes, epilepsy, etc. or does your child have any other conditions, ie Aspergers Syndrome, Autistic Spectrum Disorder, Tourettes? **YES/NO**

If Yes, please give details: .....

Vision Problems: **YES/NO** Does your child have prescribed glasses or contact lenses?: **YES/NO**  
 Hearing Difficulties: **YES/NO** Please give details: .....  
 Speech and Language Difficulties: **YES/NO** Has Support been provided (please give details below)? **YES/NO**  
 Details: .....

Does your child have any physical disabilities that impact on his/her daily life?: **YES/NO**  
 Please give details: .....

If your child requires Paracetamol/Calpol during the school day, this must be supplied by parents/carers and accompanied by the appropriate MM form. The Academy no longer administers painkillers or medication unless it is supplied by Parents/Carers. This medication is then kept securely in our Medical Room.

Any prescribed medications must also be held in the medical room accompanied by the appropriate MM form. (Copies of forms are available on our website under Statutory Info/Policies).

I confirm that my child has been administered paracetamol in the past without adverse reaction **YES/NO**

Students diagnosed with Asthma, must carry an Inhaler on them in school and one must be held in the medical room, accompanied by the appropriate MM forms. Students who are required to carry an AAI (Auto Injector) EpiPen must carry this at all times and hold a spare in the medical room, accompanied by the appropriate MM forms.

Medications of any type are not permitted to be carried by students at any time, with the exception of inhalers and epipens as mentioned above.

Has your child recently suffered any accident, operation or illness? **YES/NO**  
 If Yes, please give details and advise us of any treatment needed. (If medication is to be used during the school day please discuss further with our Medical Room staff).  
 .....

Medical Practice : Name: .....  
 Address: .....

**FREE SCHOOL MEALS**

Is your child currently receiving Free School Meals: **YES / NO**

**ETHNIC BACKGROUND RECORD FORM**  
(Based on the new national population Census ethnic categories)

Our ethnic background describes how we think of 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.** The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and tick **one box only** to indicate ethnic background of the pupil named on the front page of this form. Please also tick whether this form was filled in by a parent or the pupil.

**White**

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

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

**Other**

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

**Mixed**

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

**Black or Black British**

- Caribbean
- African
- Any other Black background

**Any other ethnic background**

This information was provided by:                       Parent                       Pupil

*(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Children, Schools and Families (DCFS) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)*

**CASHLESS PAYMENT SYSTEM**

The academy has adopted a cashless payment system. By giving consent below, you are giving permission for a biometric scan to be obtained of your child's thumb (not a picture or thumbprint, but creates a sequence of unique numbers). Full information can be provided upon request or found on our website.

I give permission for Biometric registration

If you do not wish your child to be biometrically registered please could you inform us in writing and mark for the attention of the Finance Office.

**YOUNG CARER INFORMATION**

Is your child a Young Carer **YES / NO**

Please give details (or if you prefer to talk in confidence, please request this here and the appropriate person at the academy will contact you).

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**PARENT in HM Armed Forces**

Please tick the box if your child has a parent currently serving in the regular armed forces or who had a parent who has died while serving in the armed forces. We will require evidence to support this.   

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### ADDITIONAL INFORMATION

FIRST LANGUAGE - (*"First Language" is the language to which the child was initially exposed during early development. If the child was exposed to more than one language and these include English, then English should be taken to be their first language. If a child acquires English subsequent to early development, then English is not their first language no matter how proficient in it they become.*)

First language: ..... Language Usually spoken at home .....

If first language is not English, is English spoken as an additional language? **YES/NO**

**RELIGION:** .....

Please tick one box with the main way that your child will travel to school. This information does not allow individual pupils to be identified. It is used by the DCFS to allow analysis of local transport infrastructure to assist planners in identifying areas for improvement, and to help us develop our School Travel Plan.

Walk       Cycle       Car       Bus       Taxi       Train

### TRIPS

Each time your child is taken out of school on a day trip we ask for your consent. There may be occasions as part of the curriculum that your child may also leave the premises without supervision e.g. completing questionnaires, visits to local businesses etc. The visits will either be by foot, school mini bus, staff/parental car or by free coach and would have the requisite regulation level of staff supervision and cover. Owing to the nature of certain trips\visits students may be given the opportunity to spend time without direct supervision from staff.

I wish my son/daughter to participate in local visits in connection with work in the school, including PE fixtures.

By signing this form I accept and agree with the statements above. I agree to the method of transport as detailed in the trip letter. If a situation occurs on the day of, or throughout the trip, I agree to contact the emergency contact (as given in the letter) and I agree to contact the trip organiser in the first instance if I have any issues arising from the trip once it is over.

I understand that, while the school (or youth group) staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son, daughter arising during or out of the journey. I understand that if my child suffers from a medical condition that requires them to carry medication and for the academy to retain a spare i.e. epipen, asthma inhaler etc. and that medication is not provided by parents on the day of a trip, my child may be prevented from participating.

If there are any changes to the information given below I understand that it is my responsibility to inform the academy of any changes.

## PHOTOGRAPHY & IMAGES OF CHILDREN

At The Burgess Hill Academy, we take photographs and video or audio recordings of pupils for our records and administrative systems, to support the safe and effective management of our academy, and to support the assessment of pupils. These are held securely, with access limited to our staff and key stakeholders.

We also sometimes take photographs or recordings of pupils for marketing and communications activities to promote the academy, to use on display boards around the academy, and to help with staff training. We would like your consent to take photos and recordings of your child and use them for these purposes. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

We really value using photos and recordings of our pupils, to be able to showcase what pupils do in the academy and show what life at our academy is like to others. Where photographs are used, any accompanying caption will not contain the full name of any pupils. We are committed to using any materials sensitively and responsibly.

### Consent

Please tick the relevant box below, sign the section immediately below it and return this form to the academy as soon as possible.

I am happy for the academy and the Trust's partner organisation, The University of Brighton, to take photographs or recordings of me/my child throughout their time at the academy. I understand that this may include the following:

- Using them on internal displays
- Using them to help with staff and student teacher training
- Participating in school or class photos
- Use for the Academy's and the Trust's marketing and communications activities such as:
  - advertising
  - media relations, for example images may be supplied to local, national and international media agencies for use online, in newspapers and on television.
  - printed materials
  - social media
  - websites, intranets, blogs and emails

OR

I am **not** happy for the academy to take photographs or recordings of me/my child.

Student's name: \_\_\_\_\_ Year group: Yr 7 Sept 2021

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

The photographs, videos or audio recordings will be held securely. Photographs for marketing use will be used for 2 years from when they are taken. If you wish to remove consent at any time the photos and recordings will be removed from any computer files, best efforts will be made to remove them from online sources, and they will not appear in any new promotion/publicity, but may still appear on printed materials.

If you change your mind at any time, you can let us know by emailing [office@theburgesshillacademy.org.uk](mailto:office@theburgesshillacademy.org.uk), calling the academy on 01444 241691, or just popping in to the office to complete a new form.

If you have any other questions, please get in touch.

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## **DATA PROTECTION AND PRIVACY NOTICE**

Parents/Carers should be aware that the academy will share personal data regarding their students to enable us to carry out specific functions for which we are responsible. We also use this personal data to derive statistics which inform decisions we make, for example, regarding the funding of schools, assess their performance and to set targets for them. These statistics are used in such a way that individual children cannot be identified.

**Youth Support Services** – all our students are registered and the academy is legally required to pass certain information to the provider of Youth Support Services in our area. This is the local authority support service for young people in England who are aged 11 to 16. It is the parent/carers responsibility to inform the academy in writing if they wish to refuse permission for data to be shared with Youth Support Services.

By signing this admission form parents/carers accept that they have been informed of the privacy notice and agree with the statements above.

## **HOME SCHOOL AGREEMENT**

This agreement is designed to emphasise the importance of the home-school partnership in supporting the education of children. It also attempts to clarify the ways in which the partnership can be sustained through an agreement where the supportive roles played by teachers, parents and pupils are clearly specified.

### **At The Burgess Hill Academy we will:**

- provide a supportive, friendly learning environment for children;
- adhere to the Data Protection Act (1998) with regard to the storage or sharing of data maintained by the academy and therefore will only communicate with those who have parental responsibility for the student; or contacts who have been provided by the parent ;
- have clear aims to support the personal development and education of children at the academy;
- provide children with clear guidance with regard to discipline and behaviour;
- ensure that children play a full part in the life of the academy through involvement in homework, extra-curricular activities and any planned activities;
- provide parents with regular opportunities to receive information about the progress and achievement of their children;
- maintain good communication with parents about issues of mutual concern or interest regarding the education of children.

### **As parent/carer(s) I/We will:**

- support the academy's aims and the standards it seeks to achieve;
- ensure that my child attend regularly and punctually, and attempts to complete all homework tasks set by the academy;
- ensure that my child brings the appropriate equipment for daily lessons and is dressed in the correct uniform;
- respond to requests to take part in discussions with teachers regarding my child's education;
- inform the academy about problems which might affect my child's work or behaviour;
- deal with complaints I may have regarding any academy issues appropriately through the complaints procedure.

### **As a student I will:**

- attend regularly and on time;
- bring all the books and equipment needed for my lessons each day;
- use my diary to keep a record of homework set and notes from my teachers;
- behave in a way that enables me and all other children to get on with our work at the academy;
- take a pride in my appearance and wear the correct uniform;
- seek help and advice from teachers when I have problems with my work.

Parents/Carers and students agree to report any misuse of the network to the IT Systems Manager, and also agree to report any websites that are available on the academy internet that contain inappropriate material to the IT Support Team.

If students do not follow the rules, they must understand that this may result in loss of access to these resources as well as other disciplinary action and that students under reasonable suspicion of misuse in terms of time or content may have their usage monitored or their past use investigated.

By signing below parents/carers and students agree to the Home School Agreement and when logging into the academy ICT network you are agreeing to the current and all future versions of the ICT Acceptable Use Policy <https://www.brightonacademiestrust.org.uk/key-policies/our-policies>

All current policies can be found on the Academy website <http://www.theburgesshillacademy.org.uk/documentation/policies>.

**Before signing the admission form, parents are asked to read the following paragraph.**

I/We undertake to co-operate with the academy in seeing that my/our child observes all academy rules, works under the teachers' guidance to the best of his/her ability, and complies with administrative requests. I/We undertake to inform the academy of any changes to the information given in this admission form.

**Signature(s) of Parent(s) or Guardian(s):** ..... **Date:** .....

<p>Please return completed form to:</p> <p>The Burgess Hill Academy Station Road, Burgess Hill, West Sussex. RH15 9EA Tel: 01444 241691 Email: <a href="mailto:office@theburgesshillacademy.org.uk">office@theburgesshillacademy.org.uk</a></p>
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Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Carers/Guardians Name: \_\_\_\_\_

Parent Carers/Guardians Signature: \_\_\_\_\_