



# Admission Details

Name .....

Date of Birth .....

Year Group .....

Registration Group .....

Date of Admission .....

## PUPIL DETAILS

Legal Forename: .....

Home Telephone: .....

Legal Middle Name: .....

Date of Birth: .....

Legal Surname: .....

Gender: .....

Preferred Name  
(if different from above) .....

Address: .....

.....

.....

Postcode: .....

**Siblings in School:** .....

.....

**Emergency Contacts** (please list in the order you wish them to be contacted)

### 1st Contact (Parent)

Title (Mr/Mrs/Miss/Ms/Other) .....

Home Telephone: .....

Forename: .....

Mobile Telephone: .....

Surname: .....

Work Telephone: .....

Address: .....

Place of Work: .....

.....

.....

E.mail: .....

Postcode: .....

Relationship to Child: .....

## 2nd Contact

Title (Mr/Mrs/Miss/Ms/Other .....	Home Telephone: .....
Forename: .....	Mobile Telephone: .....
Surname: .....	Work Telephone: .....
Address: .....	Place of Work: .....
.....	.....
.....	E.mail: .....
Postcode: .....	Relationship to child: .....

## 3rd Contact

Title (Mr/Mrs/Miss/Ms/Other .....	Home Telephone: .....
Forename: .....	Mobile Telephone: .....
Surname: .....	Work Telephone: .....
Address: .....	Place of Work: .....
.....	.....
.....	E.mail: .....
Postcode: .....	Relationship to child: .....

## 4th Contact

Title (Mr/Mrs/Miss/Ms/Other .....	Home Telephone: .....
Forename: .....	Mobile Telephone: .....
Surname: .....	Work Telephone: .....
Address: .....	Place of Work: .....
.....	.....
.....	E.mail: .....
Postcode: .....	Relationship to child: .....

**Dietary Needs**

- Artificial Colouring Allergy
- No Dairy Produce
- No Nuts at all
- Vegetarian
- Gluten Free
- Halal
- No Pork
- Other - please specify
- Kosher Food Only
- Ramadan
- Seafood Allergy

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**Doctor / Health Centre**

Name/Address ..... Phone Number.....  
.....

**Medical Conditions / Information**

.....  
.....

**Ethnic Background** (please tick one)

**White**

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any Other White Background

**Asian or Asian British**

- Indian
- Mirpuri Pakistani
- Other Pakistani
- Bangladeshi
- Any Other Asian Background

**Shared Heritage**

- White & Black Caribbean
- White & Black African
- White Asian
- Any Other Mixed Background

**Black or Black British**

- Caribbean
- African
- Any Other Black Background

**Any Other Ethnic Background**

**Country of Birth** ..... **Nationality** .....

**I do not wish an ethnic background, country of birth or nationality to be recorded**

**First Language** (Language exposed to during early development and still exposed to in the home/community)

.....

**English Additional Language:**

- Yes
- No

**Religion:**

.....

**Asylum Status:**

- Asylum Seeker
- Refugee

**Meal Type:**

- School Meal
- Packed Lunch

**Travel Arrangements to school:** (Please tick one)

- Walk
- Car
- Public Bus
- School Bus
- Cycle
- Taxi
- Other .....

**PARENTAL CONSENT**

I give consent for my child to be included in the following activities (please tick):

**Photograph of Student /Video Image**

- (This will be used for school and curriculum purposes only and may be used for displays, promoting a positive image of the school, newsletters, press releases etc and that my child’s name will not be included in published images.)

**School Visits**

- I give permission for my child to take part in visits during normal school hours, arranged by the school from time to time, in support of the curriculum that they are studying. I understand that I will be notified in advance of any such visit.

**Sporting Events**

- I give permission for my child to take part in sporting events arranged by the school from time to time. I understand that I will be notified in advance of any such event.

**Internet Access**

**Data Exchange**

**Copyright Permission**

**Sex Education** (Secondary ONLY)

I declare that I am the legal parent or carer.

Signed: ..... Parent/Carer

Date: .....

# CONSENT FORM – PUPIL PERSONAL DATA

During your child's time with us we will gather information about you/them which we will use for various purposes. A Privacy Notice has been provided to you/them in relation to the use of this information, which is also available on the Academy website:

**[www.appletonacademy.co.uk](http://www.appletonacademy.co.uk)**

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your child's place at the Academy. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

## **Photographs and Videos**

Some of the information in the attached tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

- Pupil behaviour policy
- Staff discipline policy
- Data Protection Policy
- Acceptable use of ICT Policy
- Safer working Practice Guidance

The Academy may provide photographs and videos to the media, or the Academy/Trust may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Academy/Trust has no control over these.

**Student Name (Please state):**

**Date of Birth (Please state):**

Celebrating Your Child's Achievements, Reporting on Events and Promoting the School/Trust

Appleton Academy is very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the Academy/Trust and with others.

We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

We want to be able to promote the Academy/Trust to attract new pupils, and to show the quality of the Academy/Trust. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This will include our prospectus, website, open day material etc.

**Please tick table 1 or table 2 plus remaining fields\***

1

	Yes	No
I am happy for the Academy/Trust to use: <ul style="list-style-type: none"><li>• Photographs of my child</li><li>• Videos of my child</li></ul>		
The following information may be used with the above: <ul style="list-style-type: none"><li>• Name</li><li>• Class</li><li>• Year Group</li></ul>		

2

	Yes	No
I am happy for the following information to be used <b><u>BUT ONLY WITHOUT PHOTOGRAPHS</u></b> or videos of my child: <ul style="list-style-type: none"><li>• Name</li><li>• Class</li><li>• Year Group</li></ul>		

	Yes	No
I am happy for the information selected above to be used: <ul style="list-style-type: none"><li>• On internal screens which may also be viewed by visitors to the school site [and/or on internal notice boards]</li><li>• On the Academy/Trust intranet</li><li>• On the Academy/Trust website</li><li>• On the Academy/Trust social media sites</li><li>• In local news media – newspapers, websites and television</li><li>• In national news media – newspapers, websites and television</li></ul>		

## Paying for Meals

The Academy/Trust has a system for paying for meals which uses fingerprint recognition. The system works by using your child's fingerprint in conjunction with electronic payment technology to allow them to purchase food and drinks. The fingerprint of the pupil is stored for the duration of their attendance at the Academy on secure school ICT servers.

	<b>Yes</b>	<b>No</b>
I am happy for my child's fingerprint to be held by the Academy/Trust for the purpose of paying for meals		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to us at:

***Ruth Jarvis***  
***Chief Operating Officer – Data Protection Officer***  
***Email: [info@exceedacademiustrust.co.uk](mailto:info@exceedacademiustrust.co.uk)***  
***Phone: 01274574544***

**This consent will otherwise continue until your child leaves school.**

**Signed (Parent):**

**Name:**

**Date:**



# ACADEMY USE ONLY

Previous School .....

New to UK            ( ) No            ( ) Yes

In Care              ( ) No            ( ) Yes

Care Authority .....

Care Start Date.....

Student UPN .....

Student ULN (aged 14+).....

Student UCI.....

KS2 Results: English..... Maths .....

Previous Exam Results .....

Proficiency in English Code: .....

Codes Key:

A - New to English

B – Early Acquisition

C – Developing Competence

D – Competent

E – Fluent

N – Not yet assessed