



## ADMISSION FORM

Please complete all sections except Section B which is for Office Use Only

**CONFIDENTIALITY:** The information given below will be maintained on the Academy's data base to which no unauthorised person shall have access and will be subject to strict control under current Data Protection law.

**Name of Parents/Carers**.....  
 (Full individual details to be included in the contact area of Section D)

### Section A - Basic Pupil Details

Legal Forename: ..... Legal Surname .....

Middle Name(s): ..... Preferred Surname: .....

Preferred Forename:: ..... Date of Birth: .....

Age at Admission: ..... Gender: *Male/Female*

Previous Surname: .....

Brothers/Sisters (including half/step brothers and sisters)  
 Please list in age order any siblings who are currently at this Academy.

Surname	Forenames	Gender	Date of Birth	Same Address
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗

### Section B - Registration

Before children can be enrolled we need to see their Birth Certificate.

Birth Certificate Seen:  Signed by .....Date seen .....

If there has been any legal name change, we will need to see the Deed Poll Document

Name Change Documents Seen:  Signed by .....Date seen .....

Place has been offered:

Date of offer:.....by Cornwall Council to start in Year.....on.....

UPN number..... Date of Admission.....

**Section C - Pupil Address**

Postcode: ..... House Number/Name: .....

Street: ..... Town/City: .....

**Section D – Family/Home**

Note on Parental Responsibility: A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he's either married to the child's mother or listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in).

**Contact 1 E-mail.....**

Title: ..... Forename: ..... Surname: .....

Postcode: ..... House Number/Name: .....

Street: ..... Town/City: .....

Parental Responsibility       Court Order

Relationship:  Mother       Father       Step Parent       Foster Parent       Grandparent  
 Other Relative       Neighbour       Other Contact       Guardian       Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home: .....Main. Work: .....Main.

Mobile: .....Main. Other .....Main.

**Contact 2 E-mail.....**

Title: ..... Forename: ..... Surname: .....

Postcode: ..... House Number/Name: .....

Street: ..... Town/City: .....

Parental Responsibility       Court Order

Relationship:  Mother       Father       Step Parent       Foster Parent       Grandparent  
 Other Relative       Neighbour       Other Contact       Guardian       Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home: .....Main. Work: .....Main.

Mobile: .....Main. Other: .....Main.

**Contact 3 E-mail.....**

Title: ..... Forename: ..... Surname: .....

Postcode: ..... House Number/Name: .....

Street: ..... Town/City: .....

Parental Responsibility       Court Order

Relationship:  Mother       Father       Step Parent       Foster Parent       Grandparent  
 Other Relative       Neighbour       Other Contact       Guardian       Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home: .....Main. Work: .....Main.

Mobile: .....Main. Other: .....Main.

**Section E - Pupil Medical Information:**

Medical Practice: .....

Practice Address: .....

.....

Telephone: .....

Doctor's Name: .....

- Dietary Needs:  Artificial colouring allergy  
(if applicable)  Gluten Free  
 Kosher foods only  
 No dairy produce  
 No nuts of any type/quantity  
  
 No pork  
 Ramadan  
 Seafood allergy  
 Vegetarian  
 Other .....

**Any special dietary requirements will need to be shared with our catering provider. Please speak to the school office for more information.**

Medical Conditions/Information: Please include details of any allergies/medical conditions e.g. asthma, and medications regularly taken. (If you require more space please give full details on a separate sheet).

**If none, please state NONE.**

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**If your child has a permanent diagnosed medical condition which requires ongoing treatment, or if there are religious considerations which may affect medical care for your child, the school will work with you to create an individual healthcare plan. Please contact the school office to make an appointment.**

**Section F - Pupil Ethnic/Cultural Information:**

The school is required by law to provide the information you give in this section to the DfE. The school will not use this information for any other purposes. (Data Source:  Parent  Pupil  Other)

**Country of Birth:** .....

National Identity:

- |                                  |                                   |                                  |                                  |
|----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Welsh   | <input type="checkbox"/> Scottish | <input type="checkbox"/> British | <input type="checkbox"/> Refused |
| <input type="checkbox"/> English | <input type="checkbox"/> Irish    | <input type="checkbox"/> Other   |                                  |

Ethnicity:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> White – Cornish             | <input type="checkbox"/> Other White British        | <input type="checkbox"/> White – Irish                |
| <input type="checkbox"/> Traveller of Irish Heritage | <input type="checkbox"/> Gypsy/Roma                 | <input type="checkbox"/> Any Other White background   |
| <input type="checkbox"/> White and Black Caribbean   | <input type="checkbox"/> White and Black African    | <input type="checkbox"/> White and Asian              |
| <input type="checkbox"/> Any Other Mixed Background  | <input type="checkbox"/> Indian                     | <input type="checkbox"/> Pakistani                    |
| <input type="checkbox"/> Bangladeshi                 | <input type="checkbox"/> Any Other Asian Background | <input type="checkbox"/> Black Caribbean              |
| <input type="checkbox"/> Black – African             | <input type="checkbox"/> Any Other Black Background | <input type="checkbox"/> Chinese                      |
| <input type="checkbox"/> Any Other Ethnic Group      | <input type="checkbox"/> Refused                    | <input type="checkbox"/> Information Not Yet Obtained |

First Language: ENGLISH  or OTHER (please specify).....

Asylum Seeker:                       Refugee Status:                       Traveller Status:

Religion:

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Anglican       | <input type="checkbox"/> Buddhist    | <input type="checkbox"/> Christian      |
| <input type="checkbox"/> Hindu          | <input type="checkbox"/> Jewish      | <input type="checkbox"/> Methodist      |
| <input type="checkbox"/> Muslim         | <input type="checkbox"/> No Religion | <input type="checkbox"/> Other Religion |
| <input type="checkbox"/> Roman Catholic | <input type="checkbox"/> Sikh        | <input type="checkbox"/> Refused        |

**Section G - Pupil School History:**

Please ensure you give details of any previous schools including Nursery, Overseas or Private education

Name & Address of Previous School: .....

Telephone: ..... Dates Attended: .....

### Section H – Court Orders

If the pupil is subject to any Court Orders please specify the Court Order terms below. This information is CONFIDENTIAL but will help the school understand the pupil's position. We need to see the Court Order documentation

.....  
.....

### Section I – Pupil Premium

We collect this data to check whether your child is eligible for the Pupil Premium – an additional source of funding for the school. This data is shared with the local authority as part of the checking process. The data is held securely and is deleted when your child leaves the school.

**Parent One:**

**Parent Two:**

Parent Name: .....

Parent Name: .....

Parent D.O.B: .....

Parent D.O.B: .....

NI Number: .....

NI Number: .....

**Child of Service Personnel** (*i.e. parent serving regular military units of all forces (Royal Navy, Army or RAF)*)

Yes No

**Adopted / Child in Care**

Yes No

*This data is collected as part of the school census. In addition, these children are eligible for the Service Pupil Premium/Pupil Premium Plus*

## Section J- Use of Images Consent

We sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website and on display boards around school.

We would like your consent to take photos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

For further information please talk to the Head of School.

I am happy for the school to take photos and videos of my child.

I am happy for images of my child to be used on the school/trust website.

I am happy for images of my child to be used in school/trust promotional literature.

I am happy for images of my child to be used for internal displays.

  
  
  

I am happy for images of my child to be used on school/trust social media platforms, such as Facebook, Twitter and Instagram.

I am happy for images of my child to be used in media/press articles

If you change your mind at any time, you can let us know by contacting the school office.

Note: *We would only ever give first names when sharing an image publicly.*

## Section K-Film Clips

As part of our topic or English work, we sometimes show clips from children's films that are rated P.G. We check the clips are suitable for the children and contain no strong language or violence.

As the films are P.G. rated, we need permission from parents.

**I agree that my child can be shown clips from P.G. films as part of the school's topic work**

## Section L -Local Visit Consent

As part of the National Curriculum work undertaken at the Academy, it is necessary to take groups of children, or the whole class, out of the Academy for visits in the nearby locality. The trips undertaken refer to visits made where children can walk the short distances involved and may include local walks/stream surveys/visits to local playgroups/local community involvement/to observe traffic, buildings and excavational work etc.

Signing this form constitutes your consent for your child to participate in trips during your child's time with us. **If you do not wish your child to go on these trips, then please put this in writing and pass to the school office.**

*PLEASE NOTE – where travel by coach is involved then the appropriate letter and trip/medical form will be sent to you*

## Section M –School Photography

Your child will regularly have the chance for their photo to be taken by a professional photographer in both whole class and individual photos. As the photos are taken by a third party, and the ongoing use and purchase of these images will be bound by the terms and conditions of the photography company, you can choose whether to consent to your child being photographed.

I am happy for the school photography company to take and store photographs of my child.

*Further information about the photography company that we use and the way that they handle personal data about your child can be found on the school website.*

**Section N – Who is likely to collect your child on a regular basis. ( EYFS/KS1 only)**

We require this information for safeguarding reasons. We will only allow children to go home with those listed below. Please can you inform the school office if someone else will be collecting your child.

**Adults Name and contact details.**

**Name** .....**Relationship**.....**Tel No**.....

**Safe Word** to be used if anyone else is to collect your child.....

This will be a word that anyone, who is not listed above, must be able to repeat to the teacher before a child is released from school.

**Section O –Pupil allowed to walk home alone. (KS2 only)**

Some of our KS2 pupils (year 3-6) walk home alone or arrange to meet their parents at certain areas outside of the school premises.

If you consent (unless phoned into the office to inform us) for your son/daughter to walk home alone, please tick here.

**Section P –Parent Code of Conduct**

We value our strong relationship with parents and carers. Together this helps us achieve the very best for the children in a mutually supportive partnership between parents, class teachers and the school community.

You will find on our website our Parent/Carer Code of Conduct which outlines the basic principles of care, integrity and mutual respect within our school environment. Signing this form constitutes that you have read this. If you would like a hard copy then please come to the office and request a copy.

**Section Q**

I confirm that the above information is true and accurate. I undertake to inform the school if any of the above details change. I understand that this form does not constitute an offer of admission by the school.

**Signed:** ..... **Date:** .....