

NEW STUDENT ADMISSION FORM

Full Name of student………………………………………………………………………………..Tutor Group…………………..

Preferred Forename…………………………………………… Legal Surname…………………………………...

Date of Birth …………/……../………. Male  Female 

School last attended …………………………………………………………………Town...............……………………………...

Home Address…………………………………………………………………………………………………………………………

…………………………………………………………………………………………..Postal Code………………………………..

Home e-mail…………………………………………………………………..

**(This is essential as the school communicates regularly with parents via email)**

**Please give Forename and Surnames of Parents or Step Parents/Guardians/Foster Parents with parental responsibility living at same address as pupil** *(please indicate relationship to pupil)*

**Mr/Mrs/Ms/Miss**.................................... Parent  Step-Parent  Guardian  Foster Parent 

Home Tel No ……………………………Mobile Phone………………………………… Work Tel No………………………….

Email address ………………………………………………………………………………………………………………………..

**Mrs/Ms/Miss**………………………………. Parent  Step-Parent  Guardian  Foster Parent 

Home Tel No ……………………………Mobile Phone………………………………… Work Tel No………………………….

Email address…………………………………………………………………………………………………………………………

**Forename/Surname and address of any PARENT NOT living at student’s address**

**Mr/Mrs/Ms/Miss**………………………………………………..Relationship to Pupil: Mother Father 

Address...............................................................................................................................................................................

Post Code………………………… Email address …………………………………………………………………………

Home Tel No…………………………………………………..Daytime Tel No……………………………………………............

**Please give Names, Relationship to student and Daytime Tel. No of two other Emergency Contacts who live locally and will be able to collect your child from school if necessary.**

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| --- | --- | --- | --- |
| Name | Relationship | Day Tel No | Address |
| 1. |  |  |  |
| 2. |  |  |  |

***Data Protection Act 2018.*** *Abbeyfield School has a duty to protect personal information belonging to the public whom it serves. Abbeyfield School is notified under the Data Protection Act 2018 and is committed to all its principals and adheres to the “Best Practice” in information security. This information will be shared (under statutory requirement) with Local Authorities and the Department for Education for statistical analysis.*

**PLEASE INFORM RECEPTION IF ANY OF THESE DETAILS CHANGE**

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**Does either parent/carer serve in HM Armed Forces?** Yes  No 

*(This includes any parent/carer who does not live with student)*

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| --- | --- | --- | --- | --- | --- |
| **Dietary Needs** | | | | | |
| Please tick below your child’s usual meal arrangement | | | | | |
| Free School Meal (Benefit Entitlement) |  | Packed Lunch |  | School Meal |  |
| Special Dietary Requirements: |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ethnicity and Faith** | | | | | | | | | |
| Ethnicity: |  | | | Or tick | I do not wish ethnicity to be recorded | | | |  |
| National Identity: ( please circle) | British | English | Irish | Welsh | Scottish | Other,  please state | | | |
| Country of Birth: |  | | | | | | | | |
| Home Language: |  | | | | | | | | |
| First Language: (This is the language to which the pupil was first exposed in early childhood and which they continue to be exposed to at home or in the community) | | | | | | |  | | |
| Is English an Additional Language: | | | | | | | Yes | No | |
| Religion: |  | | | | | | | | |

This information was provided by:…………………………………………………. Parent  Student 

|  |  |
| --- | --- |
| We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government, which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority. For further information please see the Privacy Notice. | |
| **Please tick to confirm you have read the Privacy Notice Overview attached to this document:** |  |

*Data Protection: Abbeyfield School has a duty under the UK GDPR and Data Protection Act (DPA) 2018 to protect the personal data that we collect and otherwise process. We are registered with the Information Commissioner’s Office (ICO) under the DPA. The school is required to share some of the data that we collect about you with the Local Authority and the Department for Education (DfE). In certain circumstances we will seek your consent to process pupils’ personal data.  Further information may be found in our Privacy Notice on our website* [*www.abbeyfield.wilts.sch.uk*](http://www.abbeyfield.wilts.sch.uk) *or by contacting* [*jrv@abbeyfield.wilts.sch.uk*](mailto:jrv@abbeyfield.wilts.sch.uk)*. Where we are processing personal data with your consent you may change or withdraw your consent at any time by contacting* [*jrv@abbeyfield.wilts.sch.uk*](mailto:jrv@abbeyfield.wilts.sch.uk)*.*

**PLEASE INFORM RECEPTION IF ANY OF THESE DETAILS CHANGE**

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**Consent for processing personal data**

**We use consent as our basis to process our pupil’s personal data in certain circumstances. This form details the activities in which we use consent. Please note there are certain activities where we do not use consent as the basis for processing data. These are described in our Privacy Notices which can be found on our website:** [**https://abbeyfield.wilts.sch.uk/about-us/gdpr-data-protection/**](https://abbeyfield.wilts.sch.uk/about-us/gdpr-data-protection/) **and which are available in hard copy form from the School Office.**

**Please also note:**

* **Unless you have given your express consent, we will never put a pupil’s full name alongside any published image.**
* **Videos may be taken of lessons to support staff development; these may be seen by other teachers in school for staff training.**
* **We may also take photos/video of the pupil for identification purposes, and for evidencing their educational development. Such data will sit on their file and not be shared unless the law requires us to do so, or you have given your specific consent.**
* **Where video or sound recording is required as part of an exam course for moderation purposes (such as (but not limited to) Drama, Dance, PE, etc.) consent is not required other than opting to choose to study the course.**
* **Parents / carers are welcome to take videos and photos of their children at school events for their own personal use. However, to respect everyone’s privacy rights and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the images / footage.**
* **Websites and social media can be viewed throughout the world and not just in the United Kingdom, where UK law applies. When images are posted on the internet, it is not possible to prevent others from reposting them.**
* **Additional and specific consent for use by external agencies/companies may be sought.**

**Please be aware you can withdraw consent at any time. If you have any queries or wish to withdraw, or review your consent you can contact** [**jrv@abbeyfield.wilts.sch.uk**](mailto:jrv@abbeyfield.wilts.sch.uk) **or the school’s Data Protection Officer** [**i-west@bathnes.gov.uk**](mailto:i-west@bathnes.gov.uk)

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| **Pupil Name** |  |

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| --- | --- | --- |
| **We recommend you complete this form together with your child, so they are aware of how their data (for example photographs) may be used.** | **YES, we consent** | **NO, we do not consent** |
| **For my / my child’s images or video footage of my child to be used in the school on activity boards, screens,**  **reception area for promotional purpose.**  ***Note: this is separate to our statutory obligation to display work around the school, which may contain personal information.  We do not require your consent to do this.*** |  |  |
| **For images or video footage of me / my child to be used on the school website for publicity purposes: www.Abbeyfield.wilts.sch.uk** |  |  |
| **For images or footage of me / my child to be used on social media: Facebook, Instagram, Twitter, You Tube**  ***Note: our social media accounts are public groups.*** |  |  |
| **For images or video footage of me / my child to be used in printed materials such as the school newsletter or the**  **school prospectus.** |  |  |
| **For images or video footage of me / my child to be used in the media (local / national press). We will only print their name in exceptional circumstances, and with your permission.** |  |  |
| **We also use a third party as a school photographer. They come into school, take pictures of your child (and their siblings), and pass them back**  **to us. We then distribute these proofs to you, so you can make a decision whether to purchase the photo directly from the photographer.**  **The photographer’s information on data protection can be found www.htempest.co.uk** | | |

**It is assumed that you (and each of you with parental responsibility for your child) have consulted with each other so far as the completion of this form and the giving of consents is concerned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of person completing this form** |  | **Relationship to child** |  |
| **Signed** |  | **Date** |  |
| **Signature of student** |  | **Date** |  |

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**Abbeyfield Home-School Agreement**

**As a parent, I will:**

ensure that my child attends school regularly, arrives on time, in school uniform and is properly equipped for lessons

* inform the school on the first day of any absences
* let the school know of any circumstances that might affect my child’s work or behaviour
* support the school’s policies on behaviour
* support my child’s learning at home by providing a suitable place to do homework
* attend parents’ evenings and meetings about my child’s progress
* take an active interest in my child’s work and life at school
* foster a positive attitude towards education and the school and use discretion when discussing issues or grievances in front of children, as these may have a negative effect on their outlook.
* not use social media in such a way to cause grievance to the school or other parents and children.

**As a student, I will**

* make sure that I come to school regularly, arrive on time, in the correct uniform and with the right equipment
* always try to do my best and ask for help when it is needed and have a positive attitude to ideas for improvement
* complete the homework that is set on time and to the best of my ability
* keep my parent(s) informed about my work and school activities
* treat others as I would wish to be treated
* respect the school’s environment and the property of others
* always try to do the right thing

**The school will**

* provide a safe and stimulating learning environment
* celebrate your child’s achievements and encourage your child to do their best
* contact you if there is a problem with attendance, punctuality or equipment by phone or email
* let you know if there are any concerns or problems that may be affecting your child’s work or behaviour by telephone, letter, email or in person
* send home regularly details on your child’s performance and an annual report on your child’s attainment and effort
* set and mark homework regularly, and provide facilities for children to complete homework in school
* arrange parents’ evenings and other meetings during which your child’s progress, achievements and targets will be discussed
* keep you informed about school activities through the newsletter and the website.
* welcome you as a partner in your child’s education

Parent’s/Carer’s Signature: Student’s Signature:

Date:

**Head of Year Signature**

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**On behalf of Abbeyfield School**

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**Student Acceptable Use Policy**

New technologies have become integral to the lives of children and young people in today’s society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

• That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

• That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Abbeyfield School will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

**Acceptable Use Policy Agreement**

I understand that I must use Abbeyfield School ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

• I understand that the school will monitor my use of the ICT systems, email and other digital communications.

• I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person’s username and password. I understand that a deliberate attempt to use other accounts (hacking) is illegal and forbidden.

• I will be aware of “stranger danger”, when I am communicating on-line.

• I will not disclose or share personal information about myself or others when on-line.

• If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.

• I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable.

I understand that everyone has equal rights to use technology as a resource and:

• I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use.

• I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

• I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

• I will not use language in electronic documents or when online that I wouldn’t be allowed to speak aloud in the classroom.

• I will not use any removable storage devices (USB pen etc) that contain viruses, spy-ware, executable files, or other files that may have been obtained illegally. Music and video files are not allowed unless with permission from a teacher and for educational use only e.g., coursework etc.

• I understand that any unpleasant conduct on social media sites directed at a member of the school community (even outside of school) may, if reported, result in sanctions being taken by the school in line with the school’s zero tolerance to bullying.

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**Student Acceptable Use Agreement Form**

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This form relates to the Student Acceptable Use Policy (AUP), to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

• I use the school ICT systems and equipment (both in and out of school)

• I use my own equipment in school (when allowed) e.g. mobile phone, laptop, camera etc

• I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

Sanctions will be taken against those students who breach these rules, in accordance with the Behaviour Policy

Name of Student:

Signed: Date:

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**Parents/carers are requested to sign the permission form below** to show their support of the school in this important aspect of the school’s work.

*Activity on social media conducted outside of school and directed at any member of the school community causing them distress, including cyber bullying may, if reported, result in sanction being implemented in accordance with Abbeyfield School’s zero tolerance to bullying.*

**Permission Form**

As the parent/carer of the above student, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son/daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that Abbeyfield School will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son’s/daughter’s activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child’s e-safety.

Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:

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Date: