

REGISTRATION FORM: STUDENT INFORMATION (KS3)

Tupton Hall School
REDHILL ACADEMY TRUST



Updated April 2020

All student information is safeguarded by the Data Protection Act.

Student Details: ADMISSION DATE: _____ YEAR & FORM _____

Full Legal Name _____

Preferred Name if different _____

Please inform parents that unless a name has been changed legally and we have a copy of the proof of this we will have to record the legal surname on all official documentation including exam entries and certificates. If a young person has changed their name by deed poll but someone with parental responsibility has not agreed this the changed name cannot be recognised as their legal name until they are 16 years old and over.

Address _____

Date of Birth: _____

Home Tel No. _____

Postcode _____

Student Mobile Tel No _____

Adults **living** with student:

1. Name _____

2. Name _____

Relationship to child * _____ Relationship to child _____

*who has parental responsibility for the child.

Parental Email address for contact from school with information relating to your child:

(if any) _____

Contact 1 Phone _____ **Contact 2 Phone** _____

Place of Work & Telephone Number

Contact 1 _____

Contact 2 _____

To whom should letters, reports etc. be addressed? Please tick relevant box and add name

Mr & Mrs Mrs Miss Ms Mr Dr

Other _____

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Are there any **other adults** who have parental responsibility for this child? Yes No

Name _____

Contact details (if known) _____

Do they require separate copies of reports/information sending to them? Yes No

Is there a reason why they should not be recorded as a contact for school? Yes No

If Yes, reason: _____

If Yes, copies of any legal documentation denying or restricting access of a parent to their child, or to having information about them, must be held in our safeguarding files.

Name & telephone number of **another** Emergency Contact **not listed above**:

(relationship to child) _____

Names and ages of other children in family _____

Is the child entitled to Free School Meals? Yes No Don't know

If so, when does the authorisation expire? _____

If the family has moved from outside Derbyshire, parent(s) will need to apply for Free School Meals again, even if they were granted at their previous address.

Family Doctor / Surgery Address and Telephone number

Any medical condition / dietary requirements / allergies we should know about:

Are there any other agencies supporting your child / family?

EWO

FRW

Other MAT

Social Care

Other _____

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Are there any Child Protection Issues? Yes / No / Unsure

Has the child been adopted from Care? _____

Has the child left care under a special guardianship or residence order (now known as a child arrangements order)

From time to time we have to complete statistics connected with ethnic origin, spoken language and religion.

To assist with this we need the following information relating to the child. Please circle as appropriate.

Ethnic Origin

White
Black African
Black Caribbean
Black Other
Pakistani
Bangladeshi
Chinese
Other

Language

Bengali
Cantonese
English
Gujarati
Hindu
Italian
Punjabi
Portuguese
Spanish
Turkish
Urdu
Other

Religion

Christian
Hindu
Jewish
Sikh
Muslim
No religion
Other (please specify)

Student IT Internet and Email Policy.

Issued and signed

Tick if objecting

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Previous school (last date attended) _____

Telephone number _____

Contact name at school _____

Language taught at previous school _____

Key Stage 2 or 3 results: English _____ Maths _____ Science _____

**If the child is coming from abroad, have they ever attended a school in the UK?
If so, record the appropriate details for the UK school here.**

Does the child have any special needs? Yes No

If YES, do they have:

Statement / EHCP Other support in school (please specify) _____

If on a statement / EHCP, date of next review: _____

Any other relevant information about the child that will support them in the transition to Tupton Hall School
e.g. interests / worries / strengths / difficulties / any significant incidents

Travel to School Survey (required for DCFS Census)

How will the child usually get to school?

Walk Cycle Public Service Bus Dedicated School Bus Bus type not known Taxi

Car share (other family/different household) Other _____

Is either Parent/Carer employed by the Armed Forces Yes / No

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Internet Access	School will allow access to Internet services provided that students adhere to the school rules around safe and proper usage, as detailed in the ICT and e-Safety Policy document which can be accessed via the school website.
Photograph Student	School may use your child's image in publicity which positively promotes and celebrates the school and its students, as outlined on page 11 of the ICT and Online Safety Policy.
Copyright Permission	We require your consent to publish and share any pieces of written work or artwork your child has created whilst at Tupton Hall School. This may include reproduction of work to support classroom learning, display of exemplary work around the school and promotion of students' achievements in external marketing brochures / on the school website.
Sex Education	<p>We deliver Relationships and Sex Education to students in dedicated, age appropriate sessions throughout a child's school career, as outlined in the Relationships and Sex Education Policy.</p> <p>As a parent you have a legal right to withdraw your child from dedicated 'sex education' lessons which are delivered outside the Science curriculum, but not from those that are taught as part of the National Curriculum.</p>
Data Exchange	We are required by law to collect certain data about our students and share it with the Local Authority and Department for Education. If you would like to know more about the data we collect and how we use it, please consult the school's Privacy Notice.
School Visits	Throughout your child's school life, they will have many opportunities to participate in visits outside of school. As each opportunity arises you will need to give your consent as parent / carer. We also require your consent now, to ensure we hold the correct details for you and your child. If you would like to know more about this, please read the school's Educational Visits Policy.

If you have any concerns around consenting to these policies, please contact the school.

Parental Consent: (Please tick to agree)

- Internet Access
- Photograph Student
- Copyright Permission
- Sex Education
- Data Exchange
- School Visit

I confirm that this completed admission form reflects accurately the information I have supplied.

Signed Parent / Carer _____

Date _____

Please print name: _____

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Admission process – Checklist for staff conducting admission process

Form allocated and agreed with Learning Leader	
Birth certificate seen and date of birth checked with year group	
Change of name documents checked (copy taken for file) and legal situation explained to student and parents	
Adults with parental responsibility established and contact arrangements for school known	
Any legal documentation regarding access/contact with absent parent copied and passed to safeguarding lead	
Alternative emergency contact established	
FSM information shared if relevant	
Informed safeguarding lead and Learning Leader if there are other agencies working with the family	
Informed SENDCo if child has SEN or English as a second language	
Pack of information given to parents and relevant documents signed and returned in the admission meeting	
Other relevant information is shared with Learning Leader in advance of the start date	
Parents have signed and dated the form to confirm information is accurate	
Liaised with admin staff re purchase of uniform	
Informed Learning Leader and Senior Assistant Headteacher (SEW) of agreed start date (ideally 3 day window between admission meeting and start date – especially important at KS4)	
Passed completed paperwork to MIS team (within 24 hours of the admission meeting)	