

# REGISTRATION FORM: STUDENT INFORMATION (KS3)

Tupton Hall School  
REDHILL ACADEMY TRUST



Updated February 2021

All student information is safeguarded by the Data Protection Act.

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 an EHCP?            Yes            No**

**Other support in school (please specify) \_\_\_\_\_**

If on 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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## CONSENT FORM

<p>Copyright Permission</p>	<p>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.</p>
<p>Internet Access</p>	<p>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.</p>
<p>Photograph Student</p>	<p>Tupton Hall School uses photography and video (images) for a number of reasons, including:</p> <ul style="list-style-type: none"> <li>• Sharing students' achievements</li> <li>• Recording school events</li> <li>• Providing display materials</li> <li>• Publicity purposes* (brochures, leaflets, media articles, website and social media**)</li> </ul> <p>* Due to the way we share information across multiple platforms, consent applies to all publicity methods. E.g. a printed prospectus may also be published on the school website, school news articles may be shared on Facebook and Twitter.</p> <p>** Our school currently uses Facebook, Twitter and Instagram</p> <p>Parents/carers can withdraw consent at any time by contacting the school directly. Objections will be indicated on SIMS.Net. Staff have access to an up-to-date list of objections.</p> <p>We <b>do not</b> require consent to use images of students for the following reasons:</p> <ul style="list-style-type: none"> <li>• To support staff CPD and training</li> <li>• Evidencing students' learning and progress for internal or external assessment</li> <li>• Safeguarding reasons</li> </ul>
<p>Sex Education</p>	<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>
<p>Data Exchange</p>	<p>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.</p>
<p>School Visits</p>	<p>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.</p>

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

Parental Consent: (Please tick to agree)

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

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

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

Date \_\_\_\_\_

Please print name: \_\_\_\_\_