

Admission Information

Student Name

Student Admission Form

This form should be completed by the parent/carer of the student concerned. Please complete in BLOCK CAPITALS and return to your primary school by Tues 13th April 2021.

Legal Surname	Legal Forename	
Preferred Surname	Preferred Forename	
Address (including postcode)	Date of Birth	
	Male/Female	
Previous School		
<u>1st Parent/Carer contact details</u>		
Surname	Forename	Title
Address (including postcode)	Home Phone	
	Work Phone	
	Mobile Phone	
Relationship to Student	Email address	
<u>2nd Parent/Carer contact details</u>		
Surname	Forename	Title
Address (including postcode)	Home Phone	
	Work Phone	
	Mobile Phone	
Relationship to Student	Email address	
Legal Parental Responsibility Yes/No * If no, please give details	Details	

Additional Emergency Contacts

In the event of an emergency, if we are unable to contact a parent/carer by telephone, we may need to speak to an alternative emergency contact.

1st Additional Emergency Contact

Surname		Forename		Title	
Home Telephone					
Work Telephone					
Mobile Telephone					
Relationship to Student					

2nd Additional Emergency Contact

Surname		Forename		Title	
Home Telephone					
Work Telephone					
Mobile Telephone					
Relationship to Student					

Siblings at Vale of York Academy (currently enrolled or attended in the last 5 years)

Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	

Dietary Requirements

Full Name of Student

Surname		Forename		Date of Birth	
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Please give details of any dietary requirements

Is this request for special dietary requirements the result of: (please tick)

Medical Condition

Allergy

Personal Preference

Please give details of any Allergy/Intolerances (if applicable)

Diagnosed by (if applicable):

Please attach a letter from the practitioner detailing the condition along with any diet/information sheet received

Medical

Family Doctor:		Telephone:	
Address:			

Does your child have any of the following medical conditions: (please circle)

Asthma:	Yes / No	An inhaler req'd in school:	Yes / No
Wears Glasses:	Yes / No	Hay Fever:	Yes / No
Hearing difficulty:	Yes / No	Allergies:	Yes / No

Please give any details of other medical conditions or disability not listed that you think the school should know about:

If your child has a Health Care Plan for chronic illness please attach a copy to this form.

Cultural Information

We are required by the Department for Education to obtain statistics for the school about the ethnicity of our students. This information is strictly confidential. We must stress that you are under no obligation to complete this part of the admissions form.

Home Language:

Please circle one option only

Bengali	Chinese	English	French	Greek	Hindu	Italian
Punjabi	Polish	Portuguese	Spanish	Turkish	Urdu	Other (please state)

First Language:

Please circle one option only

Bengali	Chinese	English	French	Greek	Hindu	Italian
Punjabi	Polish	Portuguese	Spanish	Turkish	Urdu	Other (please state)

Ethnic Origin:

Please circle one option only

British	Irish	Traveller	Gypsy/Roma	White/European	Chinese
White/Black African	White/Asian	White/Black Caribbean	Any other mixed background		
Indian	Pakistani	Bangladeshi	Any other Asian background		
Caribbean	African	Any other black background			

Religion:

Please circle one option only

Buddhist	Christian	Hindu	Jewish	Muslim
No Religion	Sikh	Other Religion	Prefer not to answer	

Lunch Arrangements

Please circle one option only (i.e the one used most frequently)

School Dinner - Paid	School Dinner - Free	Packed Lunch
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Travel Arrangements

Please circle one option only (i.e the one used most frequently)

Bus	Car Share	Car/Van	Cycle
Taxi	Train	Walk	Other (please state)

The Equality Act Survey

As part of the Equality Act 2010, schools are required to keep records as to the nature of any disabilities regarding prospective students and their families. This is so we can ensure that Vale of York Academy site is accessible to all and reasonable adjustments can be made.

Therefore, we are asking all parents if they could provide us with information regarding the nature of any disabilities in their immediate family which would help us to ensure that our site is accessible to all wherever possible.

Any information given will be treated with the strictest of confidence.

Student Name: _____

Family Member Concerned: _____

Nature of the Disability: _____

Support Required from the Academy: _____

Images and videos parental consent form

This form explains the reasons why and how Vale of York Academy may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Name of parent/guardian:	
Name of pupil:	
Year:	

Why do we need your consent?

Vale of York Academy will periodically request the consent of parents/guardians to use images and videos of their child for a variety of different purposes. Without your consent, the academy will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the academy will abide by the conditions you outline in this form.

Why do we use images and videos of your child?

Vale of York Academy uses images and videos of pupils, individually or as a group, as part of academy displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

What are the conditions of use?

- It is the responsibility of parents/guardians to inform the school, in writing, if consent needs to be withdrawn or amended (*).
- The school will not include personal emails, postal addresses or telephone numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day', 'awards evening' etc.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will take class images of your child which are available to purchase annually.

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria. The academy will **only** publish images and videos of your child for the conditions that you provide consent for.

Identified - Photographic image is published with a name and/or identifiable features.

Unidentified - Photographic image is published without the name or any identifiable information.

I provide consent to:	Yes	No
In School/Academy use		
I agree to my child's photograph being used on notice boards and displays inside school.	Identified <input type="checkbox"/>	<input type="checkbox"/>
	Unidentified <input type="checkbox"/>	<input type="checkbox"/>
The academy may make recordings of my child (on video or web cam) for teaching and learning purposes, for use <u>only</u> inside school.	Identified <input type="checkbox"/>	<input type="checkbox"/>
	Unidentified <input type="checkbox"/>	<input type="checkbox"/>
Marketing Materials /Publications/School Photographs		
I agree to my child's photograph being used in marketing material, e.g: brochures/ prospectus and/or marketing literature.	Identified <input type="checkbox"/>	<input type="checkbox"/>
	Unidentified <input type="checkbox"/>	<input type="checkbox"/>
I agree to the academy sharing my child's data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> ● Name ● Class ● Roll number 	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Press		
I agree to the local media using images of my child to publicise academy events and activities.	Identified <input type="checkbox"/>	<input type="checkbox"/>
	Unidentified <input type="checkbox"/>	<input type="checkbox"/>

I agree to the local media using videos of my child to publicise academy events and activities.	Identified <input type="checkbox"/>	<input type="checkbox"/>
	Unidentified <input type="checkbox"/>	<input type="checkbox"/>
Social Media		
I agree to my child's photograph and/or videos of my child being published on Social Media (<i>NB: Social Media may include: School Newsletter, Twitter, Facebook, Instagram</i>).	Identified <input type="checkbox"/>	<input type="checkbox"/>
	Unidentified <input type="checkbox"/>	<input type="checkbox"/>
Websites		
I agree to my child's photograph being published on the Hope Learning Trust York (HLTY) and or/academy website.	Identified <input type="checkbox"/>	<input type="checkbox"/>
	Unidentified <input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
I agree to videos which include my child, taken during events at the school/academy to be used on the academy website and/or the HLTY website.	Identified <input type="checkbox"/>	<input type="checkbox"/>
	Unidentified <input type="checkbox"/>	<input type="checkbox"/>
Right to Withdraw		
I understand that consent for this is voluntary and I may withdraw my consent at any time *.	<input type="checkbox"/>	
I understand no additional personal details (such as phone number and address) will be published.	<input type="checkbox"/>	

Refreshing your consent

This form will be updated periodically. Consent will also be refreshed where any changes to circumstances occur - this can include, but is not limited to, the following:

- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parent/guardian consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the school, either by post or via hello@voy.hlt.academy. A new form will be supplied to you to amend your consent accordingly and provide a signature.

***Withdrawing your consent**

Parents/guardians have the right to withdraw their consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, the school will make every effort to remove images of the pupil where possible, e.g. images of the pupil on the school’s website will be removed. **If you would like to withdraw your consent, you must submit your request in writing to the school, either by post or via hello@voy.hlt.academy.**

Declaration

I hereby understand that I have provided my consent above as appropriate, and the academy will only use images and videos of my child in line with my requirements. I can amend or withdraw my consent at any time and must do so in writing to the school, either by post or via hello@voy.hlt.academy.

I have read and understood the contents of the Images and Video Parental form:	
Name of Parent/Guardian (IN CAPITALS):	
Signature of Parent/Guardian:	
Date:	

If you have any questions regarding this form, please do not hesitate to contact the school’s **Data Protection Representative, Mrs J Bogue on j.bogue@voy.hlt.academy**

For more general queries please contact the HLT’s Data Protection Office via dpo@hlt.academy or call 01904 560053.

Parental Notification and Consent Form for the use of Biometric Data

Notification of intention to process pupils' biometric information and consent form

Vale of York Academy wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. The purpose of this system is to facilitate catering transactions to be made using pupils' fingerprints instead of by using cash.

The information from your child that we wish to use is referred to as 'biometric information'.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, e.g. their fingerprint. The academy would like to collect and use the following biometric information from your child:

- Fingerprint

The academy would like to use this information so that your child can pay for their school meal using their fingerprint.

The information will be used as part of an automated biometric recognition system. This system will take measurements of the biometric information specified above and convert these measurements into a template to be stored on the system. An image of your child's biometric information is not stored. The template (i.e. the measurements taken from your child) will be used to permit your child to access services. The law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system. For example:

- The academy will not use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above).
- The academy will ensure that the information is stored securely.
- The academy will tell you what it intends to do with the information.
- Unless the law allows it, the academy will not disclose personal information to another person or body.

Please note, the academy has to share the information with the following bodies:

- Civica

This is necessary in order that your child can pay for their school meal using their fingerprint.

Providing your consent/objecting to the use of biometric data

Under the Protection of Freedoms Act 2012, we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to the use of their biometric information, the academy cannot collect or use the information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at any time or withdraw any consent you have previously given. Please note that you must make any consent, withdrawal of consent or objection in writing.

Even if you have given your consent, your child can object or refuse at any time to their biometric information being collected and used - their objection does not need to be in writing. We would appreciate if you could discuss this with your child and explain to them that they can object if they want to.

The academy is happy to answer any questions you or your child may have – please contact hello@voy.hlt.academy with any questions.

If you do not wish for your child's biometric information to be used by the academy, or your child objects to such processing, the academy will provide reasonable alternative arrangements for pupils who are not going to use the biometric system.

Please note that, when your child leaves the academy or ceases to use the biometric system, their biometric information will be securely erased in line with the Trust's Data Protection (GDPR) Policy (including the Data Retention Schedule).

Please complete the form below to confirm if you do or do not consent to the collection and use of your child's biometric information and return it to the **school office**.

Consent form for the use of biometric information

Please complete this form to confirm whether you provide consent for the academy to collect and use the following biometric information relating to your child:

- Fingerprint

This biometric information will be used by the academy for the following purpose:

- Catering

Having read the guidance provided to me by Vale of York Academy, I (please tick your selection):

- **Do** consent to the processing of my child's biometric data ✕
- **Do not** consent to the processing of my child's biometric data ✕

For parents that have provided consent

Please confirm that you have read and understood the following terms:

- I authorise the academy to use my child's biometric information for the purpose specified above until either they leave the academy or cease to use the system.
- I understand that I can withdraw my consent at any time.
- I understand that, if I wish to withdraw my consent, I must do so in writing and submit this to PA to The Principal, Vale of York Academy, Rawcliffe Drive, York YO30 6ZS.
- I understand that once my child ceases to use the biometric system, the school/academy will securely delete my child's biometric information.

I confirm that I have read and understood the terms above ✖

For all parents

Name of child:	
Name of parent:	
Signature:	
Date:	

Student Reports

It is normal practice to send a copy of the student reports to those parent(s) with whom the child resides. If you wish a report to be sent to an additional person, please give the details below.

Surname	
Forename	
Title	
Address including Post code	
Relationship to Student	

Home – School Agreement

The Vale of York Academy Commitment

- Promoting high standards of work and behaviour
- Promoting equal opportunities for all
- Working in partnership with the local community

THE ACADEMY

The academy will:

- Provide a secure, caring and calm environment in which students can learn, grow and develop
- Contact parents if there are concerns or problems with their child's attendance, punctuality, work, behaviour or health
- Provide parents with regular information about student progress and general academy matters
- Provide a curriculum which is broad, balanced and appropriate

THE STUDENT

I will:

- Attend the academy punctually, properly equipped and in full uniform
- Follow academy rules and behave according to the Positive Discipline policy
- Strive for success in all my academy activities including homework
- Pass on all correspondence from the academy to my parents

THE PARENTS

I/We will:

- Support the school by encouraging an aspirational attitude to learning and achievement
- Ensure my child attends regularly and punctually with correct uniform and equipment
- Support the academy in maintaining high standards of behaviour through the Positive Discipline Policy including after school detentions
- Give my child support and encouragement with homework and weekly checks of the student planner
- Attend Parents' Evenings to discuss my child's progress
- Inform school of illness or other issues, which may affect my child's performance
- Let school know about any concerns I have about my child's education
- Not take holidays during term time
- Support out of hours learning sessions

- Provide the correct uniform and equipment for my child, and support the sanctions relating to uniform, kit and equipment

Academy Representative: _____ Signed: _____ Date: _____

Student Name: _____ Signed: _____ Date: _____

Parent/Carer Name: _____ Signed: _____ Date: _____

ICT Acceptable Use Policy

New technologies have become integral to the lives of children and young people in today’s society, both within the academy and in their lives outside the academy. 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 academy ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

No child will use their mobile phone whilst in the academy for any purpose unless directed to do so by a member of staff.

The academy 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. A copy of the Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the academy expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the academy in this important aspect of our work.

Parent / Carers Name: _____

Student Name: _____

As the parent / carer, I give permission for my child to have access to the internet and to ICT systems at academy.

I know that my child 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 academy.

I understand that my child is not permitted to use their mobile phone for any purpose within the academy, unless directed to do so by staff.

I understand that the academy 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 academy cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the academy 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 academy if I have concerns over my child's e-safety.

Parent/Carer Name: _____ Signed: _____ Date: _____

Consent Form and Pupil Code of Conduct for Live Learning Support

Code of Conduct for students using online live tuition.

Using Comments

Comments are an essential way for students to ask their teacher for help and address any misconceptions. It is essential that every student follows the Comments guidelines:

- Students should use Standard English in comments to their teachers
- Students must not communicate with other students using Comments. They should only comment on the work, reply to questions posed by their teachers, contribute to a conversation started by the teacher or write a question/questions they would like to ask.
- Any inappropriate comments will be recorded in a screenshot and sent to the Progress Leader/Senior Leadership Team, who will communicate with parents.
- Where there are behaviour concerns, the incident will be recorded by the member of staff and reported to the Progress Leader/Senior Leadership Team. Parents/carers will also be notified.
- If students are not following this protocol, they may be 'muted' by their teacher, so they can no longer make comments.

Live online learning support sessions

Live lessons can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. It is essential that all students follow this protocol.

- Students must log onto the live learning support session through their school e-mail. This ensures that the setting's filtering and monitoring software is enabled.
- Students must not share the meeting link with any other individuals
- Students should be in an appropriate place for the learning support session and be suitably dressed.
- Students will not be able to share their image on screen
- Students and any other person in the house must not record the discussion or take photographs
- All students will be muted on entry to the session. Students can signal they have a question by writing 'question' in the comment box.
- Students must speak in a respectful manner and must stay on the topic of the work.
- If students are not following the protocol they will be 'muted' by their teachers and they may be removed from the classroom and future timetabled sessions. If this happens, the Progress Leader/Senior Leadership Team will be made aware, the incident will be recorded and parents/carers will be notified.
- Students/parents/carers can report any behaviour which is concerning to them by contacting Mr Kumar Assistant Principal Behaviour and Welfare

School responsibility

Online live learning support will only be timetabled during normal school hours, through the Google platform.

Sessions will be delivered by subject specialists/class teachers

The recording of each live learning support session will be stored for up to one year, for GDPR and safeguarding purposes and shared only with the members of staff involved in the live learning support session, the Teaching and Learning Lead/Senior Leadership Team, Safeguarding Lead and GDPR Lead.

I consent/do not consent (please delete as appropriate) to my child participating in online live learning support alongside their peers and led by subject specialists/class teachers, to further support and enhance remote learning. I have discussed this code of conduct with my child and they agree to adhere to the expectations detailed below, to ensure a positive and safe learning experience for all concerned.

Parent/Carer Name: _____ Signed: _____ Date: _____

Tutor Group Organisation

At Vale of York Academy we have a strong sense of community, and our tutor groups are at the heart of our pastoral care. We structure these groups in year 7 in a way that both fosters new friendships and social circles, but also promotes a safe and reassuring environment where existing friendships from primary school can continue.

We make every effort to place new starters in a tutor group with at least one of their identified friends. It is equally important that we know if there are any students that your child has had issues with previously so we can avoid them being in the same tutor group. As such, we ask parents to complete the friendship form below.

Student Name: _____

Primary School: _____

Identified Friends (please list up to five in order of preference):

1) _____

2) _____

3) _____

4) _____

5) _____

My child is the only student joining Vale of York Academy from their current primary school

Yes/No

If there are any issues (friendship, bullying, relatives etc.) you would like to share with us about your child and other students joining us in September, which may influence our tutor

group organisation, please use the space below to do so.

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