

NEW STARTER INFORMATION FORM

Parents/Carers must complete this form **in full** and return it to the Academy Office on or prior to admission.* Should you need help completing the form, the office staff will be happy to help you. It is important we have complete and accurate records as we may need to contact you in an emergency. Please note: The Academy uses a text messaging service to keep parents up to date with a variety of Academy information. Please see the Privacy Statement on our website (or request a copy) to be aware how the data we hold may be used.

STUDENT DETAILS: Please be aware we are only able to use legal names on our documents and correspondence.		
Legal Forename	Legal Surname	Legal Middle Name/s
Date of Birth:		Gender:
Current Address of Student including Postcode:		
Previous School : If not in Weymouth/Portland: Name/address/telephone number:		
Siblings: Please give the name(s) and tutor group(s) of brothers and /or sisters in this Academy (including half/step/foster/adopted) living at the same address as the above named student:		
Other siblings and school attended:		

1. SAFEGUARDING, CHILD PROTECTION OR OTHER COURT/LEGAL MATTERS:		
Please provide details (and evidence) of any Safeguarding, Child Protection or other Court/Legal Matters which the Academy needs to be aware of:		
2. LOOKED AFTER CHILD /CHILD IN CARE:		
Is / has the child ever been Looked After/In Care of a Local Authority	Yes	No
If Yes: Local Authority involved:	Social Worker Name/Contact Details:	
Dates of Care: From	To	Date of Adoption (where relevant):
3. PROFESSIONAL SUPPORT:		
If the student is currently listed with any professionals such as paediatrician, psychologist, speech therapist etc please provide brief details here:		
4. CHILD'S MEDICAL INFORMATION:		
GP Name and Surgery Address/ telephone number:		NHS Number:
5. MEDICAL CONDITIONS:		
Please list any medical conditions or allergies your child has:		
In an emergency, we will do our utmost to contact one of the named contacts overleaf based on priority. If not possible the Academy will act ' <i>in loco parentis</i> ', should emergency treatment be required.		

*This is not an application for a place at the Academy: contact 01305 221060 to apply for a place

6. SPECIAL GUARDIANSHIP:		
Is / has the student ever been subject to a Special Guardianship Order	Yes	No
If Yes: You must provide a copy of the Order for our records. Please attached it to this form.		

7. COURT ORDERS		
Is / has the student ever been subject to a Child Arrangements/Residence or Other Court Order?	Yes	No
If Yes : You must provide a copy of the Order for our records		

8. EDUCATIONAL HEALTH AND CARE PLAN (Statement) and other additional needs:		
Does the student have a Educational Health Care Plan (Statement) ?	Yes	No

Your child qualifies for free school meals as long as you receive any of these benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit; this is as long as you're not entitled to Working Tax Credit and your annual gross income is no more than £16,190
- Working Tax Credit 'run-on' payment (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit: this is as long as your household income is less than £7,400 a year (after tax and not including any benefits you get)

In addition, the following pupils will be protected against losing their free school meals as follows:

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time. In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period. Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

9. FREE SCHOOL MEALS:		
Are you <u>currently</u> in receipt of Benefits* which entitle the student to Free School Meals? To check visit www.dorsetforyou.gov.uk	Yes	No
If <u>YES</u> apply on-line at www.dorsetforyou.com/free-school-meals or call 01305 221000 as we need confirmation for our records. Please do this even if you do not wish the student to actually take the meals at Academy.		

10. PREVIOUS ENTITLEMENT FOR FREE SCHOOL MEALS:		
Have you ever had entitlement for the child to have Free School Meals at any time in the past?	Yes	No
If 'Yes', please confirm the date this ended:.....		

11. ARMED FORCES/SERVICE CHILDREN:		
Do you meet any of the following Criteria: 1. A parent is currently serving in the regular armed forces 2. A parent served in the regular armed forces in the last 3 years 3. A parent died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)	Yes	No
If 'Yes' Name of Parent Relationship to the student		
Service Dates		

12. TRAVEL ARRANGEMENTS (indicate one only):

The student will usually get to/from Academy by: Walking / School Bus / Public Transport / Car / Shared Car / Taxi / Bicycle

13. EXTREME WEATHER ARRANGEMENTS:

In the event of extreme weather or a forced Academy closure during the day we will inform parents via text, social and local media (e.g. www.dorsetforyou.com or Wessex FM) where relevant. This instruction will remain valid until you contact the Academy, in writing, to amend it. **Please make sure the student is aware of what to do in an emergency.**

Please select accordingly:

I wish for named student to remain in Academy until collected

I give permission for named student to be allowed home

PHOTOGRAPHIC/SOCIAL MEDIA CONSENT

Your signature at the end of this form confirms you agree to your child taking part in the production of digital videos, films and photographs during Academy activities. These may be made used on Academy based promotional public information which includes our twitter and Facebook accounts. Should you wish no consent please contact the Academy office on 01305 783391.

VISITS

Pupils taken out on short notice local visits within walking distance of the Academy will have adult supervision. As these visits will often happen at short notice, we need your prior permission. **Your signature at the end of this form confirms you are willing for the student to go on such outings.**

MINIBUS/COACH/CAR

Students may need to travel on a minibus for local trips and excursions. Teachers with appropriate training/insurance will drive. Additional permission slips will be issued for longer trips. **Your signature at the end of this form confirms you agree to the student traveling.**

INFORMATION FOR PARENTS/CARERS AND STUDENTS - Acceptable Use of ICT and the Internet

The use of ICT hardware and software is a natural feature in teaching and learning throughout the Academy curriculum. This represents an area in which pupils are expected to exercise care and respect for the equipment, and the time invested in ensuring it works for the Academy community.

As pupils use ICT more and more to develop projects and examination coursework, they are more dependent on the responsible use of ICT equipment by their peers. We would like pupils to agree to a code of conduct that ensures that opportunities to work on our computers, and the actual work developed by fellow students, are fully respected.

As part of the Academy's IT programme we offer pupils controlled access to the Internet. **Both they and you must sign and return the enclosed form as evidence of your approval, and their acceptance of the Academy rules on both Internet access and the use of ICT in general.**

The Internet provides access to a whole world of resources and programs that will enhance the learning experience. Families should be warned that some material accessible via the Internet can be defamatory, inaccurate or potentially offensive to some people. **It will be our aim to protect children as far as is possible from unsuitable and unacceptable content by using a filtered Internet service provided by market leader RM Education.** We also have active monitoring and an automatic reporting system with specific triggers, such as internet search phrases, or attempted access to websites that have been flagged for safeguarding concerns.

Whilst our aim for Internet use is to further educational goals and objectives, pupils often find ways to access other materials. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, outweigh such disadvantages. But ultimately, parents/carers of minors are responsible for setting and conveying the standards that their children should follow. To that end, the Academy supports and respects each family's right to decide whether or not to apply for access.

During Academy, teachers will guide pupils toward appropriate materials. Outside of Academy, families naturally bear the same responsibility for such guidance as children engage with information sources such as television, telephones, movies, radio and other potentially offensive media. Parents/carers are particularly advised to ensure children use the Internet in public spaces within the home, and to monitor usage of messaging services and social networking websites.

We would be grateful if you could read the enclosed guidance document and then complete the permission form which follows.

Yours faithfully



Mr J Cornish
Principal

Pupil guidelines for Internet use and use of ICT facilities

General

Pupils are responsible for good behaviour on the Internet and when using Academy ICT resources just as they are in a classroom or a Academy corridor. General Academy rules apply.

The Internet is provided for pupils to conduct research. Parents'/Carers' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of Academy ICT facilities and the Internet are responsible for their behaviour and communications. It is presumed that users will comply with Academy standards and will honour the agreements they have signed.

Computer storage areas and devices will be treated like Academy lockers. Staff may review files and communications to insure that users are using the system responsibly. **Users should not expect that files stored on servers or storage media, including mobile phone memory if brought into Academy, would always be private.**

During Academy, teachers will guide pupils toward appropriate materials. Outside of Academy, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or defaming the character of others ("cyber-bullying")
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using another pupil's logon account
7. Trespassing in another pupil's folders, work or files
8. Intentionally wasting limited resources
9. Attempting to hack into the system
10. Attempting to install, or play games other than those sanctioned by staff members
11. Recording digital images of any member of the Academy community without permission

Sanctions

Violations of the above rules will be dealt with via the Academy behaviour policy.

In cases of proven wilful damage to Academy ICT equipment, the student or their family will be presented with an appropriate charge to cover repairs or replacement.

When applicable, police or local authorities may be involved.

Rules for Responsible Use of ICT resources and the Internet

The Academy has installed computers with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- I will only access the system with my own login and password, which I will keep secret
- I will not access another person's user area, or interfere with other people's work or computer files
- I will use the computers for Academy work and homework, and not waste computer time other students could find useful
- I will not behave in a way that can cause damage to ICT equipment or to software installations;
- I will not bring in software from home or make a copy of Academy software without permission from a member of staff
- I will ensure I have permission from a member of staff before using the Internet or taking digital images of others in the Academy; digital images are to be used only in Academy projects with the permission of the subject and must not be circulated or published in any way
- I will only use Academy E-mail for projects my teacher has approved
- The messages I send will be polite and responsible
- I will not use ICT systems to threaten, insult or defame the character of others
- I will not give my home address or telephone number to outside people, or arrange to meet someone, unless my parents/carers and/or teacher has given permission (e.g. to pen friend in language partner school)
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself
- I understand that the Academy may check my computer files and may monitor the Internet sites I visit

We will display this page as a poster near computers.

We will provide pupils & parents with a copy of these rules.

Acceptable use of ICT and the Internet

Pupil agreement and Parent Permission is referenced in the main information form in our induction pack which we send to you when your child has been offered a place. Please retain the copy for your reference and return the main form signed by all parties (as demonstrated below).

Parents/Carers

As the parents/carers of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I recognise that, while every effort will be made to monitor student use of the Internet, it is impossible for the Academy to monitor the use of the system continually and to restrict access to all controversial materials. I further acknowledge that questionable material may be accessed unexpectedly and, therefore, I will not hold the Academy responsible for any such materials acquired from the Internet. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parents/Carers Signature(s) _____

Parents/Carers Name(s) (please print) _____

Date ___/___/___

Pupil

As a Academy user of the Internet, I agree to comply with the Academy rules on its use. I will use the Internet Access provided by the Academy in a responsible way, and observe all the restrictions explained to me by the Academy.

I also undertake to abide by Academy rules concerning the acceptable use of ICT resources, and respect the work and privacy of other students and staff.

Pupil Signature _____

Date: ___/___/___

Home Academy Agreement

Pupil - Academy - Home

All Saints Church of England Academy is committed to providing an education that takes place within a happy, caring and Christian environment in which everyone is valued.

It is a joint endeavour which needs close co-operation, mutual understanding, trust and support between home and Academy.

This agreement is intended to enhance this partnership by clarifying the expectations and obligations of all concerned.

It is written in terms of rights and responsibilities as a direct response to the United Nations Convention on the Rights of the Child. However, it needs to be stressed that it is through all of us (Academy, parent/carer and child) fulfilling our **responsibilities** that we can secure the **right** of the child to a quality education.

This agreement is signed by all parties when the students starts Academy and applied for the duration of their time at All Saints Academy.

PARENTS: I/we am/are committed to working with All Saints Church of England Academy for the benefit of my/our son/daughter/charge and to this end/I recognise that:

- My/Our child has the right to be educated.
- **I/We accept my/our responsibility to make sure they attend Academy.**
- My/Our child has the right to be in All Saints Church of England Academy.
- **I/We accept my/our responsibility to ensure they support the Academy ethos. It is my/our responsibility to make sure that they arrive on time, attend regularly, are dressed in uniform and are correctly equipped.**
- My/Our child has the right to a high quality educational experience.
- **I/We accept my/our responsibility to support my/our child in homework and other opportunities for home-learning and support the Academy's policies and guidelines for behaviour.**
- I/We have a right to know what is happening in my/our child's education.
- **I/We accept my/our responsibility to attend parents' evenings and discussions about my/our child's progress as and when required, to make the Academy aware of any concerns or problems that might affect my/our child's work or behaviour and to acknowledge and respond promptly to communications from Academy.**
- I/We may have concerns about behaviour, work, attendance or outside influences affecting the education of my/our child.
- **It is our responsibility to inform you of our concerns and, where relevant, work with the Academy to seek resolution and implement recommendations. In addition, I/we agree to comply with the requirements of the Academy that use of mobile phones is not allowed during the Academy day (the office has a courtesy phone for use by pupils for urgent contact with parents).**

PUPIL: I agree to comply with the spirit and letter of the Academy rules, behaviour points and classroom expectations in my log book and:

- I have a right to an education.
- **I accept my responsibility to make sure that I attend Academy.**
- I have a right to be educated at All Saints Church of England Academy.
- **I accept my responsibility to arrive on time, attend regularly, wear the Academy uniform and maintain a tidy appearance and come to Academy properly equipped.**

- I have the right to work in class.
- **I accept my responsibility to allow others to learn, without being disrupted or interrupted and to do all my classwork and homework as well as I can.**
- I have the right to be respected.
- **I accept I have the responsibility to respect others and their things, to be polite and helpful and to care for the Academy environment.**
- I and my peers have the right to feel safe in Academy
- **I will act responsibly and consider my own safety and the safety of others at all times.**

Signed (Pupil) _____

Print name: _____

ACADEMY: At All Saints Church of England Academy we recognise that:

- Pupils have a right to be educated.
We accept our responsibility to educate all pupils in our Academy. We will encourage and support pupils to achieve their full potential.
- Pupils have a right to have their work, behaviour and achievements recognised.
We accept our responsibility to make sure all pupils have their work, behaviour and achievements recognised.
- Pupils have a right to have a homework diary to log their homework.
We accept our responsibility to provide each pupil with a homework diary and to check it regularly to make sure it is being used effectively.
- Pupils and parents have a right to have meetings with staff at All Saints Church of England Academy.
We accept our responsibility to provide opportunities for parents/carers to meet with staff.
- Parents/Carers have a right to be contacted about concerns the Academy may have about behaviour, work and attendance of their child.
We accept our responsibility to inform parents/carers of our concerns.
- Parents/Carers have a right to have a written report of your child's progress during the year.
We accept our responsibility to provide parents/carers with a report about your child's progress.
- Parents/Carers have a right to be informed about activities in the life of pupils at Academy.
We accept our responsibility to keep parents/carers regularly informed of these activities through newsletters and circulars and the Academy website.

Yours faithfully



**Mr J Cornish
Principal**

1. ETHNIC BACKGROUND RECORD: Please tick **one box only** to indicate the ethnic background of the student.

White &

British Irish Gypsy Roma Traveller Please specify.....

Any other White Background

White European White Other

Mixed

White and Black Caribbean White and Black African White and Asian

Any other mixed background

Asian or Asian British

Indian Pakistani Bangladeshi Nepali Chinese Other Asian

Black or Black British

Caribbean African Any Other Background Please specify.....

This is based on the new National Population Census categories & describes how we think of ourselves based on many things including, for example, skin colour, language, culture, ancestry or family history. Ethnicity is not the same as nationality. The Information Commissioner recommends young people aged over 11, with support from those with PR, can indicate their ethnicity if they wish to.

Any information provided will be used solely to compile statistics on the Academy careers and experiences of students from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual students to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education (DFE) to contribute to local and national statistics.

2. Your child's country of birth..... **Nationality**.....

3. Religion: Please state the students religion or indicate 'no religion' if applicable.....

4. First Language: Please state the main language used at home

5. English as an additional language YES/NO

6. Is your Child's level of spoken English: (please circle) Fluent/Not Fluent

DATA PROTECTION ACT 1998: The information that you have provided on this form will be used only by the Academy. The information will be shared only when necessary for a pupil transferring education establishment, to meet requirements of the Department for Education, Dorset County Council, Diocesan Bodies and also to providers of the Academy e-payment and e-communication system. Should you not wish for information to be passed to Ansbury Careers Advisors please advise the Academy office. Please note only the limited and necessary information is passed on and is not be used for any other purpose unless required to do so by law. Should you have any queries about the Data Protection Act 1998 information is available on www.dorsetforyou.com.

By signing this form, you are agreeing and confirming the above and all policies and procedures and that you have provided the academy will all legally required information. I will keep the academy informed of any changes.

Signed Parent(s)/Carer(s): Date:.....

Print Name(s)

Signed Pupil:..... Date:.....

All Saints CE Academy Sunnyside Road Weymouth DT4 9BJ 01305 783391 Email: office@allsaints-academy.co.uk
--

