

NEW ADMISSIONS

Student Forms

Year 7

Student name:

Date of birth:



Please complete the forms in this booklet and return to:

MIS Data Office, Hele's School, Seymour Road, Plympton, Plymouth PL7 4LT

FOR OFFICE USE ONLY	
Admission Number	
Data entered by	
Tutor Group	



S11 Hele's School Admission

Pupil Information Form

ADMISSION NUMBER
(for school use)

Please use **BLOCK CAPITALS** and one letter in each space

1. INCOMING PUPIL DETAILS

Legal forename			
Middle name(s)			
Legal surname			
Preferred surname			
Preferred forename			
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	Birth Certificate seen Y/N (for school use)	<input type="text"/>
Pupils address			
Postcode	Tel :		

2. PARENT / CARER CONTACTS (Please supply AT LEAST two contacts for safe guarding requirements)

Please give details of all persons who have parental responsibility (see notes) and anyone else that you wish to be contacted in an emergency. Place them in the order you wish them to be contacted.

Surname			
Forename			
Address			
(inc. postcode)			
Daytime contact			
Mobile contact			
Place of work			
Title			

Contact priority (1 – 3) Nature/type of contact (see notes on guidance Pg4)

Does this person have 'Parental Responsibility'? (Y/N)

Is there any legal order relating to this pupil? (Y/N) (If yes please provide separate details)

Does the pupil live at this address? (Y/N)

Email contact :

Surname			
Forename			
Address			
(inc. postcode)			
Daytime contact			
Mobile contact			
Place of work			
Title			

Contact priority (1 – 3) Nature/type of contact (see notes on guidance Pg4)

Does this person have 'Parental Responsibility'? (Y/N)

Is there any legal order relating to this pupil? (Y/N) (If yes please provide separate details)

Does the pupil live at this address? (Y/N)

Email contact :

Surname	<input type="text"/>	
Forename	<input type="text"/>	
Address	<input type="text"/>	Title <input type="text"/>
(inc. postcode)	<input type="text"/>	
Daytime contact	<input type="text"/>	
Mobile contact	<input type="text"/>	
Place of work	<input type="text"/>	

Contact priority (1 – 3)	<input type="text"/>	Nature/type of contact	<input type="text"/>	(see notes on guidance Pg4)
Does this person have 'Parental Responsibility'? (Y/N)		<input type="text"/>		
Is there any legal order relating to this pupil? (Y/N)		<input type="text"/> (If yes please provide separate details)		
Does the pupil live at this address? (Y/N)		<input type="text"/>		

Email contact	<input type="text"/>
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3. ETHNICITY / RELIGION / FIRST LANGUAGE

Our ethnic background describes how we think of ourselves and can be based on many things, including, for example, our skin colour, language, culture and ancestry or family history. **Ethnic background is not the same as nationality or country of birth.** It is recommended that young people aged 11 years and above have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision wherever necessary.

PLEASE TICK ONLY ONE BOX.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Afghan | <input type="checkbox"/> Greek | <input type="checkbox"/> Kurdish | <input type="checkbox"/> Traveller of Irish heritage |
| <input type="checkbox"/> Any other Black background | <input type="checkbox"/> Greek Cypriot | <input type="checkbox"/> Latin/South/Central American | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Any other mixed background | <input type="checkbox"/> Gypsy | <input type="checkbox"/> Lebanese | <input type="checkbox"/> Turkish Cypriot |
| <input type="checkbox"/> Arab | <input type="checkbox"/> Gypsy/Roma | <input type="checkbox"/> Libyan | <input type="checkbox"/> White British |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Indian | <input type="checkbox"/> Malay | <input type="checkbox"/> White Irish |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Iranian | <input type="checkbox"/> Nepali | <input type="checkbox"/> White and Asian |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Iraqi | <input type="checkbox"/> Other Asian | <input type="checkbox"/> White and Black African |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Japanese | <input type="checkbox"/> Pakistani | <input type="checkbox"/> White and Black Caribbean |
| <input type="checkbox"/> Egyptian | <input type="checkbox"/> Korean | <input type="checkbox"/> Roma | <input type="checkbox"/> White Eastern European |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Kosovan | <input type="checkbox"/> Thai | <input type="checkbox"/> White Western European |
| | | | <input type="checkbox"/> Decline to answer |

Ethnicity information provided by : ☐ Parent /Carer ☐ Pupil

RELIGION

- ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ Decline to answer
- ☐ Other please state :

FIRST LANGUAGE What was the first language your child understood/spoke?

- ☐ English ☐ Other please specify

HOME LANGUAGE What is the language spoken at home?

- ☐ English ☐ Other please specify

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) ☐ Yes ☐ No

ASYLUM STATUS (please tick if either of the following apply):

- ☐ This pupil is seeking asylum ☐ This pupil is a refugee

SERVICE FAMILY INDICATOR

Are either parent currently employed by HM Forces ☐ Y/N Mother ☐ Father ☐

If no longer in the HM Forces , last date of service:

4. PREVIOUS SCHOOL

Address

Postcode	Tel. No.

Admission Date

Leaving Date

Reason for leaving

5. MEDICAL DETAILS

Dr's name

Surgery name
and address

Tel. No.

Childs NHS number:

Has your child been immunised against tetanus? ☐ Y/N

Date of immunisation:

Allergies and medical conditions?
.....

6. DIETARY NEEDS

☐ Artificial colouring allergy

☐ Gluten Free

☐ Kosher foods only

☐ Non dairy produce

☐ Halal meat/No pork

☐ Ramadam

☐ No nuts of any type

☐ Vegetarian

☐ Seafood allergy

7. LUNCHTIME ARRANGEMENTS

☐ School dinner

☐ Sandwiches

☐ Free school meal

Are you in receipt of Income Support ☐ Y/N

(NB: If you are in receipt of Income Support you may be eligible for Free School Meals for your child. Please ask the school for more details).

Have you been eligible for Free School Meals in the last six years? Y/N ☐

8. TRANSPORT ARRANGEMENTS

☐ Car

☐ Cycle

☐ Bus/coach

☐ Taxi

☐ Walk

Is the pupil entitled to Free School Transport? ☐ Y/N

9. LINKED AGENCIES

It is important that all the agencies who are working with a pupil work together to ensure better outcomes. Please identify any other agencies work with your child. Eg: Social Services, CAMHS etc.

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10. SPECIAL EDUCATIONAL NEED (SEN)

Please tick if your child has a Special Educational Need (ie: a statement for SEN or an EHCP – Education and Health Care Plan, or is currently being assessed. ☐

11. SHORT STAY INDICATOR

If your stay in Plymouth is likely to be temporary, please give reason:

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Expected date of leaving

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12. Is there any Family Support in place? ☐ Y/N

13. Has your child ever been subject to a Child protection Plan? ☐ Y/N

PLEASE GIVE DETAILS OF ANY OTHER CHILD(REN) IN THE FAMILY AND THEIR PRESENT SCHOOL

Date of Birth:

Full name of child:

Surname

Forename

School

Full name of child:	Date of Birth			
Surname				
Forename				
School				

Full name of child:	Date of Birth			
Surname				
Forename				
School				

NOTES FOR GUIDANCE

WHO HAS PARENTAL RESPONSIBILITY?

Mothers and married fathers automatically have parental responsibility and will not lose it if they later get divorced. Unmarried fathers do not automatically have parental responsibility. An unmarried father can get parental responsibility by:

- Registering the birth jointly with the mother
- Through a 'parental responsibility agreement' between him and the child's mother
- As the result of a court order

People other than a child's natural parents can acquire parental responsibility through:

- Being granted a residence order or a child arrangement order (from 2014)
- Being appointed Guardian
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- Adopting a child

In addition, a Local Authority can acquire parental responsibility if it is named in the Care Order for a child.

CONTACT TYPE

PAR	Parent (Mother or Father	GRP	Grandparent	SOC	Social worker
FOS	Foster Parent	NGH	Neighbour	LAN	LA Nominee
STP	Step parent	OTH	Other contact		

This form is to be completed by the Parent/Carer on behalf of every child admitted to the school. A photocopy of this form may be included with a pupil records sent on to another school on his/her transfer, either within or outside the City of Plymouth. THE ORIGINAL WILL BE KEPT BY THE SCHOOL (FOR AUDIT/RECOUPMENT PURPOSES) IN ACCORDANCE WITH OUR RETENTION PERIOD AS STATED IN OUR PUPIL PRIVACY NOTICE. THIS CAN BE FOUND ON OUR WEBSITE.

The information you provide will be used to compile both manual and electronic pupil records and from time to time the information will be shared in accordance with our Privacy Notice which can be found on our website www.heles.plymouth.sch.uk.

Signed (Parent/Carer) Date

ACCEPTANCE OF THIS PUPIL INFORMATION FORM DOES NOT, BY ITSELF, GUARANTEE THAT A PLACE CAN BE MADE AVAILABLE.

IMAGE CONSENT FORM

PARENTAL CONSENT FOR STUDENTS Y7 TO Y11 (UNDER 16)

In order to comply with the EU GDPR – The General Data Protection Regulation, and the Data Protection Bill, the School needs parental consent before allowing the taking of photographs or making video recordings of your child for purposes which are not part of its core activities*.

Please indicate, sign and date below if you consent that:

Hele's School can take photographs or video recordings of your child which may be used:

- In official school literature (e.g. the School's newsletters; the School's brochure/prospectus and other promotional material etc).
- On its website, or on its social media accounts (e.g. Facebook, Twitter, YouTube)
- For the school's own records, archives and future interest (e.g. photographs of sports teams).

Additionally, Hele's School can:

- Arrange for the press to take photographs of your child.
- Give the press your child's name for captioning.

I understand that I may withdraw my consent at anytime and this will be in writing.

Student name:

Form:

Consent agreed:

☐

Y/N (*please indicate)

Parent/Carer Signature:

Print name:

Date:

* Our core activity is teaching and learning. This includes learning in and out of the classroom (i.e. trips and visits) and also activities in an extended school day (i.e. extra-curricular and organised evening/weekend trips).



HELE'S SCHOOL TRIP/ACTIVITY CONSENT FORM

Student name: **Year:** **Form:**

This form is valid for all off-site activities whilst the student is a learner at Hele's School, and is only completed once. It is your responsibility to inform the school of any changes regarding medication or permission during this period. Your child will not be able to attend any school visits/trips without this permission being received.

I give permission for my child to take part in school trips and other activities that take place off school premises and be given first aid or urgent medical treatment during any school trip or activity if necessary.

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

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.....

.....

.....

.....

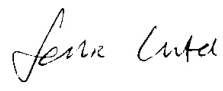
.....

Signed:
(Parent/Carer)

Date:

Home School Agreement

Hele's School believes strongly that School staff, parents/carers and students working honestly and constructively in partnership to support learning, wellbeing and personal growth is the key to success. To that end, we commit to each play our part by endeavouring to fulfil the expectations below.

Hele's School The school will agree to: <ul style="list-style-type: none">• Care for our children's safety, welfare and wellbeing.• Respect and value all learners as members of the School community.• Offer all learners a broad, balanced and stimulating curriculum and access to a rich and varied extra-curricular programme.• Provide a safe, well-ordered and inspiring environment for learning.• Promote high standards of work and behaviour, set clear rules and expectations, and develop a sense of responsibility for actions.• Value endeavour and recognise and reward hard work, progress and effort.• Encourage learners to develop self-discipline, resilience and independence.• Provide appropriate advice, guidance and support to ensure our learners can make informed decisions and successfully progress to the next stage of education, training or employment.• Provide relevant information about School matters and learners' progress, be welcoming of enquiries and responsive to concerns.• Be open and welcoming and offer opportunities for parents/carers to become involved in the life of the School.  Signed:..... (Deputy Principal)	The Learner I agree to: <ul style="list-style-type: none">• Do my best at all times, in School and at home.• Be polite, friendly, kind and helpful to others, in School and the wider community.• Take responsibility for my own actions and accept sanctions that may be imposed.• Attend school regularly and on time.• Not disrupt the learning of others.• Bring all the equipment I need every day.• Wear the correct School uniform with pride.• Treat each other's and the School's property with care and respect.• Make sure I use technology appropriately, inside and outside of School, and stay safe online.• Uphold and contribute to the good reputation of Hele's School. Student name: Signed:..... (Student)	Parent/Carer I agree to: <ul style="list-style-type: none">• Encourage and support my child to work hard in School and at home.• See that my child attends School regularly, on time, and provide an explanation when absent.• Make School aware of any concerns or problems that affect my child's work, behaviour, wellbeing or safety.• Fully support Hele's School's policies on behaviour, e-safety and bullying, including supporting sanctions.• Actively encourage my child to participate in extra-curricular and enrichment opportunities offered by Hele's School.• Attend parents' evenings, review meetings and discussions about my child's learning, progress and behaviour, where possible.• Take an active interest in my child's participation in School life and in their progress and wellbeing.• Ensure my child is properly equipped for School and wearing the correct uniform with pride.• Work in partnership with Hele's School, and other agencies as appropriate, to ensure the best outcomes for my child.• Ensure that my child makes appropriate use of technology, both in and outside of School. Signed:..... (Parent/Carer)
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Hele's School Internet Rules

Student/Parent Acceptable User Internet Agreement

1. I understand access to the computer workstations is at the discretion of staff at all times.
2. I will only search for relevant material and not offensive or illicit information on the internet.
3. I will not share my username or password with anyone.
4. I will not visit or subscribe to online services.
5. I will not play games unless specifically directed by my teacher.
6. I understand that provision of the computer network is intended to support lessons and homework.
7. I will not download information to any storage device unless I am permitted to do so.
8. I will not give out personal information to a web site.
9. I will not create or send obscene messages or indecent images.
10. I will not copy other people's work.
11. I will report any unpleasant material or messages sent to me.
12. I understand my use of the computer network is monitored.

Thank you for respecting these rules. You will also be asked to accept them each time you log on to the school system.

Student/Parent Declaration: Acceptable User Internet Agreement

Please sign and return

I have read the rules relating to use of the Internet, I agree to abide by them.

Student Name: **Year:** **Signature:**

I have read the rules relating to use of the Internet and understand failure to comply will lead to my child losing the privilege of using the system. I understand computer usage can be monitored by Hele's School to ensure correct use. I give permission for my child to use the Internet under these conditions.

Parent/Carer Name: **Signature:**

Mobile Phones – Acceptable Use Policy

We all know how reassuring it is to know our children can contact us if they are in trouble, and that the world is not as safe as it once was. Therefore, to recognise the value of mobile phones in keeping pupils safe, the following rule allows use of a phone for emergency communication on the way to and from school. I would wish to be very clear, however, that **we are not allowing the use of phones within school, either to send or receive calls or texts between 8.40am and 3pm.**

This is an important point – if you have an urgent wish to contact your child during the school day, please call Hele's School on 01752 337193 and ask for a message to be relayed. **Please do not call or text your child on their mobile as will most likely end in a sanction being administered to your child.**

Mobile Phones and portable media devices.

- ~ **Years 7 – 11:** mobile phones are allowed in school entirely at the pupil's own risk, but their use is strictly limited to emergencies whilst travelling to and from school and before 8.40am or after 3pm. At all other times they must be kept **switched off** (not on standby), and out of sight, unless a teacher gives express permission to use them in a lesson.
- ~ Mobile phones are not allowed to be taken into examinations and any that are by mistake must be handed to an invigilator. Failure to do so could result in no marks being awarded for that paper.
- ~ Pupils found using their phone in school will have the phone confiscated, and a punishment issued.
- ~ Other portable media devices other than those which are part of a mobile phone (e.g. iPods, MP3 players or similar, cameras, etc.) are not allowed in school.
- ~ **Post 16 students** may use their phone in the Post 16 centre, but not elsewhere, unless directed by a teacher within a lesson.

I am sure you will understand that the school accepts no responsibility for loss or damage to mobile phones, and strongly discourages the purchase of expensive phones.

Thank you for your continued support for these matters. Please complete the attached acceptable use of phones slip and return to school. Please contact your child's tutor for any clarification you require.

Student/Parent Declaration: Mobile Phone Acceptable Use Policy

Student name: Year:

I have read the acceptable use of mobile phone's policy and agree to its terms and conditions.

Signature of parent: Date:

Consent Form For Biometric Systems At Hele's School

Please complete this form if you consent to your child using biometric systems until they leave the school.

Once your child ceases to use the biometric recognition system, their biometric information will be securely and permanently deleted by Hele's School.

Cashless Catering (Biometric System)

Student Name:

Year:

- I give consent to the school for the biometrics of my child named above, to be used by Hele's School for use as part of a recognition system as described in the information given to me.
- I understand that I can withdraw this consent at any time in writing.
-

Name of Parent:

Signature:

Date: