



# STANGROUND ACADEMY

## Admission – Sixth Form

Please complete the following details as fully as possible in block capitals and black ink.

Id  Tutor  Start

### Student details

Student's surname	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Student's forename	<input type="text"/>	Middle name	<input type="text"/>		
Student's address	<input type="text"/>				
and Postcode	<input type="text"/>	<input type="text"/>			
Home phone	<input type="text"/>	Date of birth	<input type="text"/>		

### Parent/ carer details and contact information

The Pupils' Registration Regulations (1988) require us to record all possible parental names. Please give details of all persons who have **parental responsibility** (parents/ carers) for the student, including those **not** living at the student's address. Please also state the relationship to the student (ie mother, father etc).

In order to keep you informed of all the important events that affect your child we use **Groupcall Messenger**. This facility can send text messages to your phone or electronic versions of letters to your email account. All messages will be sent to the contact detailed as priority 1.

Nothing can replace a telephone call when it is needed and mobile text messaging will only be used in appropriate situations. Examples of this might be:

- If your child is absent or late without authorisation
- Same day/ next day detentions
- Changes or cancellation of Academy activities
- Academy closures of any kind

**Only for contacts with parental responsibility (other contacts should be added to the next page)**

<b>1</b>	Name and title	<input type="text"/>	Relationship	<input type="text"/>
	Address	<input type="text"/>		
	Postcode	<input type="text"/>	Email	<input type="text"/>
	Home phone	<input type="text"/>	Mobile	<input type="text"/>

<b>2</b>	Name and title	<input type="text"/>	Relationship	<input type="text"/>
	Address	<input type="text"/>		
	Postcode	<input type="text"/>	Email	<input type="text"/>
	Home phone	<input type="text"/>	Mobile	<input type="text"/>

Are any of the parents listed above employed in the Armed Forces? Yes  No

## Correspondence name(s)

Name and title of person(s) to whom letters should be addressed

## Brothers and sisters

Please list the names of all brothers or sisters of this child currently at the Stanground Academy:

Full name

Tutor group

Full name	Tutor group
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Additional emergency contact list

If an emergency occurs at the Academy and it is not possible to contact a parent/ carer, please indicate below another responsible adult that may be contacted easily during the day and who would be available to collect your child if necessary. Add the name(s) of any person who may be contacted in an emergency to act on your behalf. Please place them in the order you wish them to be contacted in an emergency.

3

Name and title

Relationship

Address

Postcode

Email

Home phone

Mobile

4

Name and title

Relationship

Address

Postcode

Email

Home phone

Mobile

## Ethnic origin, home language and religion

The Department of Education requires information about the ethnic make-up of each school. Please tick the most appropriate box. If you do not consent to the sharing of this information, please tick the 'Refused' box provided.

White British

Black Caribbean

White / Asian

Slovakian

White European

Black African

Any other mixed background

Refused

White Italian

African / Asian

Indian

Any other ethnic group or mixed background

Other white background

White / Black African

Pakistani

Irish

White / Black Caribbean

Portuguese

Traveller – Irish

Any other black background

Chinese

Home language

Religion

Country of origin

Nationality

## Medical information

Please provide the contact details for your child's doctor, and any medical conditions that the Academy should be aware of.

Name of GP practice

Doctor's name

Address

Telephone

Details of medical condition

If your child needs to take medication during the school day please complete the additional "Administration of Medicines" form. These two forms, together, constitute an individual health care plan for your child.

## Looked-after children

If your child is a 'looked-after child', please provide the name of the social worker, their contact details and the local authority to which they have been assigned.

Social worker's name

Authority

Address

Telephone

## Travel arrangements to school

Please advise which mode of transport your child takes the **majority** of the time to arrive to school.

## Educational support

Has the student received support for his/ her educational needs?  
If yes, please give details on a separate sheet.

Yes

No

## Young carer

Does your child help care for another member of the family? If so, who?

Yes

No

Who

## Declaration

I confirm the information contained in the above sections is accurate no relevant facts have been withheld. I understand that any inaccuracies may result in a delay in the admissions process.

Parent/ carer's full name

Signature

Date



# STANGROUND ACADEMY

## Home/ Academy agreement

Please read the home/ Academy agreement below and sign to accept its terms.

### The agreement

#### Parents/ Carers - we will

- ensure that our child attends the Academy regularly, on time and properly equipped
- support out-of-regular-hours events such as additional tuition or enrichment activities
- refrain from using social media to air any issues or concerns we may have with the Academy and will contact the Academy in the first instance
- inform the Academy of any concerns or problems that might affect our child's work, behaviour or attendance
- support the Academy policies, particularly those on behaviour, dress and appearance
- support homework and encourage other home-learning opportunities
- attend parents' evenings and contribute to other discussions about our child's progress
- take an active interest in life at the Stanground Academy and the part your child plays in it
- support the Academy with student engagement in remote learning

#### The Stanground Academy - we will

- provide a safe, caring and stimulating environment for your child
- ensure your child achieves their potential as a valued member of the Academy community
- provide a broad and balanced curriculum and meet your child's individual needs
- encourage your child to achieve high standards of work and behaviour, through building good relationships and developing a sense of responsibility
- keep you informed about Academy matters and about your child's progress in particular
- promote a wide range of extra-curricular activities
- be open and welcoming at all times
- listen to parental concerns and work in partnership with you to support your child
- offer opportunities for you to become involved in the life of the Academy

#### Student - I will

- attend the Academy regularly, on time and with the right attitude to learn
- bring all the equipment I need every day and a rucksack in which to keep it
- wear the full Academy uniform and be tidy in appearance
- complete all classwork and homework as well as I can
- be polite and courteous to others and do as my teachers tell me
- respect the feelings, views and property of others in the Academy
- help to keep the Academy free from litter, graffiti and vandalism
- respect the Academy's computer network
- ensure that letters and information from the Academy reach my parents/ carers

### Declaration and signatures

I have read the above agreement and agree to abide by its terms.

Parent/ carer

Date

Student

Date

Academy

Date



# STANGROUND ACADEMY

## Online payments agreement

This form must be completed for all students wishing to purchase food in the Academy.

### Online payments for school meals

The Stanground Academy uses a cashless payment system for all purchases of meals in the canteen. This system gives you the flexibility of depositing money for your child's school meals and removes the need for your child to have to pay in cash in the canteen.

The online system offers you the freedom to make payments whenever you like through a secure account using your debit/ credit card. Making a payment is straightforward and the system holds an electronic record of your payments for you to view. No card details are stored in any part of the system.

The Stanground Academy has the following terms of use for its online payments system:

- You are expected to keep your child's balance in credit at all times and ensure there are sufficient funds to cover the purchase of meals in the canteen.
- If your child's balance falls into arrears of more than £2.20 the meal provision will be suspended until sufficient funds are deposited to clear the debt. When your child leaves the Academy we will automatically refund any balance over £10, as long as current contact details are available. If the balance is below £10 we will not issue a refund unless you make a request in writing within 28 days of your child's leaving date
- It is the responsibility of your child to use their account in the correct way. Your child must keep the personal identification number (PIN) issued confidential at all times. The Stanground Academy does not accept any liability for any debt incurred due to the misuse of a Pin.

Please refer to the Vericool Payment Portal user guide.

If for any reason you experience difficulty with payment at any time, please notify the finance department immediately.

### Declaration

I hereby agree to the Stanground Academy terms of use of online payments as detailed above. I understand that by depositing cash on to my account, I am also deemed to have accepted the Stanground Academy's terms of use.

Student's full name

Parent/ carer's full name

Signature

Date





# STANGROUND ACADEMY

## Photographic and film consent

Please read the information below and then complete the following details in block capitals and black ink.

### Photographic and film consent

To comply with the General Data Protection Regulations 2018, we need to make you aware that from time to time we may photograph or film your child undertaking Academy activities.

The Academy may photograph your child for the purpose of identification in the Academy's management information system. The Academy may also use photographs and film for monitoring or educational uses (eg curriculum subjects requiring video and photographs to be submitted to external examiners). The Academy does not require parental consent for these purposes as they are deemed to be public interest.

The use of photographs and films of your child for other purposes require consent and you should tick the appropriate boxes below if you are willing to give such consent.

### Photographic and film consent declaration

Student's name

Any student under the age of 13 requires parental consent for the Stanground Academy and the Greenwood Academies Trust to use photographs and films.

I give my consent for the Stanground Academy and the Greenwood Academies Trust to use photographs and films of my child on all the following platforms stated below:

- on the Academy website
- on the Greenwood Academies Trust website
- in the Academy on wall displays
- in any Greenwood Academies Trust promotional material
- in the Academy on TV screens
- in the press
- Facebook
- Instagram
- Twitter

Please tick the appropriate box:

I **do** give my consent

I **do not** give my consent

I have read and understood the information above. I understand that it is my responsibility to notify the Academy if I change my mind about withdrawing or granting permission at any time in the future.

Parent/ Carer name

Parent/ Carer signature

Date

Students full name

Signature

Date







# STANGROUND ACADEMY

## Free school meal application

### Parent/ carer details

Is your child currently in receipt of Free School Meals Yes  No

If yes, please re-submit your application via the following website, this will not affect your current entitlement:  
[www.cambridgeshire.gov.uk/freeschoolmeals](http://www.cambridgeshire.gov.uk/freeschoolmeals)

If you are currently entitled to the following benefits, you may be entitled to a free school meal (FSM):

- 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 (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who receive IS or IBJSA in their own right are also entitled to free school meals.

If you fall into any of the following categories, please apply on the link below:

[www.cambridgeshire.gov.uk/freeschoolmeals](http://www.cambridgeshire.gov.uk/freeschoolmeals)

Any queries please contact the details below:

telephone: 01223 703200

email address: [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk)

### Parent/ carer consent

I understand that the information I have provided in this form will be used to check the FSM eligibility against a national database. I agree that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

Signature

Date





# STANGROUND ACADEMY

## Administration of medicines

This form is for students that need to take their own medication during the day. Please complete the following details in block capitals and black ink.

### Administration of medicines information

In order to provide support and assistance to parents and to allow students to continue their education without prolonged interruption, the Academy offers to administer medication to students via designated trained staff. For health and safety reasons, students must not carry medicines/ tablets around the Academy in their bags, apart from asthma inhalers and EpiPens.

If your child takes medication on a regular basis please contact our reception staff to discuss his or her needs as soon as possible.

Please return this consent form to the Academy as soon as possible and ensure we have a supply of your child's medication for the start of the new term in September.

### Student details

Student's full name

Tutor group

Parent home telephone

Parent work telephone

Parent emergency contact number

Medication to be given or procedure to be undertaken, including doses and frequency of application. Please provide details, where appropriate, of what constitutes an emergency for your child with regard to their medical condition.


### Declaration

I undertake to ensure that the Academy has adequate supplies of the medication/ equipment.

I undertake to ensure that the medication/ equipment supplied by me and prescribed by my child's doctor is correctly labelled, in date, with storage details attached, and that the Academy will be informed of any changes.

I understand that the medication/ procedure will be carried out by a member of staff who has received appropriate training.

I understand that this will be reviewed annually.

Parent/ carer's full name

Signature

Date