



St Ives School Admission Form

Higher Tregenna, St Ives, TR26 2BB.

Tel: 01736 795608

www.stivesschool.net

Email: enquiries@stives.tpacademytrust.org

(Please note: This admission form does not constitute an offer of admission).

Please complete all sections.

CONFIDENTIALITY: the information given below will be maintained on the School's database to which no unauthorised person shall have access and will be subject to strict control under the General Data Protection Regulation 2018.

Name of Parent(s)/Carer: _____

Section A - Pupils

Legal Forename: _____

Middle Names (s): _____

Legal Surname: _____

Preferred Forename: _____

Preferred Surname: _____

Previous Surname: _____

Date of Birth: _____

Sex at Birth: Male / Female

Gender: _____

Student Address

Postcode: _____ House Number/Name: _____

Street: _____ Town/City: _____

Section B – Siblings (brothers/sisters including half/step) who currently attend St Ives School

Surname	Forename	Gender	Date of Birth	Same Address?
		Male/Female	/ /	✓ / x
		Male/Female	/ /	✓ / x
		Male/Female	/ /	✓ / x

Previous School: _____

Dates attended (from and to): _____

Section C – Family/Home

Primary email address for Parent/Carer: _____

Contact 1

Title: _____ Forename: _____ Surname: _____

Postcode: _____ House Number/Name: _____

Street: _____ Town/City: _____

Parental Responsibility: Court Order - Complete section G

Relationship: Mother Father Step Parent Foster Parent Grandparent

Other Relative _____ Guardian Social Worker

Your preferred primary contact number will be shown as your mobile number unless you indicate otherwise with a ✓.

Telephone – Mobile: _____ Home: _____

Work: _____

Contact 2

Title: _____ Forename: _____ Surname: _____

Postcode: _____ House Number/Name: _____

Street: _____ Town/City: _____

Parental Responsibility: Court Order: - Complete section G

Relationship: Mother Father Step Parent Foster Parent Grandparent

Other Relative _____ Guardian Social Worker

Your preferred primary contact number will be shown as your mobile number unless you indicate otherwise with a ✓.

Telephone – Mobile: _____ Home: _____

Work: _____ Email Address: _____

To add additional contacts please submit by email to admin@stives.tpacademytrust.org or by writing to the school.

Young Carers:

Young carers are children who regularly help look after a relative who has a disability, mental health condition or long-term illness. Young carers may look after a parent, or care for a sibling, a grandparent or other relative. Please let us know below if this applies to your child.

My child is currently a Young Carer: Yes / No

Section D – Pupil Ethnic/ Cultural Information

St Ives School is required by law to provide the information you give below to the Department of Education.

The school will not use this information for any other purposes.

Country of Birth: _____ Nationality: _____

Ethnicity:

White - Cornish	White British	White - Irish
Any Other White Background	Traveller of Irish Heritage	Gypsy/Roma
White and Black Caribbean	White and Black African	White and Asian
Any other Mixed Background	Indian	Pakistani
Bangladeshi	Chinese	Any Other Asian Background
Black - African	Black - Caribbean	Any Other Black Background
Any Other Ethnic Group	Refused	Information Not Yet Obtained

First Language: English or Other (please specify) _____

Asylum Seeker: Refugee Status: Traveller Status:

Religion: Buddhist Christian Hindu Jewish Muslim Sikh

Other Religion Do not wish to disclose No Religion

Meals: Free School Meal Packed Lunch School Meal

Mode of Transport: Bicycle Car Public Transport Taxi Walk

Section E – Pupil Medical Information

Please provide all relevant information relating to your child's medical history. This information is **strictly confidential** and will only be used by St Ives School staff such as the first aiders who may need access to this in the event of a medical situation or emergency in the School.

Please note, key points from this will be given to the designated member of staff for trips and visits away from St Ives School premises.

Medical Practice Information:

Medical Practice: _____

Practice Tel. No: _____

Dietary Needs: Gluten Free Halal Kosher foods only No dairy produce

No nuts of any type/quantity No pork Seafood allergy Vegetarian

Vegan Other (please specify) _____

Emergency Medical Consent:

I consent to any emergency treatment necessary. I therefore authorise St Ives School to sign on my behalf any written form of consent required by the hospital authorities should medical treatment, a surgical operation or an injection be deemed necessary. This is providing the delay required to obtain my signature might be considered, in the opinion of the medical doctor or surgeon concerned, likely to endanger my child's health or safety.

I consent I do not consent

If you do not consent, please specify below how you would like St Ives School to proceed in the event of a medical emergency involving your child and we are not able to contact any named person who has parental responsibility.

Medical Needs:

Does your child suffer from any medical condition, disability or allergy? Yes No

If you answered yes above, please provide full details of any medical condition, disability or allergy that you think may be relevant in order that the school may be in the best position to look after your child, including administering medication where applicable. Please continue on a separate sheet if needed and attach to this form.

Section E – Pupil Medical Information – Continued.....

Issue of Medication:

If you wish any medications to be given to your child, they will need to be provided by **yourself** as parent/carer. All medications will **only** be issued on completion of Medical Form 1 (Parental agreement for school administration of medicine) which can be found at https://www.stivesschool.net/web/new_student_forms/639195; or a copy can be picked up at reception. Once completed, this form should be handed in at Reception or emailed to admin@stives.tpacademytrust.org

Please write the student's name on the medication and place in a named envelope, then return to the school. Please note this includes Paracetamol, as well as any prescription medication.

PLEASE BRING ANY MEDICATION FOR YOUR CHILD ON THEIR FIRST DAY.

Section F – SEN or Pastoral Needs

Special Educational Needs:

Does your child have additional educational needs?

Does your child have a diagnosis of any educational needs?

(If yes please attach a copy of the diagnosis or email admin@stives.tpacademytrust.org.)

Please describe your child's educational needs.

Please describe the support they are currently receiving at their primary school.

Is there anything else you would like us to know about your child?

Pastoral Needs:

Does your child have additional pastoral needs (mental health / wellbeing support / behavioural support)?

Please describe your child's needs and any pastoral challenges they might have.

Please describe the pastoral support your child is currently receiving and whether any referrals have been made at their primary school (e.g. nurture, mental health support, time out card, toilet pass etc.):

Section G – Pupil Additional Information

Pupil Premium and FSM:

Introduced in April 2011, Pupil Premium provides additional funding to schools who can then use that funding to raise the attainment of disadvantaged students. Pupil Premium is available to all students who have been eligible for Free School Meals at any time within a period of six years prior to their start date at secondary school, even if they no longer claim this.

My child has been in receipt of / eligible for free school meals at any point during the six year period before starting at St Ives School. Yes No

If you think your child is entitled to FSM, please contact Cornwall Council on 01872 323298 or complete the online application form at:

<https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-meals/>

Sharing Student Data with 'Careers Southwest':

I consent to the school sharing the following information with 'Careers Southwest'. I understand that this will enable them to offer students their full support in their preparations and choices before they leave school and when they transfer to college, University, training or employment. Yes No

Full Name	Ethnicity
Date of Birth	Gender
Home Address	SEN Level and Type
Parents' Name(s)	UPN (Unique Pupil Number)
Parents' Address(es)	ULN (Unique Learner Number)
Telephone Number	Careers Southwest information

(The school is required by law to provide Careers Southwest with the names and addresses of its students and their parents).

Swimming:

Can your child swim 50 metres unaided? Yes No

Child of Service:

Parent/s in Armed Forces (Parent serving in Royal Navy, Army or RAF):

Yes No Do not wish to disclose

Court Orders:

If the pupil is subject to any Court Orders, please specify the terms of the Court Order below. This information is CONFIDENTIAL but will help the school understand the pupil's position. A copy of any Court Orders must also be provided.

Adopted children and Service Children:

You may not be aware that there is additional funding available for adopted children or any child that has ever been in care. There is also additional funding for any child who has parents working in the Armed Forces. This can be used to help with your child's education. If you would like to discuss this further and in strict confidence, please contact the school to be put in touch with the relevant member of staff.

Section H – Computer Resources – Acceptable Use Policy

Background

We ask all children, young people and adults involved in the life of St Ives School to read and agree to an Acceptable Use Policy (AUP) to outline how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school). Additional information can be found here: parentsafe.lgfl.net

Your child will also sign a new AUP when they receive their iPad.

We tell your children that **they should not behave any differently when they are out of school or using their own device or on a home network.** What we tell pupils about behaviour and respect applies to all members of the school community, whether they are at home or school. We seek the support of parents and carers to reinforce this message and help children to behave in a safe way when online:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face-to-face.”

Where can I find out more?

You can read St Ives School's full Online Safety Policy via the school website - <https://www.stivesschool.net/web/policies/630696> for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding and Child Protection Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please do not hesitate to contact us.

What am I agreeing to?

1. I understand that St Ives School uses technology as part of the daily life of the school when it is appropriate to support teaching and learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including through behaviour policies and agreements, physical and technical monitoring, education and support and web filtering.
3. School network protections will be superior to most home filtering. However, please note that accessing the internet always involves an element of risk and the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies. Schools are asked not to overblock or provide an experience which is so locked down as to block educational content or familiarity with life in an online world.
4. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school is subject to filtering and monitoring.
5. I understand and will help my child to use any devices at home in the same manner as when in school, including during any remote learning periods.
6. I will support my child to follow the school's expectations regarding bringing their device to school.

7. I understand that my child might be contacted by the school online on their device and only about their learning, wellbeing or behaviour. If they are contacted by someone else or staff ask them to use a different app or platform to communicate, they will tell another teacher.
8. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: this includes not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils and other parents/carers.
9. Parents are kindly asked not to call pupils on their mobile phones during the school day; urgent messages can be passed on via the school office.
10. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age.
11. I will follow the Online Safety Policy which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.
12. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety and refer to parentsafe.lgfl.net for advice and support on safe settings, parental controls, apps and games, talking to them about life online, screentime and relevant topics from bullying to accessing pornography, extremism and gangs and, sharing inappropriate content.
13. I understand that my child needs a safe and appropriate place to complete home learning, whether for homework or during times of school closure. When on any video calls with school, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so.
14. If my child has online tuition, I will refer to the [Online Tutors – Keeping children Safe](#) poster and undertake necessary checks where I have arranged this privately, ensuring they are registered/safe and reliable, and for any tuition to remain in the room where possible, ensuring my child knows that tutors should not arrange new sessions or online chats directly with them.
15. I understand that whilst home networks are much less secure than school networks, I can apply child safety settings to my home internet and to various devices, operating systems, consoles, apps and games. There are also child-safe search engines e.g. swiggle.org.uk: YouTube Kids is an alternative to YouTube with age appropriate content. Find out more at parentsafe.lgfl.net
16. I understand that it can be hard to stop using technology sometimes and I will talk about this to my child, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/
17. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and which can be seen here: https://www.stivesschool.net/web/digital_transformation/680473 and I understand that s/he will be subject to sanctions if s/he does not follow these rules.

18. I can find out more about online safety at St Ives School by reading the full Online Safety Policy here: <https://www.stivesschool.net/web/policies/630696> and contact the school if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.

19. I understand that St Ives School 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 school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and through using mobile technologies.

20. I understand that my child's activity on the ICT system will be monitored and that St Ives School will contact me if it has concerns about any possible breaches of the Acceptable Use Policy.

21. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Agree Disagree

Section I - Consent

St Ives School Day Trips/Visits and Sporting Fixtures:

This consent gives the necessary authority to St Ives School to take your child on a day trip/visit/sporting fixture and take necessary action should an emergency arise.

- I acknowledge the need for my child to behave responsibly at all times.
- I understand that the staff responsible for the activities will take all reasonable care of participants.
- I confirm that my child does not suffer from any medical condition as confirmed in Section E **OR** where medical conditions exist, I consent to an appropriate summary of the medical information being given to the designated member of staff for trips/excursions away from the school premises.
- I consent to any emergency treatment necessary. I therefore authorise the party leader/s to sign on my behalf any written form of consent required by the hospital authorities should medical treatment, a surgical operation or injection be deemed necessary. This is provided the delay required to obtain my signature might be considered, in the opinion of the medical doctor or surgeon concerned, likely to endanger my child's health or safety.
- I consent to my child travelling in a motor vehicle driven by a member of staff or other adult in the event of an emergency and in accordance with associated LA guidelines.
- Please note there is a limited amount of cover for personal accident and loss of personal belongings. Participants are covered by the Department of Education under the Risk Protection Arrangement (RPA) membership in the event of negligence by one of its employees or agents. Details are available on request.
- Data Protection Regulations. The information being collected on this form will only be used for the purpose of school administration of visits and journeys under Department for Education. The data will not be disclosed to any external sources, other than in an emergency, without your written consent.
- If any of the details given in this admissions form change during the time my child/ward is a student at St Ives School, I will ensure the school is notified immediately.

I give my consent

I do not give my consent

Use of Image Consent:



- At St Ives School we sometimes take photographs of pupils. We use these photos to celebrate our students and their success with the community: in the school's prospectus, on the school's website, on display boards around school, in newsletters, on school social media accounts and for the press.
- As a TPAT School, Truro and Penwith Academy Trust would also like to use these photos on the Trust's website, in newsletters, marketing materials, for the press and for social media accounts.
- We would like your consent to take photos of your child and use them in the ways described above. The vast majority of parents and carers are happy for this to happen. However, if you are not happy for us to do this, we will accommodate your preferences.

Please email admin@stives.tpacademytrust.org to update your preferences.

I am happy for the school and Trust to take photographs of my child and for these to be used on the school and Trust websites, social media accounts, school prospectus, newsletter, internal and external displays and in marketing materials for both the school and Trust.

Yes No

Biometric Cashless Catering:

At St Ives School we have a cashless system which provides a convenient payment gateway for trips, canteen meals and other purchases. Parents can also access their children's purchase history if this is required.

The cashless system simply scans a thumb/finger at the canteen till and then debits the relevant student account. Monies will need to be credited to the student's account before purchases can be made.

The options available to credit student accounts will be online payments using our internet payment site schoolgateway: <https://login.schoolgateway.com/>

Legislation requires an 'opt in' arrangement for biometrics and therefore requires you to complete the consent. If you choose not to have your child's thumb/finger registered on the system, students can give their name to be looked up manually.

Please complete the consent even if your child never or occasionally uses the canteen facilities at St Ives School.

Yes No

Privacy Notice

We are collecting this personal information from you for the purposes of providing an education to your child and need to process data for the purposes of complying with a legal obligation or performing our public function. You have rights in relation to your personal data and these are set out in our privacy notice available at www.stivesschool.net

A printed copy is available on request - please contact us on 01736 795608.

Please note that consent may be withdrawn at any time by contacting St Ives School. However, it may not be possible to remove images which have already been published.

Sharing Information

Sharing personal information between partner agencies is vital to the provision of co-ordinated and seamless care for our students.

Legislation does not prevent the sharing of information between agencies delivering services; there are important rules and safeguards which are strictly observed by St Ives School.

Section J – Home/School/Student Agreement

PRINCIPLES:

N.B. The term 'parents' is employed throughout this policy to refer to parents, carers or others in loco parentis. St Ives School aims to provide the highest quality of education for all students, to enable them to reach high levels of achievement. We see our home-school agreement as an essential element of our strategy, central to the partnership between school, parents and carers and students. This policy should be read in conjunction with the following policies: Behaviour Policy, Online Safety Policy and Uniform Policy.

Parent Statement:

I believe that St Ives School has the best interests of my child in mind and I will support the school's decision making. I understand that by doing this, my child will have a greater chance of success and this is what I want for my child.

The Parent/Carer – I/we will:

- I will always be polite to all staff at St Ives School even if I am frustrated.
- I will send my child to school every day and aim for 100% attendance. Only the most extreme circumstances would prevent me from doing this.
- I will organise all routine medical and dental appointments for my child during school holidays, training days and after school.
- I will download the Parent App for ClassCharts and check this each day, including house and behaviour points, letters home and progress tracking including homework.
- I will ensure that I update my contact details immediately if they change.
- I will make the school aware if there are barriers to this that the school can support me with.
- I understand that it is my responsibility to arrange appropriate transport to ensure my child arrives to school safely and on time, and is able to leave the school safely and promptly, including when attending extra-curricular activities, or if there is a need to leave the school site early.

Uniform and Equipment:

- I will follow all points in the uniform policy, including PE kit.
- I understand that the minimum equipment needed by my child daily is an iPad, pencil case, pen, pencil, ruler, rubber, sharpener, scientific calculator and a backpack large enough to carry an A4 folder (Handbag/tote bag is not acceptable).
- I will ensure that my child's uniform is washed and presentable for school.
- I will check the website photos of acceptable uniform items and check with a member of the senior team if I am not sure about the styles allowed.
- I understand that school shirts must be fully tucked in at all times.
- I will ensure my child meets school expectations on jewellery, hairstyle and make-up.

Detentions and Confiscations:

- I will ensure my child follows all points in the behaviour policy.
- I understand that detentions may mean that my child will leave school when it is dark.
- I understand that an after-school detention may mean that I have to arrange transport to collect my child. I understand this is my responsibility.

- I understand that no exception will be made when a phone has been confiscated. This includes phones which have accidentally fallen from bags and pockets and also those which have received notifications without student involvement. Such items can be held securely by the school until collected by parents/carers. Phones should be switched off and kept in bags.
- I understand that persistent poor and unacceptable behaviour or serious behaviour can result in time spent out of lessons.
- I understand that students may be disqualified from an examination if they are observed intentionally looking around the room or behaving inappropriately.
- I understand that students may be disqualified from an examination if they are observed using a mobile device or smart watch.
- I understand that unacceptable student behaviour which brings the school's reputation into disrepute can be sanctioned. This applies at any time including when the pupil is not on school premises, for example the journey to and from school or when attending trips, visits or fixtures.

Section K – Parental/Carer Signature

I confirm that the information enclosed is true and accurate and that I have read and understood the information and conditions relating to:

- Acceptable Use Policy - Parents
- School Day trips/Visits/Sporting Fixtures
- Use of Image Consent
- Biometric cashless System
- Home/School Agreement

Parent/ Carer Name: _____

Parental/Carer Signature: _____

Date: _____