



St Ives School Admission Form

Higher Tregenna, St Ives, Cornwall, TR26 2BB.
Tel: 01736 795608/798474
www.st-ives.cornwall.sch.uk
Email: enquiries@stives.tpacademytrust.org



SIMS ADMISSION FORM (Please note: This application form does not constitute an offer of admission)

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 UK General Data Protection Regulations.

Name of Parent/s

(Full individual details to be included in the contact area of Section C)

SECTION A – Pupil Details

Legal Forename: Legal Surname:

Middle Name(s): Preferred Surname:

Preferred Forename: Date of Birth:

Previous Surname: Gender: Male/Female

Brothers/Sisters (including half/step brothers and sisters)

Please list in age order any siblings who are currently at this school.

Surname	Forenames	Gender	Date of Birth	Same Address
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗

Pupil Address

Postcode: House Number/Name:

Street: Town/City:

SECTION B – Registration (Office Use Only)

Reg Group: House: Year Group: Year Taught

Enrolment Status: Admission Date:

Admission Number: Attendance Mode: AM / PM / ALL DAY

UPN: Part Time Dates:/...../.....to/...../.....

Birth Certificate Seen: ☐ Name Change Documents Seen: ☐

SECTION C – Family/Home - PLEASE ENSURE TWO CONTACTS ARE PROVIDED

Primary email address for Parent / Carer:.....

Contact 1

Title: Forename: Surname:

Postcode: House Number/Name:

Street: Town/City:

☐ **Parental Responsibility** ☐ **Court Order**

Relationship: ☐ Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Grandparent
☐ Other Relative ☐ Neighbour ☐ Other Contact ☐ Guardian ☐ Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone - Home:Main.☐ Work: Main.☐

Mobile:Main.☐ Other:Main.☐

Contact 2

Title: Forename: Surname:

Postcode: House Number/Name:

Street: Town/City:

☐ **Parental Responsibility** ☐ **Court Order**

Relationship: ☐ Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Grandparent
☐ Other Relative ☐ Neighbour ☐ Other Contact ☐ Guardian ☐ Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone - Home:Main.☐ Work: Main.☐

Mobile:Main.☐ Other:Main.☐

Email address:

Additional support is available to any child who is a Young Carer. 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, care for a sibling, a grandparent or other relative. Please let us know if this applies to your child and we will contact you to discuss the additional support we can provide.

My child is currently a Young Carer: Yes/No

For more information about support for Young Carers please contact Mrs Wooders (nwooders@stives.tpacademytrust.org)

SECTION D - Pupil Medical Information

Medical Practice: Dietary Needs: ☐ Gluten free
☐ Halal
Practice Address: ☐ Kosher foods only
..... ☐ No dairy produce
☐ No nuts of any type/quantity
Telephone: ☐ No pork
☐ Seafood allergy
Doctor's Name: ☐ Vegetarian
☐ Other (Give details)

YES / NO - Can your child be given paracetamol if necessary?

YES / NO - Emergency Medical Consent

Medical Conditions/Information: Please include details of any allergies/medical conditions e.g. asthma, and medications regularly taken. (If you require more space please give full details on a separate sheet).

If none, please state NONE.

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.....
If your child takes regular medication or is prescribed antibiotics or any other short-term medication, you will need to complete Medical Form 1 - Parental Agreement for School Administration of Medicine. Please note that separate forms will be needed for each medicine. If your child suffers from asthma, you will need to complete Medical Form 2 – Asthma Inhaler Consent Form.

For health and safety reasons, pupils are not allowed to carry any medicines in school, prescribed or otherwise. Medicines must be handed into Reception upon arrival at school and requested as needed (preferably at break or lunchtime). The only exception to this is for asthma sufferers who may carry their own inhaler/s, but only if parents fill in and sign Medical Form 2 - Asthma Inhaler Consent Form.

Parents of pupils with an ongoing condition, or recovering from a serious illness will need to complete a Medical Care Plan Form with St Ives School.

Forms are available from Reception on request, or as downloads from our website at www.st-ives.cornwall.sch.uk

Section E – Pupil Additional Information

Pupil Premium: (Does your child have Free Schools Meals or have they had them in the last 6 years?)

Yes / No

Please see attached application form for information about Pupil Premium and Free School Meals. If you think your child may be eligible for 'Pupil Premium' which is free school meals/support with uniform and other benefits, you can:

- Complete the enclosed application form and post it to School Meals Team, County Hall, Treyew Road, East 0, Truro, TR1 3AY.

Section E – Pupil Additional Information contd...

- Call them on 01872 323298.
- Complete the online application form at: www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals

Yes / No - Child of Service Personnel (Parent serving in Royal Navy, Army or RAF)

Sharing Student Data with `Careers Southwest`

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

- | | |
|------------------------|---------------------------------|
| • 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 student and their parents).

SECTION F - Pupil Ethnic/Cultural Information

The school is required by law to provide the information you give in this section to the DfES. The school will not use this information for any other purposes.

Ethnicity: (Data Source: ☐ Parent ☐ Pupil ☐ Other)

- | | | |
|--|---|---|
| <input type="checkbox"/> White – Cornish | <input type="checkbox"/> Other White British | <input type="checkbox"/> White – Irish |
| <input type="checkbox"/> Traveller of Irish Heritage | <input type="checkbox"/> Gypsy/Roma | <input type="checkbox"/> Any Other White background |
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African | <input type="checkbox"/> White and Asian |
| <input type="checkbox"/> Any Other Mixed Background | <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Any Other Asian Background | <input type="checkbox"/> Black Caribbean |
| <input type="checkbox"/> Black – African | <input type="checkbox"/> Any Other Black Background | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Any Other Ethnic Group | <input type="checkbox"/> Refused | <input type="checkbox"/> Information Not Yet Obtained |

First Language: ENGLISH ☐ or OTHER (please specify).....

Asylum Seeker: ☐ Refugee Status: ☐ Traveller Status: ☐

Meals: ☐ Free Meal ☐ Sandwiches ☐ School Meal

Mode of Transport: ☐ Bicycle ☐ Car ☐ Public Transport ☐ School Minibus
☐ Taxi ☐ Train ☐ Walks

Religion: ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim
☐ No Religion ☐ Other Religion ☐ Sikh

Country of Birth Nationality.....

SECTION G – Thumbprint Consent

The school uses a cashless catering system. Parents/carers need to open a school gateway account to upload funds for students to spend. Students access the account in the canteen using their thumbprint to purchase food and drink.

We would like your consent to store this thumbprint (in the form of a unique code) and use it in the way described above. If you're not happy for us to do this, we will issue a canteen card as an alternative.

Yes / No – Please circle yes to give consent to register a thumbprint or no to be issued a card.

SECTION H - Pupil School History

Name & Address of Previous School:.....

Telephone: Dates Attended:

SECTION I – Court Orders

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

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SECTION J - Declaration

I confirm that the above information is true and accurate. I undertake to inform the school if any of the above details change. I understand that this form does not constitute an offer of admission by the school.

Signed: Date:

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 Fair Processing Privacy Notice available through the school Policies page on the school website: [SIS Policies – St Ives School](#) or a paper copy can be requested from the school. Please note that consent can be withdrawn at any time by contacting the School. However, it may not be possible to remove images which have been published.

GUIDANCE NOTE ON PARENTAL RESPONSIBILITY

Please ensure that all persons with Parental Responsibility tick the box in Section C of the Admission Form (Family/Home section). If there are any persons who have Parental Responsibility who are not part of the student's main household, please ensure that their details are completed in Section C.

The following guidance from the Department of Education may assist you in completing Section C of the St Ives School Admission form.

Definition of parent

Section 576 of the Education Act 1996 defines 'parent' as:

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of their relationship with the child, is considered to be a parent in education law).

Definition of Parental Responsibility

Having Parental Responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents will only have Parental Responsibility if:-

- they have been granted a Residence Order
- they have been appointed as a Legal Guardian
- they have been 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)
- they have adopted a child
- (in the case of step-parents) there is an agreement with the child's mother (and other parent if that person also has Parental Responsibility for the child) or a Court Order has been made.

Where a child's parents are not married to each other, the child's father can gain parental responsibility by:

- registering the child's birth jointly with the mother
- through a 'Parental Responsibility agreement' between him and the child's mother
- as the result of a Court Order

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

Everyone who is a parent, as defined above (whether they are a resident or non-resident parent) has a right to participate in decisions about a child's education and receive information about the child (even though, for day-to-day purposes, the school's main contact is likely to be a parent with whom the child lives on school days).

The school and Local Authority staff will treat all parents equally, unless there is a Court Order limiting an individual's exercise of Parental Responsibility.

Obtaining consent

Where we as a school need parental consent for outings and activities, we will seek the consent from the resident parent unless the decision is likely to have a long-term and significant impact on the child or the non-resident parent has requested to be asked for consent in all such cases.

Further details can be obtained from the Department of Education website: www.education.gov.uk.