



# Exmouth Community College

Academy Trust

To the Principal of Exmouth Community College : I, being the parent / carer / person having parental responsibility of the child named at Part I below.

**Please note:** Part II of the form should contain the details of those adults who have parental responsibility and those who can be contacted in the case of an emergency. We cannot release information regarding students to anyone who is not listed here unless they can prove they have parental responsibility.

**Please use BLOCK CAPITALS throughout**

**PART 1**

LEGAL SURNAME OF CHILD					
PREFERRED SURNAME OF CHILD					
FORENAME[S]					
CHOSEN FORENAME				SEX [M/F]	
DATE OF BIRTH				BIRTH CERTIFICATE SEEN [Y/N]	
CHILD'S ADDRESS – Line 1					
TOWN					
POST CODE		TELEPHONE NUMBER			
PREVIOUS SCHOOL					
ADDRESS – Line 1					
TOWN			POST CODE		
TELEPHONE NUMBER			SCHOOL CONTACTED [Y/N]		
REASON FOR LEAVING	<i>(e.g. moved house, normal school transfer)</i>				
START and LEAVING DATES	Started		Left		

**This information is MOST IMPORTANT - if you are not registered with a Doctor, please advise the College as soon as you are.**

SURGERY			
SURGERY ADDRESS – Line 1			
TOWN		TELEPHONE NUMBER	

EMERGENCY CONSENT (e.g. the school has permission to give/arrange emergency treatment) YES / NO

RELEVANT MEDICAL INFORMATION INCLUDING ANY MEDICAL EXAMINATION


HAS THE CHILD BEEN IMMUNISED AGAINST TETANUS? [Y/N]  DATE IMMUNISED

ANY OTHER RELEVANT INFORMATION [eg: any special dietary requirements, allergies or physical handicaps]  
**Dietary Needs :** *(Please circle any then apply)* Artificial colouring allergy / Gluten free / Halal / Kosher foods only / No dairy produce / No nuts of any type or quantity / No pork / Seafood allergy / Vegetarian / Other (please specify below)

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**FOR OFFICE USE ONLY**

ADMISSION DATE		YEAR/Head of Year		TUTOR GROUP	
ENTERED ON SIMS		TIMETABLED		POPULATION	

**Ethnic/Cultural**

Our ethnic background describes how we think of ourselves. This may 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. The Information Commissioner recommends that young people aged 11 years old or 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 one box only, in each of the Ethnicity and Religious Affiliation categories, provide the information of Student's First Language and indicate who provided the information. Which of these best describes your child?

**ETHNICITY**

White - British	<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>	Any Other Ethnic Background -	<input type="checkbox"/>
White - Irish	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>	Afghan	<input type="checkbox"/>
White - Traveller of Irish Heritage	<input type="checkbox"/>	Black or Black British - Other Black bkgnd	<input type="checkbox"/>	Arab (Note 5)	<input type="checkbox"/>
White - Gypsy-Roma	<input type="checkbox"/>	Asian or Asian British - Indian	<input type="checkbox"/>	Filipino	<input type="checkbox"/>
White - Greek/Greek Cypriot	<input type="checkbox"/>	Asian or Asian British - Pakistani	<input type="checkbox"/>	Iranian	<input type="checkbox"/>
White - Turkish/Turkish Cypriot	<input type="checkbox"/>	Asian or Asian British - Bangladeshi	<input type="checkbox"/>	Japanese	<input type="checkbox"/>
White - Western European (Note 1)	<input type="checkbox"/>	Asian or Asian British - Other Asian bkgnd	<input type="checkbox"/>	Malay (Note 6)	<input type="checkbox"/>
White - Eastern European (Note 2)	<input type="checkbox"/>			Thai	<input type="checkbox"/>
Other (Note 3)	<input type="checkbox"/>			Any other Ethnic group (Note 7)	<input type="checkbox"/>
Mixed - White & Black Caribbean	<input type="checkbox"/>				<input type="checkbox"/>
Mixed - White & Black African	<input type="checkbox"/>				<input type="checkbox"/>
Mixed - White & Asian	<input type="checkbox"/>				<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>				<input type="checkbox"/>
Chinese - Hong Kong	<input type="checkbox"/>				<input type="checkbox"/>
Chinese - Other (Note 4)	<input type="checkbox"/>				<input type="checkbox"/>

I do not wish an ethnic background category to be recorded

**Notes:**

1. Western European includes: Italian, French, German, Spanish, Portuguese and Scandinavian
2. Eastern European includes: Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian and Romanian
3. Other White Background includes: any white category not previously mentioned, e.g. Albanian, Australian, Bosnian-Herzegovnia, Canadian, Croatian, Kosovan, New Zealander, North American, Serbian/Yugoslavian.
4. Other Chinese includes: Mainland Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, any other non-Hong Kong Chinese
5. Arab includes: Palestinian, Kuwaiti, Jordanian and Saudi Arabian
6. Malay includes: Malaysian other than Malaysian Chinese (see Note 4)
7. Any other ethnic group: includes any ethnic group not previously mentioned e.g. Egyptian, Iraqi, Korean, Kurdish (inc Kurdish students from Iraq, Iran and Turkey), Latin/South/Central American (inc Cuban and Belizean), Lebanese, Moroccan, Polynesian (inc Fijian, Tongan, Samoan & Tahitian), Vietnamese, Yemeni

**STUDENTS FIRST LANGUAGE**

A first language other than English should be recorded where a child was exposed to this language during early development and continues to be exposed to this language in the home or in the community. If a child was exposed to more than one language (which may include English) during early development, a language other than English should be recorded, irrespective of the child's proficiency in English.

English  Decline to Answer  Other (please specify)

**RELIGIOUS AFFILIATION**

Buddhist	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
Christian	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Decline to Answer	<input type="checkbox"/>
Jewish	<input type="checkbox"/>		
Sikh	<input type="checkbox"/>		

**ASYLUM STATUS (Please indicate if either of the following apply)**

Is the student seeking asylum (Yes/No)

Is this student a refugee (Yes/No)

This Ethnic/Cultural information was provided by:

Parent (Yes/No) Student (Yes/No)

**ADDITIONAL DETAILS**

Please tick to indicate which of the following your child is most likely to use to get to school:

Bicycle	<input type="checkbox"/>	Taxi	<input type="checkbox"/>
Car/Van	<input type="checkbox"/>	Train	<input type="checkbox"/>
Car Share	<input type="checkbox"/>	Walk	<input type="checkbox"/>
Public Service Bus	<input type="checkbox"/>	Other	<input type="checkbox"/>
Dedicated School Bus	<input type="checkbox"/>		
Bus (type not known)	<input type="checkbox"/>		

Please tick to indicate which of the following meal type your child is most likely to use:

Free School Meals (see note)	
Home	
Sandwiches	
School Meal	

*Note: If you are in receipt of Income Support, Income Based Job Seekers Allowance, receiving support under Part 6 of the Immigration and Asylum Act 1999 or receiving Child Tax Credit your child **may** be entitled to Free School Meals. Please ask the school for details on how to claim.*

**RECOUPMENT:**

The following information is required so that the Local Education Authority can recover the cost of educating children who are not its responsibility, mainly because the child's normal place of residence falls within a different Local Authority.

**Looked After Children**

Please tick if this child is in the care of Social Services and state which Local Government Authority is responsible for this child e.g. Devon, Torbay etc.

**DETAILS OF OTHER CHILDREN IN THE FAMILY OF STATUTORY SCHOOL AGE, OR BELOW**

NAME	DATE OF BIRTH	SCHOOL
	/ /	
	/ /	
	/ /	

**PART 11 - CONTACTS**

Please indicate if either of the parents of this child currently serve in the Armed Services? Yes/No

Relationship to child eg: Parent, Grandparent, Foster Parent, etc

Are you financially responsible for your child? [Y/N]

If not, person[s] or LEA financially responsible for the child

If parents are separated or divorced please state with whom the child resides

Is the child the subject of a Court Order?


*[If parents are separated/divorced, please state if there are any Section 8 orders eg: Residence/Contact/Specific Issues, Prohibition Steps Orders]*

***It is most important that one emergency contact is available at all times during the school day.***

(1) PARENT/CARER NAME

ADDRESS – Line 1

TOWN

POST CODE  TELEPHONE NUMBER

HOME EMAIL

(2) PARENT/CARER NAME

ADDRESS – Line 1

TOWN

POST CODE  TELEPHONE NUMBER

(3) ADDITIONAL CONTACT NAME

ADDRESS – Line 1

TOWN

POST CODE  TELEPHONE NUMBER

**NAMES OF PEOPLE HAVING PARENTAL RESPONSIBILITY FOR THIS STUDENT [ Other than those shown in (1) & (2) ]**

### Parental Image Consent (Please tick to show consent)

- May we use your child's photograph for display within school?
- May we use your child's photograph in the school prospectus and other printed publications?
- May we use your child's image on our website?
- May we record your child's image on video or webcam?
- Are you happy for your child to appear in the media?

### Parental consent (Please tick to show consent)

- Copyright permission       Internet access       Sex Education
- Data Exchange       School Visit

**PARENTS ARE REQUESTED TO BRING THEIR CHILD'S LAST, OR MOST RECENT, SCHOOL REPORT TO THE ADMISSION MEETING**

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Acceptance of this Application Form does not, by itself, guarantee that a place can be made available.  
Information from this Form may be processed by computer for purposes appropriate to services provided by Devon County Council.

### Parental Responsibility

Under the Children Act 1989, the concept of parental responsibility replaces the concept of 'parental rights'. Parental responsibility can be shared between a number of people ie:

- both married parents of a legitimate child, even if not living with the child;
- both divorced or separated parents of a legitimate child;
- the mother of an illegitimate child;
- the father of an illegitimate child when he has acquired parental responsibility through a parental responsibility agreement or a Court Order;
- any person appointed guardian by a Court;
- any person who has a Residence Order in respect of the child;
- any person who receives the child under an Emergency Protection Order;
- the County Council through its Social Services Department if the child is the subject of a Care Order.

Anyone who does not have parental responsibility but who is caring for a child may do what is reasonable in the circumstances for the purpose of Safeguarding or promoting the child's welfare. *Foster parents do not have parental responsibility.*

### What we do with the information you have provided (Data Protection)

Schools hold information on students in order to run the education system (i.e. to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the school as a whole is doing \*) and in doing so have to follow the Data Protection Act 1998. This means, among other things that the data held about students must only be used for specific purposes allowed by law.

From time to time the school is required to pass on some of this data to the Local Education Authority (LEA), to another school to which the student is transferring, to the Department for Education and Skills (DfES, Connexions (formerly the Careers service), National Health Service Trusts, Youth Offending Teams and other organisations working with Schools to provide a service to students and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

Students have certain rights under the Data Protection Act, including a general right of access to personal data held on them, which parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:-

The School

The LEA's Information Compliance Officer at Devon County Council (ICT Services, County Hall, Topsham Road, Exeter EX2 4QJ)

The QCA's Data Protection Officer at QCA 83 Piccadilly, London, W1J 8QA

The DfES' Data Protection Officer at DfES, Caxton House, Tothill Street, London, SW1H 9NA

\* This information also includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special education needs and any relevant medical information.

**INFORMATION GATHERED FROM INTERVIEW**  
*[For College use only]*

**KEY STAGE 3**

1 Foreign Language: \_\_\_\_\_

2 Particular interests / strengths: \_\_\_\_\_  
 \_\_\_\_\_

3 Other relevant information [ie: support]: \_\_\_\_\_  
 \_\_\_\_\_

4 SATS Results

English	Maths	Science
<input type="text"/>	<input type="text"/>	<input type="text"/>

**KEY STAGE 4**

UCI NUMBER: *[If already entered for Public Examinations]*

	SUBJECTS STUDIED	EXAM GRADES	NATIONAL CURRICULUM LEVEL
1			
2			
3			
4			
5			
6			
7			
8			
9			

SATS Results

English	Maths	Science
<input type="text"/>	<input type="text"/>	<input type="text"/>

Particular interests / strengths: \_\_\_\_\_  
 \_\_\_\_\_

Other relevant information [ie: support]: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTES FOR SCHOOL'S GUIDANCE**

*This Form is to be completed by the Parent/Carer on behalf of every child admitted to the College, including those on formal transfer from Infant to Junior School and Junior to Secondary School. Please ensure that every part of this Form has been completed by the Parent/Carer. A photocopy of this Form may be included with a student's records sent to a new school on his/her transfer, either within or outside the County of Devon **BUT THE ORIGINAL IS TO BE KEPT** [for Audit/Recoupment purposes] **FOR A PERIOD OF THREE YEARS FROM THE LEAVING DATE OF EACH STUDENT.** The information contained within this Form is of a confidential nature and is for the use of Devon County Council employees only. Under no circumstances must the original S11 or photocopy of same be forwarded to the Health Authority or similar body.*

**S11 FORMS OF LEAVERS ARE TO BE KEPT SEPARATELY FOR A PERIOD OF THREE YEARS.**