

Interview date:			
Interviewed by (<i>initials</i>):			

Student details Please complete all sections of the form. Some sections have been filled in for you. Please check this is correct.

Student legal forename:		Student preferred forename:	
Student legal surname:		Student preferred surname:	
Student middle names:		Student UPN:	
Gender:		Date of birth:	
Student Permanent Address		Postal Address: (if different from permanent Address)	

Parent/Carer details Please provide the contact information of three people including emergency contact information.

	Primary contact (required)	Secondary contact	Emergency contact (if parents are not available)
Name:			
Gender:			
Relationship to student:			
Home telephone:			
Mobile telephone:			
Work telephone:			
Email address:			
Occupation:			
Address (<i>if different from child</i>):			

If parents do not reside at the same address, please indicate if you would like your child's report's and correspondence sent to both addresses

Supporting Information

Primary school attended:		Do you have a sibling here? Yes <input type="checkbox"/> No <input type="checkbox"/>
From:	To:	If yes, sibling's name(s):

Educational Information

Please tick the appropriate box	
<input type="checkbox"/>	My child has an Educational Health Care Plan (EHC previously known as a statement)
<input type="checkbox"/>	My child has additional learning needs
<input type="checkbox"/>	My child has special needs/EAL (English as Another Language)

Did your child receive additional support at Primary School:

Literacy, Numeracy, SEN or EAL, Speech and Language. If yes, please write a brief summary of your child's learning needs.

Additional support	Comments
Did your child receive any additional support at primary school? <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Speech and Language Therapist <input type="checkbox"/> Counsellor	Did your child have any support or issues in Primary school? e.g. bullying, poor behaviour?
If the child is resident with foster parents, please indicate which Local Authority is financially responsible for maintenance	Circle Yes/No Name of Local Education Authority:
Is your child entitled to Free School Meals (FSM)?	Yes/No
Does your child have any special dietary requirements?	Vegetarian/Halal/None

Mode of Travel – Please indicate the main form of transportation your child uses to travel to the Academy

Bus	<input type="checkbox"/>	Train	<input type="checkbox"/>	Walk	<input type="checkbox"/>
Underground	<input type="checkbox"/>	Car/Van	<input type="checkbox"/>	Cycle	<input type="checkbox"/>

Ethnicity

Student's country of birth:		Date of entry (<i>if born outside UK</i>):																																																																																																									
Religion:		Ethnicity (<i>see codes below</i>):																																																																																																									
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Health information Please provide details of your child's doctor and any medical conditions the academy should be aware of

GP/Medical Practice name:		GP/Medical Practice telephone number and address:	
Does your child have any medical conditions or allergies?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please state:	
Does this condition affect your child's attendance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Does your child have regular hospital appointments for this?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Medication (<i>please state</i>)?		Should the medication be kept:	with student? / at reception?
Please indicate whether your child has any long-standing illnesses, health problems or disabilities which mean that they have substantial difficulties with any of the areas of his/her life shown below			
Mobility – <i>moving around indoors or outdoors</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Hearing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hand movements – <i>touching or holding</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Vision	Yes <input type="checkbox"/> No <input type="checkbox"/>
Personal care – <i>going to the toilet, dressing</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Behaviour – <i>very active, has a short attention span, poor behaviour</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Eating and drinking – <i>without help</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fits or seizures	Yes <input type="checkbox"/> No <input type="checkbox"/>
Incontinence – <i>wetting or dirtying</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Autism or Asperger's	Yes <input type="checkbox"/> No <input type="checkbox"/>
Communication – <i>speaking with others or understanding them</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Has a life-limiting condition or requires palliative care	Yes <input type="checkbox"/> No <input type="checkbox"/>
Learning – <i>numbers, letters, words</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Depression, anxiety or an eating disorder	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have indicated above that your child has difficulties, do these affect his/her:			
Classroom learning?	Yes <input type="checkbox"/> Sometimes <input type="checkbox"/> No <input type="checkbox"/>	Joining in other social activities?	Yes <input type="checkbox"/> Sometimes <input type="checkbox"/> No <input type="checkbox"/>
Interaction with peers?	Yes <input type="checkbox"/> Sometimes <input type="checkbox"/> No <input type="checkbox"/>	Day-to-day life outside school?	Yes <input type="checkbox"/> Sometimes <input type="checkbox"/> No <input type="checkbox"/>

Language survey Do you speak a language other than English? Please let us know so that we can support you and your family

Language(s) spoken at home:			
If not your home language, how well does your child speak English?	Very well <input type="checkbox"/> Quite well <input type="checkbox"/> A little <input type="checkbox"/>		
Is your child able to read and write in his/her first language?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you (parent) able to read and write in your first language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is an interpreter required for meetings?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Please note that your child will study Spanish as their core language. Students who also speak an additional language will have an opportunity to gain a GCSE qualification in that language.

Enrichment

Does your child have a talent/qualification they would like to develop?	Yes/No
Is there something your child would like to learn that they are not already doing?	

Family-Academy Contract Please read and sign to indicate that you understand and agree to the academy's expectations

The academy will ensure that:	Parents/Carers will ensure that:	Students will ensure that they:
we provide a safe and supportive environment for students to enjoy learning and achieve their full potential	their child attends every day, on time, unless they are very ill	work hard and expect to learn in every lesson and additional activity
students have the best possible education by providing a suitable curriculum and individual support	their child wears the correct uniform to, at, and on the way home from the academy	attend regularly, arrive on time, wearing the correct uniform and with the correct equipment
we set challenging targets for students to aspire to and review them regularly	their child has the correct learning equipment needed for the day including PE kit	follow the academy's rules at all times without question
we challenge any and every breach of academy rules and sanction students who do not follow these rules	their child does not bring forbidden items onto the school site such as phones, food/drink, money etc (see handbook); confiscated items will be held until the end of term without exception, regardless of whom they belong to	do not bring forbidden items onto the school site such as phones, food/drink, money etc (see handbook); confiscated items will be held until the end of term without exception, regardless of whom they belong to
we provide regular reports of students' progress for parents and carers	they fully support the academy's policies and regulations on behaviour and uniform including a) up to 30 minute detentions without notice b) same day severe incident after-school detentions until 5.30 pm (parents will be contacted)	complete all homework to the highest standard and hand it in on time
we listen to and act on information from students, parents and staff regarding incidents within the academy	in the presence of their child they support the academy's decisions and discuss any concerns privately with staff	they are honest with both parents and staff members regarding incidents within the academy
we contact home to praise and reward students' success	they provide a suitable environment for their child to work quietly at home	treat all adults and students with respect and stand up in class if the Principal or a visitor enters the room
we contact home if there are concerns about a student's behaviour, effort or attendance	their child completes their homework on time and to the highest standard	are polite at all times and open the door to let an adult through first
we contact home if students are to be detained for more than 30 minutes after the end of the academy day	they attend Personal Adviser consultation appointments and Parent Days to discuss their child's progress and any other meetings arranged with their consent	keep their Student Planner up-to-date with homework and targets and show it to academy staff if requested
we support parents and the community in ensuring students behave impeccably on their way to and from the academy	they instruct their child to return straight home after school (within 30 minutes) to change out of their uniform, and not to loiter in the park/on the streets once dismissed	return straight home after school (within 30 minutes) to change out of their uniform, and not loiter in the park/on the streets once dismissed

we provide opportunities for parents and carers to discuss their child's progress with teachers and other professionals.	they encourage their child to try a broad range of additional activities from those on offer	take letters and messages home and deliver them to their parents or carers
	they read and sign their child's Student Planner every week	respect the academy building and equipment and leave rooms tidy after using them.
	their contact details are kept up-to-date and reception is informed of any changes.	
	their child is suitably presented with an appropriate hairstyle with no colour; no cosmetics. See to Parent/Carer Handbook for more information	are suitably presented with an appropriate hairstyle with no colour; no cosmetics. See Parent/Carer Handbook for more information


ICT use Please read and sign to indicate that you understand and agree to the academy's policies regarding ICT use.

Do not disclose any passwords or login details to anyone other than the staff responsible for managing the academy's ICT systems
Do not share personal contact details of any staff member or students
Any attempt to bypass the academy's security software will be considered a breach of the Acceptable Use Policy (AUP) and will be dealt with in accordance with the academy's disciplinary procedures
Any suspicion of viruses should be reported to a member of the ICT support staff
Do not send any confidential or inappropriate content by email
Abusive material such as inappropriate images, hateful text etc. will be considered a form of bullying; disciplinary procedures will apply.
Do not download software or other programme files
Do not view, upload or download any unsuitable or inappropriate material
Non-educational games and video streaming are not permitted
Academy staff reserve the right to restrict a student's internet access if required.

Family Dining Please read and sign to indicate that you understand and agree to the academy's Family Dining arrangements.

<p>All students are seated formally at tables for lunch as part of our Family Dining service, and we expect all students to eat the healthy meal provided by the academy. There are vegetables, salads and fresh bread accompanying the meal, followed by a dessert or fresh fruit. Students are not allowed to bring in their own packed lunch from home, snacks, sweets or crisps.</p> <p>Meals cost £2.20 per day, unless you are eligible for Free School Meals, and are paid for online, by bank transfer or standing order. Parents/Carers are responsible for, and agree to, keeping their child's account in credit to cover the costs of food provided or bought.</p> <p>* Students who wish to attend paid-for recreational trips, e.g. the ski trip, may not be allocated a place if they have an outstanding debt on their school dinner account. All outstanding debts should be paid, and payments kept up-to-date before a student is allocated a place on a trip where a payment is required. <u>This does not affect essential educational trips.</u></p>

Permissions Please read and sign to indicate that you understand and agree to the academy's biometrics and digital media policies

Biometrics	
	<p>The City of London Academy, Shoreditch Park is a cashless school and operate a biometric system; a finger scanner that produces a unique digital code which identifies the student but cannot be used in any other way to identify them. This unique code enables students to pay for food and loan books from our library. Students are not allowed to bring money into school.</p>



The academy would like to use photos, videos and other digital media for educational and promotional purposes, and give permission on your behalf for external organisations we work with – such as charities and museums – to do the same.
To comply with the Data Protection Act, written permission is required before photographs or recordings can be used.

Permission for Trips and Travelling

By signing this section of this form, you give permission for your child to attend off-site sporting lessons and to travel using transport or by foot for educational excursions whilst being accompanied by a member of the Academy staff.

Please tick if:

- I am giving permission for my child to travel to off-site provision and sporting lessons using transport or by foot
- I am giving permission for my child to go on trips and educational visits whilst accompanied by staff of the City of London Academy, Shoreditch Park

Please indicate whether:

- Your child may need an **Epipen** when on a trip
- Your child may need an **Inhaler** when on a trip
- Your child may need any other medication or medical equipment (specified in the medical information section) when on a trip

Print Name

Signed

Date

Permission for Photography and Publicity

By signing this section of this form, you are giving the following permissions:

I give permission for my child's image to be used by the Trust in publications and media use and for City of London Academy Trust related publicity, including social media and electronic use. **Yes/No**

I give permissions for my child's image to be used by the City of London Academy, Shoreditch Park for publications, including social media and electronic use. **Yes/No**

I give permission for my child's image to be used to promote the City of London Academy, Shoreditch Park events and publicity, including social media and electronic use through third parties. City of London Academy, Shoreditch Park will inform parents in advance of intended participation. **Yes/No**

Print Name

Signed

Date

Agreement

Please sign to indicate you understand and agree to the academy's expectations, rules, Family Dining arrangements and permissions.

** To be signed during your transition interview. Please do not complete in advance.*

- Family-Academy Contract**
- ICT use**
- Family Dining / Cashless Payment System**
- Permissions: biometrics**
- Permissions: use of photos etc.**

Data Protection Agreement

Please sign to indicate you are aware that, to the best of your knowledge, this information is correct and that you are aware it will be held and stored on the academy's database, and shared with the Department for Education and Hackney Learning Trust for their census.

Parent/Carer name:

Parent/Carer signature:

Date: / /

Student name:

Student signature:

Date: / /

PLEASE ENSURE YOU HAVE THE FOLLOWING DOCUMENTS WITH YOU FOR YOUR MEETING

Admissions Form

Child's Birth Certificate and/or Passport

Standing Order Form

