



Cape Cornwall School Admission Form



Truro and Penwith
Academy Trust

Dream, Believe, Persevere, Achieve

Cape Cornwall Road, St Just, Penzance, Cornwall. TR19 7JX
Tel: 01736 788501 Email: enquiries@cape.cornwall.sch.uk

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 Data Protection Act.

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 on our school website. Hard copies are available on request from Cape Cornwall School, Cape Cornwall Rd, St Just, TR19 7JX.

Name of Parent/s
(Full individual details to be included in the contact area of Section C)

SECTION A - STUDENT DETAILS

Legal Forename: Legal Surname
Middle Name(s): Preferred Surname:
Preferred Forename: Date of Birth:
Age at Admission: Gender: *Male/Female*
Previous Surname:

Brothers/Sisters

Please list in age order any siblings (including half/step brothers and sisters) who are currently at this school.

Surname	Forenames	Gender	Date of Birth	Same Address
		Female/Male	/ /	Yes / No
		Female/Male	/ /	Yes / No
		Female/Male	/ /	Yes / No
		Female/Male	/ /	Yes / No

Student Address

Postcode: House Number/Name:
Street: Town/City:
Tel: Home/Mobile:..... E-mail:.....

Section B - Registration (Office Use Only).

Reg Group: House:
Year Group: Year Taught In:
Enrolment Status: Admission Date:
Admission Number: Attendance Mode: AM / PM / ALL DAY
UPN: Part Time Dates:/...../..... to/...../.....

SECTION C – FAMILY/HOME

Contact 1 – Main Contact

Title: Forename: Surname:

Postcode: House Number/Name:

Street: Town/City:

Please refer to the 'Guidance Note on Parental Responsibility' before completing this section.

Parental Responsibility Court Order

Relationship Mother Father Step Parent Foster Parent Grandparent
 Other Relative Neighbour Other Contact Carer Social Worker

Telephone: (Please tick **one** telephone number as the **Main Day Time number** for use in emergency)

Home: Main

Work: Main

Mobile: Main **This number will be used for text messages**

Other Main

Email address:

This address will be used for sending newsletters etc.

Contact 2 Is school correspondence also required at this address?

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 Carer Social Worker

Telephone: (Please tick **one** telephone number as the **Main Day Time number** for use in emergency)

Home: Main Work: Main

Mobile: Main Other Main

Email address:

Contact 3

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 Carer Social Worker

Telephone: (Please tick **one** telephone number as the **Main Day Time number** for use in emergency)

Home: Main

Work: Main

Mobile: Main

Other Main

Email address:

Contact 4

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 Carer Social Worker

Telephone: (Please tick **one** telephone number as the **Main Day Time number** for use in emergency)

Home: Main

Work: Main

Mobile: Main

Other Main

Email address:

SECTION D - STUDENT ADDITIONAL INFORMATION

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

Yes / No

Please see our application form for information about Pupil Premium and Free School Meals. If you think your child may be eligible for 'Pupil Premium' which is receipt of Free School Meals currently or in the last 6 years, you can:

- Complete the application form and post it to the School Meals Team, County Hall, Treyew Rd, East O, Truro, TR1 3AY.
- Call them on 01872 323298.
- Complete the online application form at: www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals

Meals:

- Free School Meals Sandwiches School Meal

Mode of Transport:

- Bicycle Car Public Transport School Contract Coach
- Taxi Train Walks School Minibus
(if applicable – please see attached sheet for more information.)

Child of Service Personnel (Parent serving in Royal Navy, Army or RAF)

Yes / No

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
- Date of Birth
- Home address
- Parents' Name(s)
- Parents' Address(es)
- Telephone Number
- Ethnicity
- Gender
- SEN Level and Type
- UPN (Unique Pupil Number)
- ULN (Unique Learner 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).

SECTION E - STUDENT MEDICAL INFORMATION:

EMERGENCY MEDICAL CONSENT:

Yes / No

I AGREE FOR THE SCHOOL TO INITIATE APPROPRIATE MEDICAL TREATMENT IN THE EVENT OF AN EMERGENCY)

Medical Practice:

Practice Address:

.....

Telephone:

Doctor's Name:

- Dietary Needs:
- Artificial colouring allergy
 - Gluten Free
 - Kosher foods only
 - No dairy produce
 - No nuts of any type/quantity
 - No pork
 - Ramadan
 - Seafood allergy
 - Vegetarian

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 3b. Please note that separate forms will be needed for each medicine. If your child suffers from asthma, you will need to complete Medical Form 7.

For health and safety reasons, students 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 form Medical Form 7).

Parents of students with an ongoing condition, or recovering from a serious illness will need to complete a Health Care Plan (Medical Form 2).

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

- For regular or prescribed short-term medication Medical Form 3b
- Asthma Suffers - Medical Form 7
- For students with ongoing conditions - Medical Form 2

SECTION F - STUDENT 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 Student Other)

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

Asylum Seeker: Refugee Status: Traveller Status:

First Language: ENGLISH or OTHER (please specify)

Religion:

- Anglican Buddhist Christian
- Hindu Jewish Methodist
- Muslim No Religion Other Religion
- Roman Catholic Sikh

SECTION G – COURT ORDERS

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

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SECTION H – SPECIAL EDUCATIONAL NEEDS (SEN):

My child is on the SEN Record of Need

If you tick this box our SENDCO will get in touch with you to discuss your child's needs and any support that he/she may need in school.

SECTION I - STUDENT SCHOOL HISTORY

Name of Previous School:

Address:

.....

Telephone No: Dates Attended:

SECTION J – PARENTAL CONSENT

Media Consent:

YES / NO I agree that the school can film and take photos of my child, which may be used in school literature (e.g. school newsletters, prospectus or other promotional material), on the school website or in the local press. I understand that in some cases their forename and surname may be included. (Please note our rule regarding internet and web content states that a student's full name may appear without a photo, but not with).

Lesson 6 (After school clubs):

YES / NO I consent to my child staying at school for clubs, activities or catch-up revision sessions should they wish to do so. A list of activities available will be issued at the beginning of each term and is available on the school website.

Emergency School Closure (Travelling home):

YES / NO I consent to my child leaving school and travelling home in the event of an emergency school closure (snow/ice etc.) (If No, your child will remain in school and contact will be made with you to arrange collection.)

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.

SECTION K - 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:

Signed: Date: