

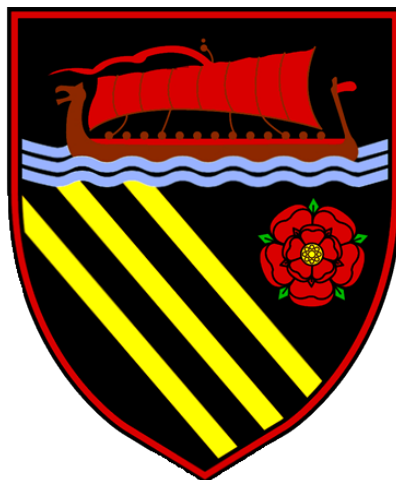


# Information Required Before Admission

## Please complete and return this before the end of March 2021

**It is imperative for safeguarding reasons that we hold this information**

# TOTTINGTON HIGH SCHOOL



Download this form, fill it in, and save it. Then attach it to an email  
and send it to [admissions@tottington.shaw-education.org.uk](mailto:admissions@tottington.shaw-education.org.uk)

**FOR ADMIN USE ONLY**

NAME		ADNO	
FORM		DATE	



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Please complete all sections in CAPITALS or mark with an X when given a choice, and return to the School Office

Legal Surname:		Legal Forename:	
Preferred Surname:		Preferred Forename:	
Middle Name:		Male:	Female:
Date of Birth:		Home Phone:	
Home Address (incl. Postcode):			

**PARENTAL DETAILS:**

Parent/Guardian Surname:					
Parent/Guardian Forename:					
Title: Mrs/Mr/Miss etc.		Relationship: Mother/Father/Carer etc.			
Mobile:				Work No:	
Lives with Child:	Yes	No	Email:		
Address if different (incl. Postcode):					
Parent/Guardian Surname:					
Parent/Guardian Forename:					
Title: Mrs/Mr/Miss etc.		Relationship: Mother/Father/n etc.			
Mobile:				Work No:	
Lives with Child:	Yes	No	Email:		
Address if different (incl. Postcode):					



**EMERGENCY CONTACTS: Other than parent/guardian**

Name:		Name:	
Contact Number:		Contact Number:	
Relationship to child:		Relationship to child:	

**MEAL ARRANGEMENTS:**

**\*This section MUST be completed\***

Mark with an X **one** meal choice only

Free Meal		Paid Meal		Sandwiches					
Does your child have any dietary needs?						Yes		No	
If yes, please state dietary need:									
Are any parents/carers employed in the Armed Forces?						Yes		No	
Is your child adopted from care?						Yes		No	

**STUDENT MEDICAL INFORMATION:**

**\*This section MUST be completed\***

Doctor:		Name of Practice:							
Address of Practice:					Phone number of practice:				
Does your child have any medical conditions or allergies?						Yes		No	
If yes, please state condition/allergy:									
Is the condition:			Mild		Moderate		Severe		
Does your child take medication for the condition/allergy?						Yes		No	
What is the medication called?									



**NATIONALITY/ETHNICITY:** Please mark relevant choice with an X

National Identity	Religion	First Language	Mode of Travel
British	Christian	English	Car
Welsh	Muslim	Bengali	School Bus
Scottish	Hindu	Cantonese	Public Bus
Indian	Jewish	Portuguese	Walk
Refused	Sikh	Punjabi	Cycle
Other	Buddhist	Spanish	Other
	No Religion	Urdu	
	Other Religion	Other	
	Refused		

**ETHNIC ORIGIN:** Please mark with an X which best describes your child's ethnicity – **ONE** choice only

White British	White-Irish	Chinese	Bangladeshi
Indian	Pakistani	White/Asian	Gypsy Roma
Black-African	Black Caribbean	Asian-Other	Ethnic-Other
White/Black African	White/Black Caribbean	White-Other	Black-Other
Mixed-Other	Refused		



## PARENTAL CONSENTS

**\*This section MUST be completed\***

For more information, see the Tottington High School GDPR Privacy Notice for pupils and their families under the new GDPR data protection regulations

**A SIGNATURE IS REQUIRED TO CONFIRM YOUR PERMISSION FOR EACH QUESTION**

**I give my permission for the information in the Academy Trust's statistical return to the DfE to be shared with Realistic Choices (Careers Service).**

Parent/Carer Signature:

Date:

**I do not give my permission for the information in the Academy Trust's statistical return to the DfE to be shared with Realistic Choices (Careers Service).**

Parent/Carer Signature:

Date:

**I give my permission for the information in the Academy Trust's statistical return to the DfE to be shared with Public Health Services (School Nurse) for immunisation programme purposes.**

Parent/Carer Signature:

Date:

**I do not give my permission for the information in the Academy Trust's statistical return to the DfE to be shared with Public Health Services (School Nurse) for immunisation programme purposes.**

Parent/Carer Signature:

Date:

### **BIOMETRIC CASHLESS CATERING AND SCHOOL LIBRARY REGISTRATION**

**I DO want my child to be included in the Biometric Registration process**

Parent/Carer Signature:

Date:

**I DO NOT want my child to be included in the Biometric Registration process**

Parent/Carer Signature:

Date:



**INTERNET PERMISSION SLIP – This section MUST be completed by both student and parent**

**Student – PLEASE READ**

As a school user of the internet, I agree to comply with the Academy Trust’s guidelines on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

**Parent – PLEASE READ**

As the parent or legal guardian of the above, I grant permission for my child to use email and internet. I understand that he/she will be held accountable for his/her own actions. I also understand that some materials on the internet may be inappropriate and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

Student Signature:		Date:	
Parent/Carer Signature:		Date:	

**CONSENT – YOUR RIGHTS**

You have the right to change or withdraw your consent preferences at any time by contacting the School Office who will issue you with a new consent form to sign.

**DISABILITY DISCRIMINATION ACT – \*This section MUST be completed\***

From December 2006, all public institutions have had a Disability Equality Duty to promote and implement equality of opportunity between disabled and other people. We wish to ensure that all students, staff, parents and other users of the school feel confident that Tottington High School is actively ‘promoting disability equality and eliminating discrimination’ (DCSF). To help us, we would be grateful if you would complete the following questions if they apply to your child and/or family. Thank you.

<b>Do you consider your child to have a disability?</b>		Yes		No	
If yes, Learning Disability		Hearing Impairment		Visual Impairment	
Physical Disability		Other (please specify)			
<b>Do you consider that either parent has a disability?</b>		Yes		No	
If yes, Learning Disability		Hearing Impairment		Visual Impairment	
Physical Disability		Other (please specify)			
<b>Does your child have any responsibility for caring for a disabled family member?</b>		Yes		No	



**CONSENT FORM: For information about why we would like your consent, please see over the page**

<b>Name of Pupil:</b>	
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### Providing your consent

Please read the following options thoroughly and confirm if you wish to provide your consent as appropriate by marking with an **X** either 'Yes' or 'No' for each criteria. We can only use photos and images for the reasons set out in this form if we have received this form back from you. Please therefore return this form to the School Office so that we can update our records about whether you give your consent. There is no obligation on you to give consent if you prefer not to do so. The Academy Trust will **only** publish images and videos of your child for the options that you provide consent for.

<b>I provide consent to:</b>				
	Yes		No	
Using the name of my child in posts on the Academy Trust website.	Yes		No	
Using photos of my child on the Academy Trust website (If a photograph of a pupil is put on the website, we will not include their name without seeking additional consent from you [where your child is aged 12 and under])	Yes		No	
Using videos of my child on the Academy Trust website. (If a photograph of a pupil is put on the website, we will not include their name without seeking additional consent from you [where your child is aged 12 and under]).	Yes		No	
Using photos of my child in the Academy Trust newsletter.	Yes		No	
Using photos of my child on social media, including the following: <ul style="list-style-type: none"><li>• Twitter</li><li>• Facebook</li><li>• Instagram</li><li>• You Tube</li></ul>	Yes		No	
Using videos of my child on social media, including the following: <ul style="list-style-type: none"><li>• Twitter</li><li>• Facebook</li><li>• Instagram</li><li>• You Tube</li></ul>	Yes		No	





**I provide consent to:**

The media using photos of my child to publicise Academy Trust events and activities, including the following organisations:

- Local newspapers
- TES
- Schools Week
- Headteacher Update
- SecEd
- QA Education
- Leader Magazine
- Independent
- Academy Trust Today
- Guardian

Yes

No

The media using videos of my child to publicise Academy Trust events and activities, including the following organisations:

- Local newspapers
- TES
- Schools Week
- Headteacher Update
- SecEd
- QA Education
- Leader Magazine
- Independent
- Academy Trust Today
- Guardian

Yes

No

Using photos of my child in marketing material, e.g. brochures and prospectus which may be in hard copy format and/or available online.

Yes

No

**DECLARATION:**

I,	Enter your name here:		am the parent/carer of
Enter child's name here:			
confirm that I have read and understood the Academy Trust's letter about consent and I have selected from the above options whether I do or do not give consent for my child's photograph or image to be used in the various ways set out above.			
Name of Parent/Carer:			
Signature:		Date:	



## Parental Consent Form

Dear Parent/carer

### **Consent to use information, images and videos online and in Academy Trust publications**

I am writing to seek your consent for Tottington High School, which is part of the Shaw Education Trust, to use your son/daughter's name, image or video for certain purposes connected with the Academy Trust.

We are proud of the many achievements of our pupils and there are many activities and events for our pupils to get involved in. You'll have seen that we often use photos of, or refer to, pupils on our website, on social media and in our Academy Trust prospectus to give people a flavour of Academy Trust life, to keep the Academy Trust community informed about what our pupils do and to celebrate pupils' achievements. We also sometimes mention pupils or publish their photos in our Academy Trust newsletter. In this digital age, many members of our Academy Trust community use social media to stay connected with what's happening in Academy Trust and, for those who don't use social media, the website is an important communication tool which showcases what we do.

You may be aware that the law relating to data protection is changing so we are taking this opportunity to review the consent that we have on file to use photographs and videos of pupils for these reasons. Under data protection law, we need the consent of parents/carers to use the name, photographs or videos of pupils in this way, usually until pupils reach the age of 13. From the age of 13, we will normally approach pupils directly where we are satisfied that they are able to understand what it means to give informed consent.

There is no obligation on you to give consent and if you choose not to give consent for some or all of the options below, we will ensure that your child's photo or a video is not used for those purposes if your child can be identified from it. It may be helpful to inform your child if you decide not to give consent for any of the options below. In some cases, we may take group photos of pupils and we may publish a photograph if we are satisfied that individual pupils cannot be identified from the image.



Please note that there are likely to be circumstances when we may use your child's photograph for other purposes connected with the Academy Trust where we do not require your consent because there is another legal reason which permits us to use photos or images of your child. For example, we keep a copy of the official Academy Trust photo on our database so that we can correctly identify pupils. There may be other times we use your child's photo or image for purposes connected with the Academy Trust where we do not require your consent. For further information, please see our privacy notice which is available on the Shaw Education Trust website.

We will write to you every other year to refresh your consent but we will write to you sooner than that if we wish to use your child's photo or image in a way that is not anticipated below, for example, if the Academy Trust wishes to use a different social media site or online platform.

You can withdraw your consent at any time by contacting the school office via email [information@tottington.shaw-education.org.uk](mailto:information@tottington.shaw-education.org.uk) or telephone 01204 882327. If you withdraw consent for your child's photo being used in any of the ways set out below, we will stop using it in this way but we may still need to retain a copy of the photograph or image for other reasons, for example, where it is needed to perform our public task of providing education. If you have any questions, please do not hesitate to contact the school.

Ella Brett  
Headteacher

