



## Year 7 Admission Form 2017

All sections of this form must be **completed in full** by parents/carers before a new student can be admitted to the academy on 3 July 2017.

We will be communicating via email over the coming months and you will miss vital information if you do not provide a valid email address. The email address provided should be of the parent/carer (priority contact 1).

### **Essential – Email address (parent/carer)**

**Information about your son/daughter held at the academy** – This is the information that we will hold on our files for your son/daughter. Please ensure you complete all questions to enable us to support your child effectively.

**Trip consent** – Your son/daughter will be invited to take part in academy trips and other activities that take place off the academy premises. We also require consent for first aid or urgent medical treatment during any academy trip or activity.

**The Home-Academy Agreement** - In order to ensure that all students have the opportunity to reach their potential, the Governors require that parents/carers, students and the Principal agree to sign an agreement which sets out the expectations each party can have of the others. The Home-Academy Agreement is intended to be a helpful document and will serve to remind everyone what is needed to ensure that all of our students, their parents and families are successful and happy members of the Trinity Academy learning community.

**Medical Information Form** - This information is extremely important and is used in the unlikely event of a medical emergency occurring during the academy day or whilst your son/daughter is on an academy trip.

If you have any questions/queries, or need assistance in completing the form, please contact the academy who will be happy to help.

**Student details** - Please complete the information below for your child(ren):

**Current Primary School:**

**Legal Surname:**

**Preferred Surname:**

**Legal Forename:**

**Preferred Forename:**

**Student Address:**

**Date of birth:**

**Male/Female:**

**Parent/Carer Emergency Contacts** - Please complete the details below for the primary adult contacts for your child.


***Priority contact 1***

Name:

Relationship:

Email:

Address:

 Home:

 Work:

 Mobile:

***Priority contact 2***

Name:

Relationship:

Email:

Address:

 Home:

 Work:

 Mobile:

***Priority contact 3***

Name:

Relationship:

Email:

Address:

 Home:

 Work:

 Mobile:

**Is your child adopted or under a special guardianship order?**

**Mode of travel**

Please select the travel method that your child will most frequently use to travel to and from the academy:

**Additional information**

Please be aware that you have the right to refuse to provide the information requested in the following section, you are also able to retract this information if you have provided it on a previous data collection form via your child's primary school. If you wish to either retract information or would prefer not to answer any or all of the questions below, please select refusal/retraction from the drop down menu.

**Ethnicity:**

**Home language:**

**First language:**

**Country of birth:**

**Nationality:**

**Armed Forces Information** – does either parent serve in the Armed Forces (such as the Navy, Army, Airforce)?

**Permissions:**

**Photographs**

Photographs of events, activities and the participants will be taken at various times throughout the year. You can choose to give your consent or not. All imagery will be taken and used responsibly.

Please tick this box to provide consent for photographs to be taken of your child for the above purposes.

**Biometric Data**

The academy uses a biometric system to provide students with access to the restaurant, printing and library services. This will require your child to provide their fingerprint for access.

Please tick this box to provide consent for Trinity Academy Halifax to use your child's biometric data (fingerprint).

**Data Protection Act 1998:** The academy is registered under the Data Protection Act for holding personal data. The academy has a duty to protect this information and to keep it up-to-date. The academy is required to share some of the data with the Local Authority and with the Department for Education.

**E-signature:** (parent/carer)

**Full name:** (parent/carer)

**Date:**

## Consent form for trips and other off-site activities

Please sign and date the form below if you are happy for your child.

- To take part in academy trips and other activities that take place off the academy premises; and
- To be given first aid or urgent medical treatment during any academy trip or activity.

### Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
  - all visits (including residential trips) which take place during term time, academy holidays or a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the academy day
  - any competitions relevant to their studies (e.g. debate societies, dance shows)
- The academy will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the academy that you do not want your child to take part in any particular trip or activity.

By signing this form I understand:

1. Written parental consent will not be requested from you for the majority of off-site activities offered by the academy, for example, class or year group visits to local amenities which are part of the academy's curriculum, or visits that usually take place during the normal academy day.
2. Trips and activities will not often extend beyond the academy day, but that if they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home.
3. Where there is a financial commitment to a trip the academy will inform me of this in good time and where there is a significant cost, the academy will make arrangements for me to meet the cost of the trip over a number of months.
4. That there is some level of risk in every activity, but that all reasonable measures will be taken to minimise the risks involved.
5. That the high behaviour expectations the academy has of my son/daughter apply during all trips and activities. I accept that any serious misbehaviour, or behaviour that could put the safety or wellbeing of others at risk, or jeopardise the good reputation of the academy, may result in him/her being withdrawn or returned from the visit or activity. Parents may be contacted to collect their child in these cases and a senior leader will make this decision.
6. That should there be concerns with my son/daughter's behaviour during their usual school life, which could impact on the safety or wellbeing of others during a trip or visit, then he/she may not be offered a place on a trip or visit. A senior leader will make this decision.
7. Notice of trips and visits will be communicated by letter, email, text or via my child's planner, depending on the nature of the trip.
8. The current medical information held by the academy is up-to-date and I will inform the academy as soon as possible of any changes in the medical circumstances of my son/daughter.

Please sign and date this form if you agree to the above.

**E-signature:** \_\_\_\_\_ (parent/carer)

**Full name:** \_\_\_\_\_ (parent/carer)

**Date:** \_\_\_\_\_

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**Please complete both sides of this form.** The information we are requesting is extremely important and is used in the unlikely event of a medical emergency occurring during the academy day or whilst your son/daughter is on an academy trip.

**Does your child have any medical needs?**

If yes please provide details:

**Does your child have any significant allergies?**

(please include stings, medications etc.)

If yes please provide details:

**Does your child require REGULAR medication?**

If yes, please detail this medication below and the frequency they take this medication:

Frequency:

**Is your child required to take medication during school time?**

**Is your child registered disabled?**

If yes, please give details:

**Does your child have a Care Plan (relating to their medical needs) in place at their current school?**

If yes, please name school attending:

**Please give details of your child's GP and the practice contact details:**

GP Practice Name:

Address:

Telephone number:

**Does your child have annual (or more frequent) appointments to see a consultant, or other medical practitioner about their condition?**

If yes, please give these details below:

**Frequency of appointment:**

**Emergency Treatment Declaration:**

I agree to the administration of such medications as the academy's Medical Welfare Officer or other qualified First Aider deems necessary for my son/daughter. I also agree for dental and medical treatment, including general anesthesia, to be administered in an emergency to my son/daughter, during the academy day, while participating in academy activities and on academy trips, if staff are unable to contact me or any contact I have provided the academy with, for this purpose.

I agree to inform the academy as soon as possible of any changes in the medical circumstances of my son/daughter.

Thank you for your cooperation in providing this important information about your child's health and well-being at the academy. Please do not hesitate to contact the academy at any time if you need to discuss the health needs of your son/daughter in more detail.

E-signature: (parent/carer)

Please print full name: (parent/carer)

Relationship to student:

Date:

## Trinity Academy Halifax



## Home - Academy Agreement Policy

### Introduction

The Home-Academy Agreement is an important contribution to the life of the Trinity Academy. It sets out what the academy, parents/carers and the students agree together for the good of the whole academy and each individual within it.

The partnership between the home and academy is one of the most important influences on the education and personal development of our students. This agreement recognises the need for good partnership working between the home and academy and seeks to build on it.

### Aims of the academy and home partnership

- To work with our parents and carers to enable students of all abilities to make the most of their intellectual, practical and physical abilities.
- To work with our parents and carers to ensure that the students are secure and receive the highest standards of care, within a clear Christian ethos that pervades and underpins all aspects of its work.
- To support our parents and families to help students to develop self discipline and to learn to behave towards others with care, respect and good manners.
- To encourage our parents and carers of students to participate in the life of the academy and to celebrate the achievement of their children and others.
- To help our parents and carers of students develop high aspirations and to enable them to progress towards a rewarding and fulfilling future.

### Policy Statement

In order to ensure that all students have the opportunity to reach their potential, the Governors require that parents/carers, students and the Principal (or their representative) agree to sign an agreement which sets out the expectations each party can have of the others. The Home-Academy Agreement is intended to be a helpful document and will serve to remind everyone what is needed to ensure that all of our students, their parents and families are successful and happy members of the Trinity Academy learning community.

### Procedures and Expectations

- Prior to starting at Trinity Academy all students and parents/carers must ensure that they have signed the Home-Academy Agreement.
- In the rare event of serious misdemeanour it may be referred to, together with the academy's Behaviour Policy, in determining the academy's response.

<b>Date adopted by Governing Body</b>	<b>May 2015</b>
<b>Date for full implementation</b>	<b>May 2015</b>
<b>Date for review (3 Years)</b>	<b>May 2018</b>
<b>Lead Professional</b>	<b>JFS (Principal)</b>

## Empathy, Honesty, Respect, Responsibility

Trinity Academy	The Student	The Parent/Carer
<b>We will:</b>	<b>I will:</b>	<b>I/We Will:</b>
<ul style="list-style-type: none"> <li>• Achieve high standards of work and behaviour through the building of positive relationships and the consistent application of rewards and sanctions.</li> </ul>	<ul style="list-style-type: none"> <li>• Take a pride in my work and my achievements.</li> </ul>	<ul style="list-style-type: none"> <li>• Support my/our child and Trinity Academy in maintaining high standards of work and behaviour.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide challenging learning opportunities for each student both in and out of academy hours which endeavour to meet individual needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Accept the authority and rules of conduct of the academy.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the academy's policies, including the Behaviour Policy, and respecting the disciplinary authority of academy staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Give support and care for your child as a valued member of the academy community.</li> <li>• Encourage students to develop a sense of empathy, honesty, respect and responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the academy every day in correct full uniform, on time and equipped to learn.</li> <li>• Attend 'Achieve' study support sessions when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure my/our child attends the academy every day and is on time, wearing correct full uniform and properly equipped for lessons.</li> <li>• Ensure my/our child attends 'Achieve' study support sessions when required.</li> <li>• Notify the academy on the first day of the reason for my child's absence.</li> </ul>
<ul style="list-style-type: none"> <li>• Inform you about progress and areas of concern with work and behaviour.</li> <li>• Report to parent/carers about the academic attainment and welfare of your child and hold review meetings which parents/carers are expected to attend.</li> <li>• Listen to parents/carers' views and concerns.</li> <li>• Provide a safe and orderly environment in which to work.</li> <li>• Encourage the involvement of the partnership with parents/carers, Governors and the wider community.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect and co-operate with other students and all staff, external visitors and volunteers.</li> <li>• Look after the academy, the equipment within it and its grounds.</li> <li>• Take letters/information home for parents/carers.</li> <li>• At all times, behave in a manner that upholds the good name and reputation of the academy.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend meetings with academy staff, if requested, to discuss my child's behaviour/progress.</li> <li>• Make every effort to attend Parental Consultation Evenings to discuss my child's progress.</li> </ul>
<p><i>J Franklin - Smith</i></p> <hr/> <p>Principal signature</p> <p>Mr J Franklin-Smith</p> <hr/> <p>Please Print Name</p>	<hr/> <p>Student signature To sign when in school</p> <hr/> <p>Please Print Name</p>	<hr/> <p>Parent/Carer signature</p> <hr/> <p>Please Print Name</p>