



When your child joins Greenshaw it is vital that we have certain information that will help us to ensure that he/she is cared for to the best of our ability. Some of this information enables us to contact you easily on matters of concern to us, some helps us to look after your son/daughter while he/she is in school and some (student Details) are required by law.

Section 1: Student details – please complete the application form below in BLOCK CAPITALS

Surname _____ Forename _____

Middle Name(s) _____ Gender (please tick) Male Female

Date of Birth _____

Address _____

_____ Post code _____

Student mobile number _____

Student preferred email address _____

What year group do you wish to join? (Please tick the relevant box below)

Year 12

Year 12 resit

Year 13

Greenshaw High School students, are only required to complete sections 3, 4 and 20 to 26. If your details have changed since you joined Greenshaw High School, please use this form to update them. **All students who have not previously been at Greenshaw High school must complete ALL sections of the form.**

Section 2: Previous school (for external students only)

This section must be completed by your previous school and stamped with their school stamp.

Previous school _____

Address _____

_____ Telephone number _____

Was your previous school outside of the UK? YES NO

Is this your first year of study at A level? YES NO

This additional information is important and can be obtained from your previous school office.

This will be used for results certificates:

ULN number _____

UPN number _____ UCI number _____

Stamp of previous school:

Section 3: Entry requirements for the Greenshaw Sixth Form 2018-19

All sixth form students in the Greenshaw Sixth Form study three A level courses. The entry requirement is a minimum of five full GCSEs at Grade 6 or above. The grade profile must also contain Grade 5 or better in both Maths and English Language. Individual subjects may have specific requirements, eg to start a physics course, a GCSE in Physics at grade 6 or above is required.

Please tick any THREE subjects

3D Design Technology	English	Graphic Design	Photography
Art	Economics	History	Psychology
Biology	Fashion Textiles	Mathematics	Religious Studies
Chemistry	Food & Nutrition	Further Mathematics	Sociology
Classics	French	Media Studies	Spanish
Dance	Geography	Physical Education	
Drama	Government & Politics	Physics	

Section 4: Year 12 enrichment activities

All Year 12 students in the Greenshaw Sixth Form are expected to take part in the enrichment programme. Full details are on the school website and are included in the course booklet.

Please indicate your first, second and third choice of activities below

Creative Writing	Python Course	Survival Skills
Drama	Silver Duke of Edinburgh Award	T-shirt Design
Environmental Enrichment	Sports Leaders	Web Design
Medics Society	STEM & Advanced Problem Solving	Young Enterprise

Section 5: Examinations

Did you require additional exam support for your GCSE examinations YES NO

If yes, please give brief details _____

Have you previously taken an AS exam? YES NO

If yes:

1) What was your grade? _____ 2) What was the exam board? _____

Section 6: Additional support

Have you had any disruption to your education? YES NO

If yes, please give brief details _____

We understand that you may prefer to discuss this in person. Please still indicate 'yes' above and we will contact you.

Section 7: Parents/carers' details

Please note: That being a step parent does not automatically grant parental responsibility.

Contact 1

Relationship to student (eg mother, stepmother, foster mother, guardian)

Title _____ **Initials** _____

Forename _____

Surname _____

Address (if different from the students) _____

Home tel no _____

Mobile tel no _____

Work tel no _____

Place of work _____

Days and times worked (approx) _____

Email _____

Contact 2

Relationship to student (eg father, stepfather, foster father, guardian)

Title _____ **Initials** _____

Forename _____

Surname _____

Address (if different from the students) _____

Home tel no _____

Mobile tel no _____

Work tel no _____

Place of work _____

Days and times worked (approx) _____

Email _____

Correspondence – Please confirm how your parents/carers would like us to address letters, reports, etc.

Mr & Mrs / Mr / Mrs / Miss / Ms / Other _____ **Initials** _____ **Surname** _____

Address _____

_____ **Post code** _____

Section 8: Family details

Names of brothers or sisters currently at Greenshaw

Name _____ **Tutor Group** _____

Name _____ **Tutor Group** _____

Name _____ **Tutor Group** _____

Section 9: Emergency telephone numbers

In the event of parent(s) being unavailable, please give details of other responsible adults who we can contact in the event of an emergency

Emergency Contact 1

Mr / Mrs / Miss _____ **Name** _____

Initial _____ **Surname** _____

Tel no _____

Relationship to student _____

Emergency Contact 2

Mr / Mrs / Miss _____ **Name** _____

Initial _____ **Surname** _____

Tel no _____

Relationship to student _____

Section 10: Special family circumstances – in the space below, please give any information regarding your family circumstances that you think the school should know. In particular it is useful for us to know:

This information helps the school to establish whether it can apply for additional funding or support and also ensures that we are compliant with the Safeguarding Children in Education Act (2002).

Are you adopted or have you ever been a Looked After Child?

If yes, please give details:

The name and telephone number, if applicable, of any allocated social worker:

The name and address of a non-custodial parent who wishes to receive information about your progress:

Any details regarding restricted access arrangements following custody proceedings (if either parent is denied access a copy of the court papers must be attached to this form):

Has your family ever had any other agencies working with you (such as CAMHS, the borough, school attendance, SEN)?

If yes, please give details:

Are you a young carer, eg a member of your family has a disability or ASD? If yes, please give details:

Section 11: Free school meals

Are you eligible for Free School Meals?

Currently

Yes/No (please tick) Yes No

During secondary school

Yes/No (please tick) Yes No

Are you a Pupil Premium student?

Yes/No (please tick) Yes No

Section 12: Armed Forces

Are either of the your parents in the Armed Forces?

Yes/No (please tick) Yes No

If yes, please provide details

Section 13: GP details – Please provide information regarding the student's General Practitioner (GP)

Name of GP: Dr _____

Name of Surgery: _____

Surgery address: _____

Post code: _____

Surgery telephone number: _____

Section 14: Are there any medical conditions that the school should be made aware of?

Please tick: Yes No

If yes, please give details below, including details of any regular medication required:

Please turn to next page...

Section 15: Ethnic background

Asian or Asian British

Bangladeshi
 Indian
 Pakistani
 Any other Asian background

Black or Black British

African
 Caribbean
 Any other Black background
 Chinese

White

British
 Irish
 Gypsy Rom
 Traveller of Irish Heritage

Mixed

White and Asian
 White and Black African
 White and Black Caribbean
 Any other mixed background
 Any other White background

Any other ethnic group

I do not wish an ethnic background category to be recorded

Section 16: First language

We are required to collect information about each student's first language. This is the language to which you were first exposed in your early childhood and which you continue to use or be exposed to at home or in your community.

If your first language is not English, irrespective of how well you speak English now, please record this language. You can ask to check the information about your first language at any time and, if you wish, to have information changed or removed. To help we have listed below the 20 most frequently recorded first languages in Sutton schools.

* please specify which form of language in the space provided.

Arabic*
 Bengali*
 Bulgarian
 Chinese *
 English
 Farsi/Persian*
 French
 Gujarati
 Hindi
 Korean

Lingala
 Kurdish
 Polish
 Portuguese
 Russian
 Serbian/Croatian/Bosnian*
 Somali
 Tamil
 Turkish
 Urdu

Language _____ **Which form of this language do you speak ?**

OTHER (BLOCK CAPITALS PLEASE) If you do not wish us to hold this data, please tick this box

Religion _____

Section 17: Nationality

Country of birth _____

Nationality _____

Number of years lived in the UK (if born outside of the UK) _____

Section 18: Residency

Have you lived in the UK for less than 2 years?

YES NO (Please tick)

If yes, what date did you enter the UK

Date _____

If yes, please enclose a copy of your passport.

Please tick the relevant box detailing how you will travel to school. (NB Please tick only one box.)

If you use more than one mode of travel, the longest element of the journey by distance should be recorded.

Section 19: Usual mode of travel

Please tick the relevant box detailing student's usual mode of travel to school. (NB Please tick only one box.)

If the student uses more than one mode of travel the longest element of the journey by distance should be recorded.

- | | |
|---------------------------------|--------------------------|
| Bus (type not known) | <input type="checkbox"/> |
| Car | <input type="checkbox"/> |
| Car share (with child/children) | <input type="checkbox"/> |
| Car/van | <input type="checkbox"/> |
| Cycle | <input type="checkbox"/> |
| Dedicated school bus | <input type="checkbox"/> |
| London Underground | <input type="checkbox"/> |
| Metro/Tram/Light rail | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |
| Public bus service | <input type="checkbox"/> |
| Taxi | <input type="checkbox"/> |
| Train | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> |

Please note that car share is to be used for different families not siblings.

Section 20: Biometric data – to be completed by the student

We use biometric data for our cashless dining system to speed up processing students through the tills. It also eliminates theft and enables you to view your purchases on line.

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint. Only the numbers remain and these cannot be reinterpreted back into a fingerprint image.

You may withdraw your consent at any time. Withdrawal of consent, or objection, must be made in writing. When you leave the school, biometric data will be securely deleted.

- Please tick here: **Yes, I agree to the school using biometric data**
 No, I do not agree to the school using biometric data

Section 21: Photographs and video – to be completed by the student

The school is part of the Greenshaw Learning Trust. The school/trust may use photographs and videos of you for educational and promotional purposes, both within school, in school/trust publications (such as on the school/trust media sites).

Please tick here:	YES	NO
In school/trust publications (eg newsletter)	<input type="checkbox"/>	<input type="checkbox"/>
In school/trust marketing material (eg school prospectus)	<input type="checkbox"/>	<input type="checkbox"/>
On the school/trust website	<input type="checkbox"/>	<input type="checkbox"/>
On the school/trust's social networking platforms (Facebook and Twitter)	<input type="checkbox"/>	<input type="checkbox"/>
Shared with third parties for their own journalistic purposes (eg press releases sent to local/national media)	<input type="checkbox"/>	<input type="checkbox"/>

You have the right to withdraw your consent at any time by contacting the school office.

Section 22: School visit consent form – to be completed by the parent/carer

I agree for my child to:

- Take part in school trips and other activities that take place off school premises; and
- To be given first aid or urgent medical treatment during any school trip of 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 the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day.
- We will send you information about each trip or activity before it takes place.
- You can, if you wish, tell us that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by Greenshaw High School, for example year-group visits to local amenities, as such activities are part of the school's curriculum and usually take place during the normal school day.

- Please tick here: **Yes, I agree** **No, I do not agree**

Medical information

Please supply details of any medical condition that your child suffers from that the trip leader should be aware of and of any medication that your child should take during off-site visits.

Parent/carers name (please use block capitals): _____

Signature (please sign): _____

Date: _____

Section 23: Assessment and data

In line with our on-going commitment to monitor your child's learning as he/she progresses throughout the school, we administer a number of tests on entry, the results from which are used to determine whether any further intervention is necessary to support your child's learning needs.

Further assessments may be necessary at Key Stage 4 to determine whether an application for access arrangements for examinations should be made to the Exam Boards. The application will be processed in line with the common standards, regulations and guidance developed for GCSE and GCE qualifications by the Joint Council for Qualifications (JCQ) and the participating awarding bodies (currently AQA, CCEA, Edexcel, OCR and WJEC). Opportunity for feedback on test results will be given to the students concerned and their parent/guardian. These measures will only be taken if it is appropriate to your child's learning needs.

Please indicate your consent for us to administer the assessment tests and to share your child's data with the appropriate bodies, by signing the declaration below. All test materials, results and individual reports are held in accordance with the Data Protection Act (1998). These will be held securely for a period of 25 years from the date of birth (or for 35 years in the case where a student has a statement for his/her educational needs), after which time they will be destroyed. We will not use the data for any other purpose without the permission of the student to whom it refers, unless authorised by law to do so.

Declaration (please complete):

I give my consent for the assessments to be administered and I agree to the results being shared with the relevant parties.

Signature of parent/guardian: _____ **Date:** _____

Name of parent/guardian (block capitals please): _____

Relationship to the student: _____

Signature of student: _____ **Date:** _____

Section 24: Greenshaw High School – rules for responsible ICT use

Greenshaw is highly committed to providing students with a quality educational experience in all areas of the curriculum, including information technology. Our investment in computer software and equipment is substantial. In order to protect this investment and provide the best education possible, all students using computers agree to the following conditions of use.

Computer rules

- I will handle all of the computer equipment carefully and responsibly.
- I will report any damage of equipment to the teacher.
- I will not use any disks, DVDs or CDs in the school equipment without express permission of the teacher.
- I will not connect any hardware, including memory sticks, to the school equipment without the express permission of the teacher.
- I will not wilfully interfere with any computer equipment.
- I will not introduce any virus or malware onto the computer network.

Internet rules

- I will only use the internet in support of my studies.
- I will not enter any chat rooms.
- I will not send anyone my picture without permission from my teacher/parent/carer.
- I will not give my password to anyone else and I will always log off when I have finished using the computer.
- I will never respond to unpleasant, suggestive or bullying e-mails or information on social networks and will report any I receive.
- If I receive any inappropriate images via email or social media, I will report it to my teacher immediately.
- I will not look for bad language or distasteful images while I am online and I will report any such images I find to my teacher.
- I accept that the school and the Internet Service Provider will monitor the sites I have visited.
- I understand that I can only access sites and material relevant to my school work.
- I understand that the contents of my e-mail messages will be monitored by the school.
- I may not download software from the Internet (including screen savers, games, video clips, audio clips, and exe. files).
- I will not use e-mail to send or encourage material which is pornographic, illegal, offensive or annoying or invades another person's privacy.
- I will not engage in any activity for profit on the school equipment.
- I will not eat or drink in ICT rooms.

Section 25: Internet and email use declaration

Student's signature: _____ **Date:** _____

Parent/carer's signature: _____ **Date:** _____

Section 26: Statistical information – to be completed by the parent/carer

As an ongoing process, we would like to collect additional data on the parents/guardians of our students. This would be to enhance chances of obtaining additional funds and grants. Please be reassured that information will be treated as confidential and we will use this information for statistical purposes only. It will not affect anything to do with your child other than potentially bringing further opportunities their way.

	Parent/guardian 1	Parent/guardian 2
Your name:		
Employment status (eg employed/self-employed/unemployed):		
Place of work:		
Days and times worked (approx):		
If employed:	Job Title: _____ Employer (if appropriate): _____ Occupation type: _____ No of hours worked a week: _____	Job Title: _____ Employer (if appropriate): _____ Occupation type: _____ No of hours worked a week: _____
If self-employed:	Nature of the business: _____	Nature of the business: _____
Have you completed a university degree? (undergraduate or postgraduate) (please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes – please give details: Institution: _____ Year of graduation: _____ Subject: _____ Type of award (eg BA/MSc): _____	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes – please give details: Institution: _____ Year of graduation: _____ Subject: _____ Type of award (eg BA/MSc): _____
Would you be interested in supporting our careers service or other school events?: (please tick all that apply)	<input type="checkbox"/> Yes – Sixth form only <input type="checkbox"/> Yes – Years 7 to 11 <input type="checkbox"/> Yes – Whole school <input type="checkbox"/> No	<input type="checkbox"/> Yes – Sixth form only <input type="checkbox"/> Yes – Years 7 to 11 <input type="checkbox"/> Yes – Whole school <input type="checkbox"/> No

Thank you for spending the time to complete this, we will be able to use this information in the years to come.

Nick House
Headteacher



GREENSHAW
SIXTH FORM

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