



WEST GRANTHAM

Church of England Secondary Academy

STUDENT ADMISSION AND INFORMATION PACK

1. Student Information

Legal Forename:		Home Address:	
Middle Name:			
Legal Surname:			
Preferred Forename:			
Preferred Surname:			
Legal Gender:			
Preferred Pronouns:			
Date of Birth:			

2. Parental and Emergency Contact Information

Miss / Ms / Mrs / Mr / Other:		Priority 1
Relationship to Child:		
Name:		
Date of Birth:	National Insurance No:	
Home Address:		
Home No:		
Mobile No:		
Email:		
Place of Work:		
Occupation:		
Work No:		

Miss / Ms / Mrs / Mr / Other:		Priority 2
Relationship to Child:		
Name:		
Date of Birth:	National Insurance No:	
Home Address:		
Home No:		
Mobile No:		
Email:		
Place of Work:		
Occupation:		
Work No:		

Please note that parent/carer contact details may be shared with companies providing services to the academy for the benefit of parents, such as text messaging

WEST GRANTHAM CHURCH OF ENGLAND SECONDARY ACADEMY

Tel: 01476 405200 Email: office@wgacademy.org.uk Web: www.wgacademy.org.uk

Principal: Clare Barber

Emergency contacts other than Parent/Carers named above:				
	Phone Number:		Relationship:	
	Phone Number:		Relationship:	

Please list below the names of authorised adults who may be collecting your child(ren) throughout the year:		

Any family links in the academy	
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3. Previous school

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4. Information Management Data

Please tick one of the below options:

- ☐ No Special Educational Need (N)
 ☐ SEN Support (K)
 ☐ Education, Health and Care Plan (E)

If you have selected 'K' or 'E', please tick the specific need your child has:

- | | |
|--|--|
| <input type="checkbox"/> Specific Learning Difficulty | <input type="checkbox"/> Moderate Learning Difficulty |
| <input type="checkbox"/> Severe Learning Difficulty | <input type="checkbox"/> Profound and Multiple Learning Difficulties |
| <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Multi-sensory Impairment |
| <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> Speech, Language or Communication Need |
| <input type="checkbox"/> Physical Disability | <input type="checkbox"/> Other Disability |
| <input type="checkbox"/> Social, Emotional and Mental Health | <input type="checkbox"/> No Specialist Assessment |

Service Child (Armed Forces) ☐ Yes ☐ No

Young Carer ☐ Yes ☐ No

Meals:	1.Free school meal entitlement	2.Paid School Dinners	3.Sandwiches	4.Home	
Special Dietary Requirements		Vegetarian	Halal		

(If your child has sandwiches but is entitled to free school meals, please tick number 1)

5. Information Regarding Ethnic Origin (Voluntary)

Ethnicity	
First language	
Country of birth	
Religion	
Passport number	

Proficiency in English (Foreign Language Students)

- | | | |
|---|--|--|
| <input type="checkbox"/> New to English (A) | <input type="checkbox"/> Early Acquisition (B) | <input type="checkbox"/> Developing Confidence (C) |
| <input type="checkbox"/> Competent (D) | <input type="checkbox"/> Fluent (E) | <input type="checkbox"/> Not Yet Assessed (N) |

6. Youth Support Services

This is parental permission for Careers Advisors to meet with your child and for us to share contact details and students date of Birth with Futures (a local authority provider of jobs and skills advice, training, apprenticeships and support to young people and adults who need help preparing for work or training).

Consent Agreed

☐

Consent Refused

☐

7. Transportation of student consent

Occasionally, children are transported in the school minibus or privately owned cars for sports matches, enrichment activities or to take a sick child home. We always ensure seat belts are worn. Usually, parents would be fully aware of any arrangements made and sign a specific consent form. However, in some circumstances children may be transported without specific parental consent.

- ☐ I agree to my child being conveyed in a private car or minibus to and from Academy activities or in the interest of the child welfare, if required.
- ☐ I do not agree to my child being conveyed in a private car or minibus to and from Academy activities or in the interest of the child welfare, if required.

8. Parental Declaration

Please note that this information will remain on file until your child leaves unless the academy is notified that anything has changed. It is important to contact the academy with any changes throughout the year, especially changes to emergency contact numbers, mobile phones, allergies or asthma etc. An information update request may be made annually to ensure that this remains as up to date as possible.

- I certify that the information given on this form is to the best of my knowledge correct
- I have completed the Parental Emergency Contact Information and will keep it up to date by informing the academy of any changes

Signed.....

Parent/Carer

Date.....

General Data Protection Regulation

The Diocese of Southwell and Nottingham Multi Academy Trust is registered to collect and process personal information with the Information Commissioner's Office. The academy needs to collect this information because it is legally required to do so and because it needs the information in order to do its job. It is legally required to share some of the data with the Local Authority and the DfE. Contact details for parents may be shared with companies which provide services for the academy for the benefit of parents. Medical details are collected for the protection of your child. The academy has a duty to protect this information and to keep it up to date. Full details may be found in the attached privacy notice.