



Forest Gate Community School
Fly, Grow, Connect, Strive

STUDENT ADMISSION PACK

Please complete and bring to your interview

Student name:

Date of birth:

Need help with translation?

Please ask a friend or relative to help. They are also welcome to accompany you and attend the interview.

SCHOOL PLACE ACCEPTANCE FORM

Student name:

Date of birth:

Please tick **one** of the options below

I wish to accept the place at Forest Gate Community School.

I do not wish to accept the place at Forest Gate Community School as I am waiting for a place at

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I do not wish to accept the place at Forest Gate Community School as I am awaiting the outcome of an appeal.

Signed:

Name:

Relationship to student:

Date:

STUDENT DETAILS

To be completed by the Parent/Carer:

Legal Surname:	Middle Name(s):
Legal Forename:	Preferred name:
Date of Birth:	Age:
Gender:	Religion:
Nationality:	First Language: (spoken at home)
Second Language:	Country of Birth:
English as an additional language:	Yes or No
Address:	
Date of entry into the UK (if applicable)	

PARENTAL RESPONSIBILITY – FAMILY/HOME CONTACTS

For all children we must have at least **two** emergency contacts who must be aged 18 or over (if possible at least one of the contacts should be able to speak English)

Contact 1:	Contact 2:	Contact 3:
Does this person have parental responsibility? Yes or No	Does this person have parental responsibility? Yes or No	Does this person have parental responsibility? Yes or No
Title: (e.g. Mr/Mrs/etc.)	Title: (e.g. Mr/Mrs/etc.)	Title: (e.g. Mr/Mrs/etc.)
Surname:	Surname:	Surname:
First Name:	First Name:	First Name:
Relationship to child:	Relationship to child:	Relationship to child:
Address: (if different from child)	Address: (if different from child)	Address: (if different from child)
Postcode:	Postcode:	Postcode:
Home No: Mobile No: Work No:	Home No: Mobile No: Work No:	Home No: Mobile No: Work No:
Email address:	Email address:	Email address:
Home Language: Interpreter required: Yes or No	Home Language: Interpreter required: Yes or No	Home Language: Interpreter required: Yes or No

MEDICAL INFORMATION

We will treat what you have told us sensitively. None of the information will be shared with other parents, carers or students.

Doctor name:	Dentist name:		
Doctor telephone number:	Dentist telephone number:		
Doctor address:	Dentist address:		
Do you give consent for the school to administer anesthetic in your absence in accordance with medical practice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Please fill in the supplementary Health Questionnaire			

LOOKED AFTER CHILDREN

Is your child looked after by a person other than their biological mother or father? **Yes/No**

Please give further details if a child resides in the care of someone who is not their biological parent

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Is there a court order relating to the child? (Custody order/section 8 Children’s Act 1989) Adoption/Residence Order/Special Guardianship Order? **Yes/No** If yes, (Please circle and provide additional written evidence)

Date of Order/Adoption.....

Is your child or family involved with any outside agencies (e.g. social services, CFCS, CAMHS etc.?)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
YES, Please provide further details:		
Does your child have a CAF or Early Help Form or other support documentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
YES, Please provide further details:		

CHILD'S PREVIOUS EDUCATION

Name of current primary school:	
Address:	Postcode:
Is your child still attending this school? Yes or No	

If No, please state their last day of attendance: _____

Please state the names and addresses of any previous schools attended:

School name	Address	Dates attended

ETHNICITY DETAILS – PLEASE TICK ONLY ONE BOX

<p>To comply with the current race relations legislation we are obliged to monitor the ethnic groups of all pupils at Forest Gate Community School. The categories are ones the Department for Education have chosen and we are aware that there are some reservations about the groups. E.g. there is no space to say 'Black British'. We apologise for this but we must use the categories supplied. All information will be held to comply with the Data Protection Act and will be treated confidentially. PLEASE TICK ONLY ONE BOX</p>					
Pakistani	APKN	Japanese	OJPN		
Sri Lankan	ASLT	Korean	OKOR		
Bangladeshi	ABAN	Kurdish	OKRD		
Indian	AIND	Lebanese	OLEB		
Chinese	CHNE	Yemeni	OYEM		
Any Other Asian Background Please specify –	AOTH	Any Other Black Background Please specify –	MOTH		
Asian and Any Other Ethnic Group. Please specify –	MAOE	Any other Ethnic Group Please specify –	OOTH		
Black – African	BAFR	Libyan	OLIB		
Black - Angolan	BANN	Malay	OMAL		
Black Caribbean	BCRB	Thai	OTHA		
Black European	BEUR	Vietnamese	OVIE		
Asian and Black	MABL	Albanian	WALB		
Gypsy / Roma	WROM	Kosovan	WKOS		
Serbian	SWER	Portuguese	WPOR		
Turkish Cypriot	WTUC	Bosnian-Herzegovinian	WBOS		
Turkish	WTUK	White – British	WBRI		
White and Any Other Asian Background. Please specify –	MWAO	Any Other White Background Please specify –	WOTH		

HOME SCHOOL AGREEMENT

As a school, we undertake to:

- Provide an appropriate programme of study in line with the National Curriculum guidelines
- Monitor progress and achievement, give regular reports and hold annual parents' evenings during which progress can be discussed
- Set, mark and monitor work
- Implement a code of behaviour to ensure a safe and caring environment
- Make sure parents/carers are kept well informed about any developments regarding their child's work or behaviour with the primary method being by email communication
- Ensure students are provided with nutritious, high quality food across the school day

As a parent/carer you will:

- Ensure that your child attends school regularly and on time with necessary books and equipment
- Contact the school on the first day of absence and provide a note on the first day back
- Meet with the school, whenever appropriate, to support the progress of your child
- Encourage your child to do their homework
- Support the school's code of behavior
- Ensure that school uniform is worn by your child
- Communicate to the school any changes in circumstances promptly
- Check your emails regularly
- Regularly top up your child's squid account, allowing 24 hours, so they can always eat in school
- If you must occasionally give your child a packed lunch it must not include bags of crisps, cakes, chocolate or sugary drinks like Capri Sun

We expect students to:

- Attend school regularly and on time with their books and equipment
- Attend all their lessons
- Try their hardest to do all the work which is given to them
- Follow the school's code of behaviour and do nothing to prevent others from learning
- Wear their school uniform
- Help to provide a safe environment
- Use their squid account of free school meal entitlement every day

SCHOOL CODE OF PRACTICE FOR USING THE INTERNET

Guidelines your child will have in school when using the internet:

- The teacher and the internet service provider may check the sites they have visited
- The information on the internet may not always be reliable and sources may need to be checked
- Internet access will be removed and parents/carers will be informed if their child deliberately breaks this code of practice
- Students must never tell anyone on the internet their home address, telephone number or the school's name, unless their teacher specifically gives them permission
- Students must never send anyone their picture without permission from their teacher/parent/carer
- Students must never give their password to anyone, even their best friend
- Students must never arrange to meet anyone in person without first agreeing it with their parent/carer/teacher and ask them to come along to the first meeting
- Students are not allowed to use an internet chat room
- Students must never respond to nasty, suggestive or rude emails or bulletin boards. They will always report them to their teacher
- Students should only respond to emails from people that they know
- Students must not use the internet to view inappropriate material (such as racist or pornographic sites)
- Students must inform the teacher of any misuse of the internet that comes to their attention
- Students must always represent themselves and not pretend to be anyone or anything they are not and understand that not all others on the internet are who they claim to be.
- Students must communicate with others in a professional and appropriate way when using the school email system

SCHOOL VISITS

During the academic year, it is expected that various trips will be organised during the school day to support the teaching of the National Curriculum. All trips will be subject to the general conditions set out below, unless specifically notified otherwise in writing.

1. I agree to my child taking part in local visits and day trips which may occur from time to time during the course of the school year.
2. I understand that the school and the organisers will take all reasonable and proper precautions for the care and safety of my child and of his/her personal property.
3. I agree to inform the school of any relevant medical or other special circumstances affecting my child, including any treatment required during the course of a visit.
4. I understand that if my child should need emergency medical treatment, every effort will be made to contact me before treatment is given. If, however, this is impossible, I give my consent to my child undergoing emergency medical treatment

PHOTOGRAPHS / VIDEOS / RECORDING

As part of educational visits, publicity for the school, or assessment of work your child may be photographed, videoed or recorded. If you wish to **opt out** please confirm in writing.

BIOMETRIC CASHLESS CATERING SYSTEM – SQUID ACCOUNT

Under new legislation we require the consent of at least one parent of each child in order that the biometric information of your child can be processed.

Please be assured that this information remains within the school and will be removed from our records when they leave school.

The preference of the school is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your cooperation with regards to this matter.

Consent for your child to be registered on the school's Biometric Cashless Catering system is until they leave the school.

I understand that I can withdraw this consent at any time by confirming in writing.

PARENTAL AGREEMENT FORM

I have read and understood the undernoted. I understand that the personal information provided will be recorded on the schools' information system and that by signing I am agreeing to the required consents listed below:

- Home School Agreement
- School Visits consent
- Biometric Cashless Catering consent
- DfE Data Protection & Privacy Notice received
- Internet Code of Practice
- Photographs / Videos / Recording consent
- School uniform regulations
- Health Questionnaire

Name of student:

DOB:

Name of Parent/Carer (1):

Signature:

Name of Parent/Carer (2):

Signature:

Parents wishing to opt out of any of the above consents must do so in writing.