



CITY OF PETERBOROUGH ACADEMY

ADMISSION FORM

The information given below will be maintained on the Academy's computer database which is subject to strict control under the Data Protection Act. For details of how your child's information is shared please go to:

<http://www.cityofpeterboroughacademy.org/dataprotection/>.

PUPIL DETAILS				
Legal surname:		Legal forename:		
Middle name(s):				
Preferred surname: <i>(if different from above)</i>		Preferred forename: <i>(if different from above)</i>		
Previous surname:				
Date of Birth:		Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female

Please attach a copy of your child's birth certificate, change of name Deed Poll or passport.

PUPIL ADDRESS		
Address:		
	Postcode:	

SIBLINGS			
Please list all siblings currently enrolled at the City of Peterborough Academy. A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case should be living at the same address.			
Surname	Forename	Tutor / Class Group	Living at same address?
			Yes / No
			Yes / No
			Yes / No
Please list all siblings who previously attended City of Peterborough Academy, including the name of the Tutor Group they were in.			
Surname	Forename	Tutor / Class Group	

SCHOOL HISTORY				
Current / Previous School including address:		Dates attended:	From	To

PARENTAL RESPONSIBILITY/ADDITIONAL CONTACTS
If Parent/Carer addresses are different from that of the pupil please indicate whether there is any reason why the pupil's correspondence should <u>not</u> be sent to both addresses: YES / NO Reason: _____

Please give details below of all persons with parental responsibility for the pupil and anyone else you wish to be contacted in an emergency. If it is difficult to contact you during the day for any reason, please give the name, relationship, location and telephone number of one or two people who may be reached in the event of an emergency to act on your behalf. **Please list in contact order.**

If the pupil is subject to any Court Orders please specify the Court Order Terms below. The information will remain confidential. A copy of any Court Orders should be provided.

CONTACT 1					
Title:		Surname:		Forename:	
Address:					
				Postcode:	
<input type="checkbox"/> Parental responsibility					
Relationship:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Step parent	<input type="checkbox"/> Foster parent	
	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Other relative	<input type="checkbox"/> Other contact	<input type="checkbox"/> Social Worker	
<i>Please list all telephone numbers and tick one as the main daytime number to be used in an emergency</i>					
Home:		<input type="checkbox"/> Main	Work:		<input type="checkbox"/> Main
Mobile:		<input type="checkbox"/> Main	Other:		<input type="checkbox"/> Main

CONTACT 2					
Title:		Surname:		Forename:	
Address:					
				Postcode:	
<input type="checkbox"/> Parental responsibility					
Relationship:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Step parent	<input type="checkbox"/> Foster parent	
	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Other relative	<input type="checkbox"/> Other contact	<input type="checkbox"/> Social Worker	
<i>Please list all telephone numbers and tick one as the main daytime number to be used in an emergency</i>					
Home:		<input type="checkbox"/> Main	Work:		<input type="checkbox"/> Main
Mobile:		<input type="checkbox"/> Main	Other:		<input type="checkbox"/> Main

CONTACT 3					
Title:		Surname:		Forename:	
Address:					
				Postcode:	
<input type="checkbox"/> Parental responsibility					
Relationship:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Step parent	<input type="checkbox"/> Foster parent	
	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Other relative	<input type="checkbox"/> Other contact	<input type="checkbox"/> Social Worker	
<i>Please list all telephone numbers and tick one as the main daytime number to be used in an emergency</i>					
Home:		<input type="checkbox"/> Main	Work:		<input type="checkbox"/> Main
Mobile:		<input type="checkbox"/> Main	Other:		<input type="checkbox"/> Main

CONTACT 4					
Title:		Surname:		Forename:	
Address:					
				Postcode:	
<input type="checkbox"/> Parental responsibility					
Relationship:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Step parent	<input type="checkbox"/> Foster parent	
	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Other relative	<input type="checkbox"/> Other contact	<input type="checkbox"/> Social Worker	
<i>Please list all telephone numbers and tick one as the main daytime number to be used in an emergency</i>					
Home:		<input type="checkbox"/> Main	Work:		<input type="checkbox"/> Main
Mobile:		<input type="checkbox"/> Main	Other:		<input type="checkbox"/> Main

GROUPCALL MESSENGER		
<p>The City of Peterborough Academy is an eco-friendly school and uses a service called Groupcall Messenger to send communications/publications from the school via e-mail and text message. We now use Groupcall as the primary method of communication to all parents wherever possible and would ask you to sign up to this.</p>		
<p>PRINT IN CAPITAL LETTERS PLEASE</p>		
Parent/Carer Name:	Email address:	Mobile Number:
1.		
2.		
<p>IMPORTANT - Once we have set up your Groupcall Messenger account, e-mail messages will be sent from cpa-admin@cityofpeterboroughacademy.org Please add this address to your email address books or approved sender list to prevent messages being blocked by your SPAM/JUNK filters.</p>		

ETHNICITY				
<i>The academy is required by law to provide this information to the Department for Education. Tick one box only.</i>				
<input type="checkbox"/> African Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Black African	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Any other Black Background	<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other Mixed Background
<input type="checkbox"/> White and Asian	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Any Other Ethnic Group	<input type="checkbox"/> White European
<input type="checkbox"/> White British	<input type="checkbox"/> White Irish	<input type="checkbox"/> Traveller of Irish Heritage	<input type="checkbox"/> Italian	<input type="checkbox"/> Other White
<input type="checkbox"/> Portuguese	<input type="checkbox"/> Gypsy/Gypsy Roma	<input type="checkbox"/> Prefer not to say		

PUPIL'S HOME LANGUAGE				
<input type="checkbox"/> Chinese	<input type="checkbox"/> English	<input type="checkbox"/> Farsi (Persian)	<input type="checkbox"/> Greek	<input type="checkbox"/> Gujarati
<input type="checkbox"/> Hindi	<input type="checkbox"/> Italian	<input type="checkbox"/> Punjabi	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Russian
<input type="checkbox"/> Spanish	<input type="checkbox"/> Urdu	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Prefer not to say	

RELIGION				
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim
<input type="checkbox"/> Sikh	<input type="checkbox"/> No Religion	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Prefer not to say	

COUNTRY OF BIRTH AND NATIONALITY				
Please complete the country of birth and first and second (if applicable) nationality of your child.				
Country of birth:		Nationality:	1 st	
			2 nd	
	<input type="checkbox"/> Prefer not to say		<input type="checkbox"/> Prefer not to say	

MEDICAL INFORMATION		
Name of Doctor	Practice Name & Address	Telephone number

LUNCH ARRANGEMENTS (please tick one):	<input type="checkbox"/> School Meal	<input type="checkbox"/> Packed Lunch
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TRAVEL ARRANGEMENTS please indicate MAIN method only				
<input type="checkbox"/> Walk	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Car	<input type="checkbox"/> Bus	<input type="checkbox"/> Other
If other, please specify:				

CURRENTLY AND FORMERLY IN CARE

Please let us know if your child is currently in care or was in care previously.

Is your child currently in the care of a local council? Yes No

If yes, please specify which local council: _____

Was your child currently in the care of a local council? Yes No

If yes, please select their post looked after arrangement:

<input type="checkbox"/> Adoption	<input type="checkbox"/> Special Guardianship Order	<input type="checkbox"/> Residence Order	<input type="checkbox"/> Child Arrangement Order
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SERVICE CHILDREN*We are required to report this information to the Department for Education as part of the termly School Census.*

Please indicate if either parent are Service personnel, serving in regular HM Forces military units of all forces, or in the Armed Forces of another nation and stationed in England, and **exercising parental care and responsibility**. This is only relevant to children whose parents are designated as Personnel Category 1 or 2. This information will be of use to help identify both the impact that being a Service child has on their education and the impact that catering for large numbers of Service children has on the school. Please note, however, that data on individual pupils is not shared with the MoD.

 Yes No Prefer not to say
SPECIAL EDUCATIONAL NEEDS (SEN) INFORMATION

Is your child on the SEN Register?

 Yes If Yes: SEN Support Education, Health and Care Plan:

Number of hours _____

 No**EXTRA PROVISION**

Is your child currently receiving any extra help or support in their current school, for example; anger management, medical, outside agency support?

 Yes Please indicate _____ No**YOUNG CARER INFORMATION**

A young carer is a young person under the age of 18 who cares for someone at home with a condition, e.g. mental health issues, alcohol/drugs or a disability.

Is your child a Young Carer? Yes No

MEDICAL CONSENT

Does your child suffer from any illness or physical disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please describe.

If medical treatment is required, please describe. Please specify the name of the medication; dosage; if it is self-administered; plus any other information which may help in a medical emergency:

Does your child have an allergy to anything? (eg plasters, bee stings etc)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please describe (including medication and dosage if applicable):

Has your child had a tetanus injection in the last 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please indicate date of last tetanus injection, if known:

Please indicate any special dietary requirements due to medical, religious or moral reasons:

I undertake to inform the academy as soon as possible of any relevant change in medical circumstances in order to keep this information fully up-to-date.

In the case of accident or illness, I consent to any necessary medical treatment which might include anaesthetics.

Emergency contact details (if different from those listed on page 2)

Name:

Signed: _____	Date: _____
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Emergency Contact (Priority 2) if unable to contact Priority 1:

Name	Address	Telephone number(s)
		Home:
		Mobile:
		Work:

DECLARATION

I confirm that the information contained in the above sections is accurate and no relevant facts have been withheld. I understand any inaccuracies may result in a delay in the admissions procedure.

Full Name: _____

Signature: _____



CITY OF PETERBOROUGH ACADEMY

CONSENT FORMS

USE OF PHOTOGRAPHIC IMAGES CONSENT

To comply with the Data Protection Act 1998, we need to make you aware that from time to time we may photograph or film your child undertaking academy activities. We may use the photographs or films either within GDFT buildings (internally) or outside of GDFT buildings (externally).

- Pupils will always be made aware if they are being photographed / filmed, what the purpose of this is and will be given the opportunity to object.
- Where the relevant consent has been obtained, photographs and films may be :
 - used on displays, in presentations and in publications.
 - used on the Virtual Learning Environment, websites and on social media sites which can be viewed throughout the world and not just in the United Kingdom where UK law applies.
 - supplied to the media for use in newspapers & magazines and on TV, websites or social media sites.
 - used for monitoring or educational uses e.g. curriculum subjects requiring video and photographs to be submitted to external examiners.
- The full names (first name and surname) of pupils will not be disclosed without good reason and consent will be obtained for this.
- Pupil addresses will not be disclosed in detail, but we may state, for example, ‘Sally from Peterborough’.
- Photographs and films will not be substantially edited, adapted or altered from their original intention or purpose, or used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress.
- Copyright of all photographs and films belong to the GDFT.
- Any reproduction or distribution of photographs or films by a third party will constitute an infringement of copyright without the written permission of the GDFT and must be accompanied by a credit or by-line stating the authorship of the photographs or videos.
- Parents and pupils will be informed in advance if external parties, including the media, wish to photograph or film pupils and will be given the opportunity to object.

Further information is available on request by emailing dataprotection@greenwoodacademies.org

SIGNATURE OF PARENT/CARER

Name of pupil:

I DO give permission for the GDFT to use photographs AND films of my child.

I DO NOT give permission for the GDFT to use photograph AND films of my child.

I have read and understood the information above and am signing this form as a parent, guardian or carer, who represents the pupil named above and his / her best interests.

I understand that it is my responsibility to notify the academy if I change my mind about withdrawing or granting permission at any time in the future.

Name of Parent/Carer:			
Signature of Parent/Carer:		Date:	

Please note: if permission is not given you must indicate above, otherwise permission is assumed by you returning this form.

BIOMETRIC CONSENT

In line with many academic establishments across the country, the City of Peterborough Academy is introducing a biometric data system (based upon fingerprint recognition technology) around the academy site. These include (but may not be exclusive to): paying for food, printing, and library services. This works by taking measurements of the fingerprint, but does not capture a complete image meaning that the original fingerprint cannot be reconstructed from the data.

The academy requires the written consent of a Parent/Guardian before we may collect and process the biometric data of any pupil. A suitable alternative will be provided to any pupil where consent is not given.

Please complete the section and declaration below indicating the preferred method of accessing school systems in the academy.

Please note that even if a parent has given written consent to the processing of their child's biometric data the academy will be obliged to substitute this with an alternative in the following situations:

- Your child objects to having their fingerprint taken on the day
- Your child later objects to using their fingerprint as a method of accessing school systems
- If a different parent to the one that has given consent writes to us to object

SIGNATURE OF PARENT/CARER

- I hereby give consent for the collection and processing of biometric data for the pupil detailed below for use with school systems.
- I would like my child to be provided with a suitable alternative instead of using their fingerprint

Pupil's full name:		Year Group:	
Parent/Carer full name:		Date:	
Signature of Parent/Carer:		Date:	

Online payments for school meals and trips from September 2017

The City of Peterborough Academy uses a cashless payment system for all purchases of meals in the canteen. This method gives you the flexibility of three methods of depositing money for your child's school meals and removes the need for your child to have to pay in cash in the canteen.

The Online payment system offers you the freedom to make payments whenever you like through a secure online account using your debit card. Making a payment is straightforward and it also holds an electronic record of your payments for you to view. No card details are stored in any part of the system. Alternatively, cash can still be deposited on the academy site using the cash machines.

In addition to their terms and conditions, the City of Peterborough Academy has the following terms of use for the online payment system:

- You are expected to keep your child's balance in credit at all times and ensure there are sufficient funds to cover the purchase of meals in the canteen. Please note that it can take up to twenty-four hours to update your account once money has been deposited
- If your child's balance falls into arrears of more than £10, the Academy will notify you by letter and the meal provision will be suspended until sufficient funds are deposited to clear the debt. When your child leaves the academy we will automatically refund any balance over £10, as long as current contact details are available. If the balance is below £10 we will not issue a refund unless you make a request in writing within 28 days of your child's leaving date
- It is the responsibility of your child to use their account in the correct way. If a PIN is issued then your child must keep it confidential at all times. The City of Peterborough Academy does not accept any liability for any debt incurred due to the misuse of a PIN or fingerprint

As soon as this form is processed you will be sent your account activation codes, after which you can start to use your account.

If for any reason you experience difficulty with payment at any time, please notify the finance department immediately.

SIGNATURE OF PARENT/CARER

I hereby agree to the City of Peterborough Academy terms of use of an Online Payment system as detailed above. I understand that by depositing cash on my account, I am also deemed to have accepted the City of Peterborough Academy's terms of use.

Pupil's full name:		Year Group:	
Parent/Carer full name:		Date:	
Signature of Parent/Carer:		Date:	

PE Fixtures

- I **DO** give consent for my child to participate in PE fixtures during and after Academy hours within a 20 mile radius of the Academy.
- I **DO NOT** give consent for my child to participate in PE fixtures during and after Academy hours within a 20 mile radius of the Academy.

I understand that it is my responsibility to notify the Academy if I change my mind about withdrawing or granting permission at any time in the future.

I am signing this form as a parent, guardian or carer, who represents the pupil named above.

SIGNATURE OF PARENT/CARER

Pupil's full name:		Year Group:	
Parent/Carer full name:		Date:	
Signature of Parent/Carer:		Date:	

Educational Visits

I/We hereby consent to my child taking part in visits during the Academy day within a 20 mile radius of the City of Peterborough Academy

- I **DO** give consent for my child to take part in visits during the Academy day within a 20 mile radius of the Academy.
- I **DO NOT** give consent for my child to take part in visits during the Academy day within a 20 mile radius of the Academy.

I understand that it is my responsibility to notify the Academy if I change my mind about withdrawing or granting permission at any time in the future.

I am signing this form as a parent, guardian or carer, who represents the pupil named above.

SIGNATURE OF PARENT/CARER

Pupil's full name:		Year Group:	
Parent/Carer full name:		Date:	
Signature of Parent/Carer:		Date:	

Home Academy Agreement

Parents

I/ We will:

- Ensure that my/ our child attends the Academy regularly, on time and properly equipped;
- Inform the Academy of any concerns or problems that might affect his/ her work, behaviour or attendance;
- Support the Academy policies on behaviour, dress and appearance;
- Support homework and encourage home learning opportunities;
- Attend parents' evenings and contribute to other discussions about his/ her progress;
- Take an active interest in the life at the City of Peterborough Academy and the part he/ she plays in it.

The Academy

We will:

- Provide a safe, caring and stimulating environment for your child;
- Ensure they achieve their potential, as a valued member of the Academy community;
- Provide a balanced and technologically focussed curriculum and meet his/ her individual needs;
- Encourage him/ her to achieve high standards of work and behaviour, through building good relationships and developing a sense of responsibility;
- Keep you informed about Academy matters and about his/ her progress in particular;
- Promote a wide range of extracurricular activities;
- Be opening and welcoming at all times;
- Offer opportunities for you to become involved in the life of the Academy.

Pupils

I Will:

- Attend the Academy regularly;
- Bring all the equipment I need every day and a bag to keep it in;
- Wear the Academy uniform and be tidy in appearance;
- Do all my classwork and homework as well as I can;
- Be polite and courteous to others and do as my teachers tell me;
- Respect the feelings, views and property of others in the Academy;
- Help to keep the Academy free from litter, graffiti and vandalism;

Respect the Academy's computer network.

SIGNATURE OF PARENT/CARER AND PUPIL

Signature of Pupil:		Date:	
Signature of Parent/Carer:		Date:	

Digital Citizenship Contract

Digital Citizenship Contract

When I use ICT, both at the Academy and elsewhere, I have responsibilities and rules to follow.

I agree to:

- be a safe and responsible user
- support others by being respectful in how I work with them and never write or participate in online bullying
- never forward messages or support others in harmful, inappropriate or hurtful online behaviour
- report to an adult if I feel unsafe or uncomfortable online or if I see a friend being unsafe or being made to feel uncomfortable by others.

When at the Academy I agree to:

- behave in the way outlined in this Digital Citizenship Contract
- keep myself and my friends safe by not giving out personal details (for example full names, telephone numbers, addresses and images) and by protecting my password
- use the technology at the Academy for learning, use the equipment properly and not interfere with the work or data of another pupil
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- be careful about using my name or other personal information on the internet
- remember that the content on the web is someone's property and I will ask the teacher or a parent/carer to help get permission if I want to use information or pictures
- use any agreed mobile devices for educational purposes only
- look after any Academy equipment I use.

I will talk to a member of staff or my parents if:

- I need help online
- I am not sure what I should be doing on the internet
- I come across sites that are not suitable
- someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
- I feel that the welfare of other pupils at the Academy is being threatened.

When using any mobile device to capture data I will:

- only take photos and/or record sound or video when it is part of a class or lesson
- seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers)
- not publish or send photos, recorded sound or video to anyone else or to any online space without checking with a member of staff first.

Mobile Phones/Devices

I understand that:

- Greenwood Academies Trust is extending guest wireless access across the estate over the next year. This will allow pupils and visitors to connect their own devices to the internet. Use of mobile devices will only be allowed where express permission has been given.
- the Academy recommends I do NOT bring my phone or other mobile devices to school unless permission has been given by the Academy
- if I do, the Academy will not take responsibility if it is lost, stolen or damaged
- if it, or accessories such as headphones are used without permission they may be confiscated.
- Internet access is a privilege granted by the Academy and as such I will not share the login or password with anybody else. I accept that if I share these details that my permission to bring mobile devices into the Academy will be withdrawn.

SIGNATURE OF PARENT/CARER AND PUPILPupil agreement

I have read the Digital Citizenship Contract and agree to follow these rules. I understand that my access to the internet and mobile technology at Academy may be withdrawn if I do not act responsibly.

Signature of Pupil:		Date:	
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Parent/Carer Permission

I have read and understood the GDFT Digital Citizenship Contract.

I consent to my child having access to the Academy information, communication and technology systems.

I have explored advice sites for internet safety and understand what I must do to protect my child at home when they are online. (see Resource List)

I will contact the Academy if there is anything here that I do not understand

Signature of Parent/Carer:		Date:	
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Recorded on database by:		Date:	
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Uniform Order September 2017

For September 2017 we will provide a pack of uniform items and sportswear for Year 6 pupils joining the City of Peterborough Academy. This pack of uniform items is worth around £60 and we are sure you will find it practical, hard-wearing and smart.

The pack will include:

- one Academy tie
- one Academy v-necked knitted jumper, in purple, with an Academy logo
- one Academy short-sleeved sports polo shirt
- one pair of black shorts

Please use the guidance enclosed and indicate your child's sizes for each garment below. We will endeavour to send your child home with their uniform on the Transition day, however due to stock levels this may not always be possible.

If you do not indicate a size for each item, your child's uniform will not be ordered.

UNIFORM ORDER

Pupil's full name:

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Please tick for each option:

V-neck knitted jumper: 28" 30" 32" 34" 36" 38" 40" 42"

Short-sleeved sports polo shirt: XS S M L XL XXL

Shorts: 9/10yrs 11/12yrs 13yrs (Adult)S (Adult)M

Full name of Parent/Carer:

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Signature of Pupil:

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New Online School Uniform Shop!

Price & Buckland have launched a brand new web platform for you to order your uniform!



To view your online shop log on to
www.pbparentsonline.co.uk/cityofpeterborough