



**Student name:**

**Current Primary School:**

# Year 6 Admission Forms Booklet

**Please ensure all forms are completed and returned to the school  
by Friday 27 March 2020**

Return to: The Ace Building, Driffield School & Sixth Form, Manorfield Road, Driffield, YO25 5HR

# Driffield School & Sixth Form Admission Forms 2020

**CONFIDENTIAL**

<b>Student Details</b>			
Legal Surname		Legal Forename(s)	
Preferred Surname		Preferred Forename	
Home Address		Gender	
		Date of Birth	__ / __ / ____
Postcode:		Home Telephone (inc. area code)	
Siblings currently at Driffield (Name & Form)		Previous School Attended	

<b>Parent or Carers' Details</b>	<b>Mother</b>	Contact No. 1/2/3/4/*	<b>Father</b>	Contact No. 1/2/3/4/*
Title Mr/Mrs/Miss/Ms*				
Name				
Address (if different from above)				
	Postcode:		Postcode:	
Home Telephone No.				
Occupation, Daytime Place & Contact Telephone No.				
Mobile No.				
Email Address				
Language spoken at home				
Translator required	YES / NO		YES / NO	
Court order relating to child	YES / NO		YES / NO	

<b>Other Contacts</b>	Relationship to child 1/2/3/4*	Contact No.	Relationship to child 1/2/3/4*	Contact No.
Title and Name				
Address (if different from above)				
	Postcode:		Postcode:	
Home Telephone No.				
Occupation, Daytime Place and contact telephone no.				
Mobile No.				

\*Please number your contacts in the order you wish them to be contacted in case your child is ill at school. In the absence of any of the above, please advise your child's Head of House of any temporary contact numbers e.g. during parent holidays.

**Service Children in Education** Funding is available for students who have a parent in the Armed Forces.

Parent's name and position	
Date service commenced	
Regiment/base address	

**Dietary Needs** *If any of the following apply to your child please tick the box*

Vegan	<input type="checkbox"/>	Gluten Free	<input type="checkbox"/>	Ramadan	<input type="checkbox"/>
Kosher Foods Only	<input type="checkbox"/>	No Dairy Produce	<input type="checkbox"/>	Vegetarian	<input type="checkbox"/>
No nuts of Any Type/Quantity	<input type="checkbox"/>	No Pork	<input type="checkbox"/>	Seafood Allergy	<input type="checkbox"/>
Halal	<input type="checkbox"/>	No Beef	<input type="checkbox"/>	Soya	<input type="checkbox"/>

**Transport to/from school**

**Bus**

Route: \_\_\_\_\_

Mode of Transport to/from school:

School Bus	<input type="checkbox"/>	Service Bus	<input type="checkbox"/>	Car	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Cycle	<input type="checkbox"/>	Taxi	<input type="checkbox"/>
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✓ Please tick ONE box most appropriate for your child's usual mode of transport

**Cycling** – if you wish your child to cycle to school, please sign below.

- I hereby give permission for my son/daughter to travel to and from school by cycle either as a permanent or occasional arrangement.
- I further undertake to accept responsibility for his/her safety en route by ensuring that the cycle is maintained in a roadworthy condition, and that I will attend to any repairs deemed necessary for safety by the Humberside Police at any of their periodic inspections of the school.
- I understand that the school can not be held responsible for loss or damage of student cycles, howsoever caused.

Signed: .....

**Interests**

Musical ability (please state instrument, membership of choir etc.)

Sporting ability (please state membership of team, individual sports etc.)

Specific Language Preference (please enter which language and reason only if your child has a specific preference to learn either French or Spanish. NB this is a preference only) Please note that half of the year group study French and half study Spanish indicating a preference for a specific language may affect the form group that your child is placed in.

**Shared Information**

Integrated children services mean that the school works closely with a range of agencies to provide support and services to children and their families. The school therefore seeks your consent to share relevant information with the agencies that are part of the integrated services provision, if appropriate. The agencies that form the multi-agency forum include Children's Services, Health Services, Children and Adolescent Mental Health Services, Youth Support Service, Police, Safer Communities and the Council's Education Services. More details can be found in appendix 1.

I understand that information will only be shared if it is relevant and only be used to provide appropriate services for my child. I agree that relevant information may be shared, to ensure that my child receives appropriate services.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Student Medical Information

## Confidential

If you wish to update or provide further information at a later date, please contact the Health Point, via the Ace reception.

### Doctors Information (in the event of an emergency)

Medical Practice

Tel No

Address

Allergies, disabilities or serious illness which may cause difficulties at school (including ASTHMA)

### Treatment Plan

Does your child have a Treatment Plan?  YES /  NO i.e. for epipen or known allergies.  
If so, please provide the school with a copy.

### Medication :

Name of Medication

Condition

Name of Medication

Condition

Name of Medication

Condition

**My son/daughter will need to have the above medication in school on a regular basis and will leave this medication with Health Point. Please note this will require completion of a Parental Agreement for School/Setting to Administer Medicine form.**

**Asthmatics should carry their inhalers at all times. If I wish to alter these arrangements, I will notify the school in writing.**

**In the event of us not being able to access the student's personal epipen or inhaler, the school has provisions to keep spares for your child on the site should you wish.**

# Definition of Parent

The Children Act 1989 acknowledges the fact that parents do not always live at the same address as their children and says that it is best for children if they are brought up by their family. 'Family' includes the people the child lives with as well as people with parental responsibility that live elsewhere.

To comply with the Education Act 1996, we need to establish who is defined as a 'parent' for each child in the school. This information will be treated in strict confidence.

The following people can be defined as parents:-

<b>Natural parents</b>	Automatically
<b>Full time Carer</b>	By formal written agreement with mother By being appointed carer By court order By appointment in writing or by will
<b>Adoptive parents</b>	Automatically with adoption
<b>Parents of children in care</b>	Share parental rights with local authority
<b>Other person with whom child lives</b>	Automatically

Divorce or separation does not affect parental responsibility and rights unless the court makes an order. The court will not make an order unless it is better for the child to do so than not to do so. Parental responsibility and rights can only be lost by court order or by adoption.

Schools must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. This means that they are entitled to reports, invitations to parents' meetings etc. Schools must, therefore, keep up to date records of all people/individuals who have parental responsibility and/or who are considered parents, as well as any court orders relating to the child (i.e. old custody orders or Children Act 1989 orders).

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

The following adults live at the child's address and act as parent to the child:

**Resident Parent:**

Full Name	Relationship to Child	Do they have parental responsibility
		YES/NO
		YES/NO

The following adults are parents, but do not live with the child:

**Non-resident Parent:**

Full Name	Relationship to Child	Do they have parental responsibility
		YES/NO
		YES/NO
		YES/NO
		YES/NO

**Court Orders**    Tick here if there is a court order that the school should be aware of. Please attach a copy of the order for the school's records.

This information will be transferred into the school's computer system. Under the Data Protection Act 1998, anyone named above has the right to know that information about them has been collected and given an opportunity to check its accuracy.

# Consent Form

Name of student: \_\_\_\_\_

An image of your child will be held on our student database for safeguarding. In addition to this, we ask for your consent to take photos/videos of your child for the purposes described below.

I am happy for photos/videos of my child to be used for school publications.

I am happy for photos/videos of my child to be used on the school website/social media pages.

I am happy for photos/videos of my child to be used on internal displays.

I am happy for photos/videos of my child to be used for external advertising and media.

My child can take part in sporting fixtures including those away from the school site and I understand that communication about fixtures may be verbal and can be checked with the PE Office during the day.

PLEASE USE THIS SPACE TO INFORM THE SCHOOL OF ANY MEDICAL CONDITIONS OR ALLERGIES THAT THE PE TEAM SHOULD BE AWARE OF:

.....  
.....  
.....

## Communication

Please note, electronic communication is the schools preferred method of communication and enables parents or carers to receive frequent email and text message communication.

Please enter your email address:

..... Parent or Carer (1)

..... Parent or Carer (2)

I agree to and support the Driffield School & Sixth Form Home School Agreement, a copy of which can be read in the Year 6 Handbook.

Signed Parent or Carer: ..... Date: .....

Please PRINT name (Parent or Carer) .....

**Should you wish to amend your preferences in the future, please send an update via email to [office@driffieldschool.org.uk](mailto:office@driffieldschool.org.uk)**

Data Protection – The Education Alliance ([enter school name]) is the data controller of the personal information you provide to us and holds the legal right to collect and use personal data relating to students and their families. We may also receive information regarding them from their previous school, Local Authority and/or the DfE. We are required to inform pupils and their families about how their personal data may be collected and used and the privacy notice can be found in full on the trust website [http://www.southhunsley.org.uk/uploads/generic/Data\\_Protection\\_Policy\\_GDPR\\_v2\\_FINAL.pdf](http://www.southhunsley.org.uk/uploads/generic/Data_Protection_Policy_GDPR_v2_FINAL.pdf) or via a paper copy available on request.

# Student Characteristics

## Confidential

Name of student: \_\_\_\_\_

Please provide the following information\*:

<b>Ethnicity</b>	
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<b>First Language</b> (or language other than English spoken from a young age)		<b>Home Language</b> (language most commonly used at home)	
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<b>Country of Birth</b>	
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<b>Nationality</b>	
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<b>Religion</b>	
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\*Please note that the school is required to provide pupil characteristics data to the Department for Education, which may in turn be provided to the Local Authority. However, parents/carers have the right to refuse to provide this data, and may also retract such data in the future. Should you wish to retract this data please contact [office@driffielschool.org.uk](mailto:office@driffielschool.org.uk).

### RS / Collective Worship

We deliver Religious Studies and collective worship which follow an agreed syllabus. Parents wishing to withdraw their children from collective worship should contact the Executive Principal or Head of School.

### Sex Education

All secondary schools must provide sex and relationship education (including education on HIV and AIDS and other sexually transmitted diseases) and must teach human growth and reproduction as set out in the national curriculum. The Local Governing Body's Sex Education Policy is available to parents on the school website. Parents have the right to withdraw their children from all or part of any sex education provided, but not from teaching the biological aspects of human growth and reproduction necessary under national curriculum science.

*All information supplied by you in connection with this application both now and in the future, will be processed in confidence by Driffield School and Sixth Form for the purpose(s) of their education. However, in order to better assess your needs and the accuracy of the information supplied we may share this information with other bodies, including further and higher education institutions.*

## APPENDIX 1

### Data Protection Act 1998: How we use student information

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information to East Riding of Yorkshire Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to East Riding of Yorkshire Council by informing [office@driffieldschool.org.uk](mailto:office@driffieldschool.org.uk). This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website [www.eastriding.gov.uk](http://www.eastriding.gov.uk).

We work with U-Explore to provide tailored careers guidance to all students. Student information is shared with U-Explore to improve these services. Please contact [office@driffieldschool.org.uk](mailto:office@driffieldschool.org.uk) if you do not want your son/daughters information shared. We will not give information about students to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact [office@driffieldschool.org.uk](mailto:office@driffieldschool.org.uk)

We are required, by law, to pass some information about our students to the Department for Education (DfE). This information will, in turn, then be made available for use by East Riding of Yorkshire Council.

The DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-student-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-student-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at [www.eastriding.gov.uk](http://www.eastriding.gov.uk) or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>