

SIXTH FORM REGISTRATION FORM



Archbishop Holgate's Sixth Form
Hull Road, York YO10 5ZA
T: 01904 411341
E: reception@archbishopholgates.org
W: www.archbishopholgates.org



Archbishop Holgate's School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation. Please refer to our Privacy Policy for further information.

This form should be completed (IN BLOCK LETTERS) by the Parent or Carer of the student **prior** to admission and returned to us at the address above as soon as possible.

Please complete all sections. If you are unable to complete any section of this form you should notify a member of the school administrative team. The following information is mandatory.

STUDENT DETAILS

Student's legal surname <input type="text"/>	Student's preferred surname <input type="text"/>	
Student's legal forename <input type="text"/>	Student's preferred forename <input type="text"/>	
Student's other name/s <input type="text"/>	Student's home address <input type="text"/>	
Date of Birth <input type="text"/>		Gender <input type="text"/>
Siblings currently at Archbishop Holgate's <input type="text"/>		
Student's first language <input type="text"/>		Student's Home phone number <input type="text"/>
Does any parent serve in the Armed Forces? <input type="text"/>	Student's Mobile Number <input type="text"/>	

EDUCATIONAL HISTORY

Details of previous schools attended.

School Name <input type="text"/>	Address <input type="text"/>	
Telephone number <input type="text"/>		
Date from <input type="text"/>		Date to <input type="text"/>
School Name <input type="text"/>	Address <input type="text"/>	
Telephone number <input type="text"/>		
Date from <input type="text"/>		Date to <input type="text"/>

Please continue on a separate sheet if necessary.

LEGAL PARENTAL RESPONSIBILITY

The Education Act 1996 defines a parent to include the natural parents of the child as well as a person:

- a) who is not a parent but who has parental responsibility, or
- b) who has care of the child.

CONTACT 1

Relationship to child

Title

Full name

Address

Home phone number

Mobile number

Work phone number

Email Address

CONTACT 2

Relationship to child

Title

Full name

Address

Home phone number

Mobile number

Work phone number

Email address

CONTACT 3

Relationship to child

Title

Full name

Address

Home phone number

Mobile number

Work phone number

Email address

CONTACT 4

Relationship to child

Title

Full name

Address

Home phone number

Mobile number

Work phone number

Email address

ADDITIONAL EMERGENCY CONTACT DETAILS

It is essential that we can contact someone by telephone in an emergency during school hours. Please complete **ALL** the relevant sections in order of priority starting with the first person we should contact in an emergency. The information you provide is to help us make contact in an emergency. It is your responsibility to ensure that you have obtained permission from all emergency contacts prior to providing us with their information.

FIRST PRIORITY

Full name Telephone number Relationship to child

SECOND PRIORITY

Full name Telephone number Relationship to child

THIRD PRIORITY

Full name Telephone number Relationship to child

MEDICAL, HEALTHCARE AND OTHER SPECIAL ARRANGEMENTS

Doctor's details

Doctor's name Address
Telephone number

	Yes	No
Does the student use an inhaler?	<input type="checkbox"/>	<input type="checkbox"/>
Does the student suffer from epilepsy?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student diabetic?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student immunised against tetanus?	<input type="checkbox"/>	<input type="checkbox"/>
Can paracetamol be administered for minor ailments?	<input type="checkbox"/>	<input type="checkbox"/>
Can plasters be used?	<input type="checkbox"/>	<input type="checkbox"/>

Other medical information relevant to your child's development and school life e.g. hearing, sight, allergies, diabetes, epilepsy.

Does your child have an Educational Health Care Plan (EHCP)?

Yes No

If your child has other particular needs in relation to his/her education please describe them here:

Please give details of any special dietary requirements your child may have?

SIGNED

Name of parent: _____

Date: _____

Signature: _____

STATISTICAL INFORMATION

We collect the following information for statistical purposes only. This information is **not** mandatory.

Please tick the correct category for the pupil named on this form. Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, culture, language, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Ethnic origin

White

British

Irish

White European

White – other (please state)

Gypsy/Roma

Traveller of Irish Heritage

Mixed

White and Black Caribbean

White and Black African

Any other mixed background (please state)

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please state)

Black or Mixed British

African

Caribbean

Any other Black background

Chinese

Any other ethnic background

Language

Bengali

Cantonese

English

Greek

Gujarati

Hindi

Italian

Panjabi

Portuguese

French

Other (please state)

Religion

Christian

Hindu

Jewish

Muslim

Sikh

Islam

Buddhist

No religion

Other (please state)

SIGNED

Name of parent: _____

Date: _____

Signature: _____

16 – 19 DISCRETIONARY FUNDING

Households where income is less than £35,000 a year can apply for financial support for their child attending Sixth Form. Students who are in care or a care leaver, or are in receipt of government benefits, can also apply for financial support.

Please send me details and an application form for the 16 - 19 Discretionary Funding.

RESIDENCE STATUS

Have you been a resident of the EU for more than 3 years? Yes No

If No, please provide photographic ID evidence or copy of your birth certificate with your application.

LUNCHTIME ARRANGEMENTS

Is the student eligible for Free School Meals?	YES	NO
Please indicate meal option which will be taken in the majority of cases (tick one only)	School Meal	Packed Lunch

If you wish to know whether you are eligible for Free School Meals please visit the City of York Council website and search for 'Free School Meals'.

ELECTRONIC NEWSLETTER

As part of our continuing commitment to the environment we would like to send our school Newsletter by email wherever possible. If you are happy to receive the newsletter by email, please complete the following:

Name:	
Email address:	

Name:	
Email address:	

We understand that some parents/carers may experience difficulties reading correspondence from school in its current format. Would you like to be contacted by school to discuss the format of any future correspondence sent to you?

ICT USER CONTRACT



ICT User Policy

Students must act responsibly and make use of the school's computers and the Internet for school-related work only.

Each student has an individual user name and password. This allows each student a secure way of keeping work on the network. Each student is responsible for the files kept in his or her area of the network. Students should not let any other student know their password or allow their area on the network to be shared.

Students must respect computer software copyright and not steal others' work or interfere with work belonging to another student.

Students must be prepared to give permission for members of staff to check personal discs for viruses and unsuitable material.

Students must not access nor attempt to access any kind of unsuitable material (e.g. pornography). Students are reminded that the possession of certain types of unsuitable material may lead to prosecution by the police.

Violation of the agreed user policy will result in the suspension of the student concerned from using the computer network, and parents will be informed. For serious violations, including any use of computers on or off site to intimidate or bully members of the school community, students may be excluded from school and the police may become involved.

ICT User Contract

Student

As a user of the school's network of computers, including the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Name of student:	
Form:	
Date:	

Parent

As the parent or legal carer of the student signing above, I grant permission for my son/daughter to use the school's network, including the Internet. I understand that students will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable, and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

I have read the school's ICT User Policy and I accept the consequences for my son/daughter if the Policy is contravened.

Name of parent:	
Form:	
Date:	

ACCEPTANCE FORM



Church information: I understand that, recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level; that it aims to serve its community by providing a non-proselytising education of the highest quality within the context of Christian belief and practice; that it encourages an understanding of the meaning and significance of faith; that it promotes Christian values through the experience it offers to all its students; and that as part of this, students attend collective worship, have a shared Thought for the Day, attend a Religious Education course and engage in other expressions of the school's Church of England Voluntary Aided status.

Name of parent:	
Form:	
Date:	

Emergency treatment: I consent, if an emergency should occur at a time when my consent cannot reasonably be obtained, to the student receiving any medical or surgical treatment deemed necessary by a qualified practitioner or to first aid being administered. I agree to keep the school advised of any relevant new information relating to the student's health.

Name of parent:	
Form:	
Date:	

Teenage Health Drop-in: I understand students may self-refer to a weekly Teenage Health Drop-in, staffed by the School Nurse, these sessions are confidential.

Name of parent:	
Form:	
Date:	

Sex Education: Various aspects of sex education will be covered across the curriculum at various points in the school year.

Name of parent:	
Form:	
Date:	

SCHOOL TEXT AND APP SYSTEM

PARENTAL CONSENT FORM



Introduction

The school uses 'www.myedschoolapp.com/' to help communication between school and parents. We can send you messages (or if you do not wish to download the app, texts), to keep you informed of key events, key information and also items such as school closures due to adverse weather conditions. You can also access your child's latest attendance, academic results and the school calendar. You have the ability to leave messages, for example if your child is very ill and cannot attend school.

The app requires access to your data in our database, in order to send you texts. They will transfer it into their system in order to allow the app to work. If you do not provide consent, My Ed, do not have access to your data.

Providing your consent

We are asking for your consent to share yours and your child's personal details with 'RS Connect (the legal name for the company who runs MyEd), in order for MyEd to run the text system. For example they will need your name and phone number.

Name of pupil:	
Form:	
Date:	

	Yes	No
I am happy for Archbishop Holgate's School to share my personal data and the data of the student names in the school registration form provided in the school registration form with RS Connect. I understand that this data will be for the purpose of helping with communication between school and home. I understand I/we can withdraw this consent at any time in writing.		

Please complete for each parent who wishes to have access to the Schools text and APP system.

Name of parent:	
Signature:	
Date:	

Name of parent:	
Signature:	
Date:	

Name of parent:	
Signature:	
Date:	

Name of parent:	
Signature:	
Date:	

Withdrawing your consent

Parents/carers have the right to withdraw their consent at any time. Withdrawing your consent will result in you no longer receiving communication by text or the schools app.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher or email reception@archbishopholgates.org. This will remove all your data from the MyEd app and we will not share your data with them again.

BIOMETRIC CASHLESS CATERING SYSTEM

PARENTAL CONSENT FORM



Introduction

Archbishops Holgate’s school operates a cashless catering system. This system allow the school to provide an efficient, faster and ultimately better quality of service.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric so there is no need for students to carry a card as the system will recognise the thumb of your child at the revaluation pay-points and at the tills.

Any amount of money can be paid into a student’s account and any money spent on food and drink will be deducted on a daily basis. There are two payment options available to you – online payments and coin/note payments at the revaluation pay-points (of which there are two in School).

A daily ‘spend limit’ of five pounds will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the Finance Department, at the school. All students and staff will be given training on how to use the system.

How does a Biometric System work?

The information of a pupil or staff member, who has been biometrically registered, is stored on a secure Biometric Controller within the school, which only our provider, Nationwide Retail Systems Ltd, can access. Once an account is credited the pupil or staff member places their finger/thumb on the EPOS Terminal, which looks up their account details and allows them to purchase items using only this method of identification. If you choose not to have your son/daughter registered on the Biometric System a 4 digit PIN Code will be allocated. Please note that PIN Codes do not have the same level of security and it will be your son/daughter’s responsibility to remember the code and keep it secure at all time.

As explained in our Privacy policy, we take every reasonable precaution to ensure that Nationwide Retail Systems Ltd is compliant with GDPR legislation and will keep your child’s data secure and will not hold this data for longer than required.

Providing your consent

Name of parent:	
Signature:	
Name of pupil:	
Form:	
Date:	

	Yes	No
I am happy for my child to be registered on the school’s Biometric Cashless Catering system with immediate effect. I understand I/we can withdraw this consent at any time in writing.		

Withdrawing your consent

Parents/carers have the right to withdraw their consent at any time. Withdrawing your consent will result in your child having to use a PIN Code as explained above.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher or email reception@archbishopholgates.org.

IMAGES AND VIDEOS

PARENTAL CONSENT FORM



This form explains the reasons why and how Archbishop Holgate's School may take and use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Introduction

Why do we need your consent?

Archbishop Holgate's School requests the consent of parents to take and use images and videos of their child for a variety of different purposes, e.g. sports day, Enrichment days, celebrate successes or school trips.

Without your consent, the school will not take and use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

This consent will be for the period of time, your child is a student at Archbishop Holgate's School. You can change this consent at any time, by informing the Headteacher in writing.

The safety and wellbeing of the student is paramount at all times. Please keep the school informed of anything regarding the safety and wellbeing of your child. If we have any concerns we will not use images/videos of that student.

Why do you use images and videos of your child?

Each year 'school photo's' are taken in September (Year 11 are taken later), these are the photos that parents/carers are given the opportunity to purchase. In school we use these photos in our school database and mark books to help with the identification of students. This is for the purpose of educating students in the school.

At the same time as the individual photographs are taken, Years 7, 8, 9, 10 and 12 have form group photographs and in the spring term, Year 11 and 13 have a year group photograph. These are then available to buy.

We also use photos/videos in lessons or assemblies. This might be for demonstration purposes or to celebrate personal achievements.

We may take and use images and videos of pupils to promote a subject or personal achievement. These might be used as classroom/corridor displays. For examples our 'Year 11 Wall of Excellence'. Please note we might use names.

Every week the school produces a newsletter, which helps parents to understand the day to day life of the school and celebrate personal or group achievements, trips and events. In the newsletter we use photos and sometimes student's names, where appropriate.

The school has social media accounts (Twitter and Facebook), which again helps parents to understand the day to day life of the school and celebrate personal or group achievements, trips and events. We use photos and videos and students work. It is important to recognise that once we have 'posted', this might then be used by other parties.

The school also uses images and videos for marketing purposes. This includes the school website, adverts and prospectus.

If a 3rd party wishes to use images of students/school (e.g. York Press), we will ask for consent for this specific event.

What are the conditions of use?

- This consent form is valid for the student's lifetime in the school. We will remind you, on an annual basis, of your option to amend or withdraw your consent and will provide you with a new form to complete should you wish to do so.
- Consent will be refreshed where any changes to circumstances occur, e.g. an additional social media account for the school.
- It is the responsibility of parents to inform the Headteacher, in writing, if consent needs to be withdrawn or amended.

- Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal, however if you would like us to remove an image/video and we reasonably can, please do ask. Please write to the school to withdraw your consent.
- The school may use group or class images or videos with general labels, e.g. 'sports day', enrichment day where individual students are not identifiable.
- The school will use a professional photography company to take class images of your child which are available to purchase annually and the school will use for identification purposes.
- The school will ask for specific consent for any images/videos that an external company wishes to use, eg. York Press.

Providing your consent

Name of parent:	
Name of student:	
Form:	
Signature:	
Date:	

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will only publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Form and Year group photographs. Please note the annual form/year group photographs taken by the professional photographer are available to buy.		
Use within school for the purpose of education. For example in a lesson or an assembly.		
Use within school to promote a subject or personal achievements. For example: wall displays. Please note, this may include their name.		
Use within the school newsletter. Please note, this may include their name and newsletters are issued to all parents and available on the school website.		
Use on social media. For example: Twitter and Facebook		
Use within marketing material for the school, For example: the school website, adverts and prospectus.		
Use within marketing material for Pathfinder Multi Academy Trust and/or Pathfinder Teaching School Alliance. For example: the school website and prospectus.		
I agree to inform the school of any changes in circumstances and understand that this might affect the consent I have provided.		

If you have any questions regarding this form, please do not hesitate to contact the school by emailing reception@archbishopolgates.org or phoning 01904 411341.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will **not** affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher or email reception@archbishopolgates.org.

DATA SHARING

PARENTAL CONSENT FORM



Introduction

Archbishop Holgate's School shares student data for a variety of reasons, sometimes this is to fill our legal obligations and sometimes it is to help in fulfilling its purpose of educating young people.

We work under the General Data Protection Regulation (GDPR) and act as the 'Data Controller'. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Please read the following policies, which are available on the schools website. If you would like a printed copy of any of these policies please submit your request in writing to the Headteacher.

- **GDPR Policy** – this provides the overview of how why and how we collect personal data, how we process this data, how we ensure the security of this data and how long we hold data for.
- **Student and Staff Privacy policy** – this explains what data we collect, why we collect this data, who we share this data with and what rights you have over this data
- **GDPR Records Management Policy** – this explains how long we will hold data for and how we will then dispose of this data.

Who do we share data with?

We routinely share student data with:

- schools that the student attend after leaving us
- our Local Education Authority (City of York Council)
- the Department for Education (DfE)
- National Health Service bodies
- Examination Awarding Bodies
- Police/Social services
- EVOLVE – Local Authority risk assessment and safeguarding of trips website

We also share personal data for the following reasons. Please read our Privacy notice (available on our website) for the specific names of each company that we share personal data with.

- **Careers** – This enable us to access support for students with careers advice and work experience placements.
- **Productivity, communication and data storage** – This enables our students to collaborate and use software packages for free that help in their education, e.g. access to Office 365.
- **Educational Software** – These are software packages (normally online) that provide subject specific resources to aid learning. For example, My Maths provides online lessons and tests in maths.
- **Target setting and assessment** – These are companies who will analysis and interpret student data to help the school in setting realistic but challenging targets and to compare performance with other schools. These companies help to identify strengths and weaknesses in the school.

If you wish to discuss our sharing of this data please do not hesitate to contact us.

Providing your consent

In signing below you are providing us with your consent to share your child's personal data with 3rd parties as explained above and in our Privacy Policy for the purpose of educating your child, under the conditions that the school will do everything it reasonably can to ensure the 3rd Parties are fully compliant with the GDPR.

You understand that the school has a legal obligation to share data with the government and in order to protect your child.

Name of parent:	
Signature:	
Name of pupil:	
Form:	
Date:	

Withdrawing your consent

Parents have the right to withdraw their consent at any time.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher or email reception@archbishopolgates.org.

CELEBRATING STUDENT SUCCESSES

PARENTAL CONSENT FORM



Introduction

At Archbishop Holgate’s School we believe it is really important and want to celebrate our student’s successes and achievements. We use a wide variety of methods, which include:

1. Celebrating successes in assemblies and form time. For this we might use images/videos and names.
2. Creating wall displays to celebrate successes. This might include images, names and results. For example: Music grades, images from Drama performances, exam results with names and images.
3. Celebrating in our school newsletter. This might include images, names and results.
4. Celebrating on our social media sites (Twitter and Facebook). This might include images, names and results.
5. On results day, we celebrate successes by sharing images and results on our website, social media and in the local press. These images might then be used in our marketing materials. We will ask the student for consent to use their images and data on the day.

What are the conditions of use?

- This consent form is valid for the student’s lifetime in the school. We will remind you, on an annual basis, of your option to amend or withdraw your consent and will provide you with a new form to complete should you wish to do so.
- Wall displays and websites are updated annually.
- It is the responsibility of parents to inform the Headteacher, in writing, if consent needs to be withdrawn or amended.
- Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any time with have previously celebrated successes that have been shared prior to withdrawal. Please write to the school to withdraw your consent.
- Results day sharing of images/results with the local press is the only time we will not ask for specific consent to share with the local media from parents and will take verbal consent from the student.

Providing your consent

Name of parent:	
Signature:	
Name of pupil:	
Form:	
Date:	

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either ‘Yes’ or ‘No’ for each criteria.

The school will only celebrate the successes of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Celebrate successes in assemblies and form time. For this we might use images/videos and names.		
Create wall displays to celebrate successes. These might include images, names and results. For example: Music grades, images from Drama performances, exam results.		
Celebrate in our school newsletter. This might include images, names and results.		
Celebrate on our social media sites (Twitter and Facebook). This might include images, names and results.		
For the school to ask my child to provide consent on results day to use their images and results on our website, social media and in the local press. These images might then be used in our marketing materials.		

If you have any questions regarding this form, please do not hesitate to contact the school by emailing reception@archbishopholgates.org or phoning 01904 411341.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will **not** affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher or email reception@archbishopholgates.org.

DECLARATION FORM



DECLARATION BY THE SCHOOL

We aim to provide the best possible education and opportunities for each student at Archbishop Holgate's School. In keeping with the values of our Christian foundation, we aim to foster the development of the whole person, in an environment which is ordered, secure and caring. We aim to create a positive, happy atmosphere, in which students are able to take pride in their achievements, and in which students and staff work together with mutual respect, courtesy, and consideration for others. We seek high standards in all aspects of school life.

In order to achieve this, we place great emphasis on a disciplined and ordered environment, within which students can give of their best. When unacceptable behaviour occurs, the school takes a firm line. More formal sanctions include extra work, detention after school, daily progress report, formal consultation with parents, suspension, and ultimately exclusion.

Mr A Daly
Headteacher

DECLARATION BY THE STUDENT

In accepting a place at Archbishop Holgate's Church of England School I agree to do my best to:

1. Attend school regularly and on time
2. Work hard and to the best of my ability in all lessons
3. Treat staff, students and property with courtesy and respect
4. Follow the school's guidelines on uniform
5. Complete homework well and on time
6. Carry out the reasonable instructions of members of staff
7. Follow the school's Code of Conduct at all times while in school uniform.

Name of student:	
Form:	
Date:	

DECLARATION BY THE PARENT OR CARER

In accepting a place at Archbishop Holgate's Church of England School for my son or daughter, I agree to do my best to help my son or daughter to meet the reasonable expectations of the school, and I agree to support the school in its aims and policies.

Name of parent:	
Form:	
Date:	