

ASHLYNS SCHOOL



Sixth Form Admission Documentation

Student Name: _____

Year Group upon entry to Ashlyns School: _____

Date Signed/Completed: _____

**Please complete in full and return to Ashlyns Sixth Form Office,
FAO Jackie Marra**

Chesham Road, Berkhamsted, Hertfordshire HP4 3AH
T: 01442 863605 F: 01442 876292
E: admin@ashlyns.herts.sch.uk www.ashlyns.herts.sch.uk

Head Teacher: James Shapland BSc, MSc

Student Basic Details

Legal Forename*: _____ Preferred Forename: _____

Middle Name(s): _____

Surname*: _____ Preferred Surname: _____

* As shown on birth certificate or passport

Date of Birth: _____ Town/Place of Birth: _____

Gender: Male / Female _____

Home Address: _____

Postcode: _____ Home Telephone No: _____

Family/Home Details

Contacts

Please provide details of Parents/Carers and Contacts below and place them in the order in which you wish them to be contacted in an emergency. The final section relates to parents not living with students. Please note parents not living with students will be contacted regarding consent for Biometric Information.

Contact ONE

Name (including title)	
Address (including postcode)	
Home Telephone No	
Mobile No	
Email	
Work Place	
Work/Daytime Tel No	
Relationship to student	
Parental Responsibility	<input type="checkbox"/> Yes, this contact has parental responsibility for this student <input type="checkbox"/> No, this contact does not have parental responsibility

Contact TWO

Name (including title)	
Address (including postcode)	
Home Telephone No	
Mobile No	
Email	
Work Place	
Work/Daytime Tel No	
Relationship to student	
Parental Responsibility	<input type="checkbox"/> Yes, this contact has parental responsibility for this student <input type="checkbox"/> No, this contact does not have parental responsibility

Contact THREE

Name (including title)	
Address (including postcode)	
Home Telephone No	
Mobile No	
Email	
Work Place	
Work/Daytime Tel No	
Relationship to student	
Parental Responsibility	<input type="checkbox"/> Yes, this contact has parental responsibility for this student <input type="checkbox"/> No, this contact does not have parental responsibility

Separated Parent Information – for parents not living with the student

Under the 1989 Children’s Act all parents have the right to receive information about their child’s progress upon request. Please give details of any parent not living with the student and **not named in the contacts you have already listed**.

Name (including title)	
Address (including postcode)	
Home Telephone No	
Mobile No	
Email	
Work Place	
Work/Daytime Tel No	
Relationship to student	
Parental Responsibility	<input type="checkbox"/> Yes, this contact has parental responsibility for this student <input type="checkbox"/> No, this contact does not have parental responsibility

Family Links

Name(s) of any siblings at this school: _____

Number of children in the family: _____ Position in the family: (eg 3rd of 4) _____

Student Ethnic/Cultural Details

Ethnicity: _____ Religion: _____

Home Language: _____ Nationality: _____

Country of Birth: _____

First language spoken by student during early development: _____

If not born in the UK, please provide date student immigrated to the UK: _____

Parents/Carers have the right to decline to provide data on student nationality and country of birth.

Travel Arrangements – Please tick one which student is most likely to use to get to school:

- Car Share Car/Van Cycle Taxi Walking Train
 *Dedicated School Bus *Public Bus Service *Please provide Route No. _____

Service Children in Education – Please indicate if a parent is serving in a Regular HM Forces Military

Unit: No Yes

Dietary/Medical

Dietary Needs - please tick any that are relevant:

- Artificial colouring allergy Gluten free Halal Kosher foods only No dairy produce
 No kiwi No nuts of any type/quantity No pork No seafood Vegetarian

Please give details of any known allergies to specific medications, foodstuffs or other materials:

Paramedical Support – please tick any that are relevant and provide details:

- Occupational Therapy Physiotherapy Speech Therapy

Details: _____

Please attach copies of any further details to this pack.

Medical Details

Name of Medical Practice: _____

Address of Practice: _____ Tel No: _____

Does your child have any medical conditions of which you wish the school to be aware? Yes No

If yes give details _____

If you would like the school to store medication for your child please complete the Request for School to Store Medication (MED1) available from the School Office or as a download on our website.

Family Bereavement Has your child suffered the bereavement of an immediate family member at any time? If so, please state relationship to your child and the year of bereavement: _____

Adoption/Residence

- Please tick if your child has been adopted from care on or after 30 December 2005.
 Please tick if your child left care under a Special Guardianship Order on or after 30 December 2005.
 Please tick if your child left care under a Residential Order.

Welfare Details

Please complete if student is in care:

Care Authority: _____ Start Date: _____

Please give us details if the student is a Young Carer: _____

Please provide us with details of any disabilities:

16-19 Bursary Scheme

Do you receive any of these benefits? *Please tick as appropriate.*

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee Element of State Pension Credit
- Child Tax Credit, payable at a rate higher than the family element, i.e. more than £545.34
- Working Tax Credit, Housing Benefit or Council Tax Benefit (not including second adult rebate)
- Annual household income of less than £25,521

If you have ticked any of the 'qualifying benefit' boxes above you may be eligible to claim the 16-19 Bursary Scheme for your son or daughter. If your application is successful the school will be able to provide financial support for books and equipment, travel to and from school, field trips and additional course costs, travel to universities for Higher Education interviews, examination fees, UCAS application fee and clothing for school.

- Please tick this box if you received Free School Meals in your previous school
- Please tick this box if you qualified for pupil premium in your previous school
- Please tick this box if you would like an application form

School History – Current and Previous Schools

Current School: _____

Date of Admission: _____ Date of Leaving: _____ Reason: _____

If this is an In Year Admission – please supply a copy of your child’s latest school report

Previous School(s): _____

Date of Admission: _____ Date of Leaving: _____ Reason: _____

Previous School(s): _____

Date of Admission: _____ Date of Leaving: _____ Reason: _____

Special Educational Needs and/or Disabilities

Please indicate if your child has any of the following recognised special needs:

- Specific Learning Difficulty Aspergers ASD/Autism Dyspraxia
 Dyscalculia ADHD ADD Vision Impairment Hearing impairment
 Other _____

Please provide details of any help that you know your child has received:

Any Other Information

Please use the space below to tell us any other information about your child that you think it might be helpful for the school to know.

If you wish your child to have musical instrument lessons, please complete the application form included in your new intake pack (also obtainable from the School Office).



ICT Acceptable Use Agreement

ICT, including the internet, learning platforms, e-mail and mobile technologies, has become an important part of learning at Ashlyns. We expect all students to be safe and responsible when using ICT. It is essential that students are aware of eSafety and know how to stay safe when using any type of ICT.

Students are expected to read and discuss this agreement with their parent or carer and then sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their Form Tutor.

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/Learning Platform with my own user name and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone.
- I will make sure that all ICT communication with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the Headteacher.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring them into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

Student and Parent/Carer signature

We have discussed this document and _____ (student's name) agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Ashlyns.

Parent/Carer Signature : _____ Student Signature : _____



Biometric Information – Consent Form

We currently operate a biometric system in the canteen and for registration, if appropriate, and we may extend this to the LRC in the future. Under legislation (The Protection of Freedoms Act 2012) we will require informed consent from at least one parent to collect and use this information. The attached sheet explains what this information is and how it is used at Ashlyns School. There are also details of our legal obligations.

Consent given by one parent will be overridden if the other parent objects in writing. Also, if a student objects, we cannot use his/her biometric information for inclusion on the system. Consent can be withdrawn at any time – in writing by parents and verbally by students. We would recommend that you discuss the right to object with your child. When the student leaves the school, or ceases to use the biometric system for any reason at all, biometric data will be securely deleted.

We will be registering students for the biometric tills and for Sixth Form registration in the first week of term. We will only be registering students for whom we have received consent. At the same time we will be sending the details to enable you to use our online payment system, WisePay. For those who wish there will still be the option to top up these canteen accounts by taking either cash or cheques (payable to Chartwells) to the Catering Manager either before school or at the end of break time. The tills will also take cash purchases as well, although this will be a slower method of payment and we are encouraging the move away from daily cash payment.

The school is happy to answer any questions you or your child may have.

Biometric Consent

Having read the guidance provided to me by Ashlyns School, I give consent to information from the biometric fingerprint of _____ (student's name) being used by Ashlyns School as part of an automated biometric recognition system. **I understand that I can withdraw this consent at any time by emailing admin@ashlyns.herts.sch.uk.**

Name of Parent: _____

Signature: _____

Date: _____

Biometric Information – the facts (and reassurances)

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint.

The information is used as part of an automated biometric recognition system. This system has taken measurements of the student's fingerprint and converted these measurements into a template to be stored on the system. An image of the fingerprint is not stored, only an encoded extract. The template (ie measurements taken from the fingerprint) is what is used to activate the account.

Specific to our catering system – a partial image of each person's finger is uploaded and then stored in an encrypted form only on the PC running the till screens and the connected image recognition units. It does not send any information back to the school database. This partial image cannot be used for any other purpose. Only the index finger of the right hand has a partial image taken, which is then converted into a number to be used for identification.

The use of the biometric system is sometimes confused with the use of biological material and biometric data in the criminal or terrorism context. The biometric systems in use in education do not precisely identify individuals in the general population in the way that police fingerprinting may do. The system merely distinguishes between different students well enough to charge the correct ones for their purchases or to mark them correctly for registration purposes. The data is not available anywhere else, it is a closed system and the data is only used in this setting. An individual's biometric data is almost impossible to replicate making it a secure means of identification.

We need to adhere to a number of legal requirements. Some examples of these are:

- (a) the school *cannot* use the information for any purpose other than those for which it was originally obtained and made known to the parents;
- (b) the school must ensure that the information is stored securely;
- (c) the school must tell you what it intends to do with the information;
- (d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is the catering system supplier, currently Sharps Retail Systems, and the current Sixth Form registration supplier, Live Register. This is necessary in order to run the system.

Further information and guidance

This can be found via the following links:

Department for Education's '*Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff*':

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268649/biometrics_advice_revised_12_12_2012.pdf

ICO guide to data protection for organisations:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

ICO guidance on data protection for education establishments:

<https://ico.org.uk/for-organisations/education/>

The General Data Protection Regulations (GDPR): How we use your information

We collect and use 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 hold this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care;
- assess the quality of our services; and
- to comply with the law regarding data sharing

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 learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information to Hertfordshire County 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/carer can request that only their child's name, address and date of birth be passed to the support service by informing the Headteacher in writing. This right is transferred to the child once he/she reaches the age of 16. For more information about services for young people, please go to our local authority website. <http://www.hertfordshire.gov.uk/services/youngpeople/> or <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about students to anyone without their consent unless the law and our policies allow us to.

We are required, by law, to pass certain information about our students to our local authority (LA) and the Department for Education (DfE). If you need more information about how our local authority and/or DfE collect and use information, please visit:

- our local authority at <http://www.hertfordshire.gov.uk/services/edlearn/privsch/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information that we hold about you, please contact the Headteacher in writing. Our Data Protection Policy can be found on the school website.

Yours sincerely



J Shapland
Headteacher



Image Consent

Occasionally, we take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Students will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control over when, where, if or how they will be used.

To comply with the GDPR, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this school. Images of your child will not be used after this time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'Science Lesson'.
5. We will only use images of students who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

To give your consent, please complete the Image Consent Form.

Please email admin@ashlyns.herts.sch.uk if you subsequently wish to withdraw consent.



Image Consent Form

Please tick as appropriate:

I give permission for my child's image to be taken and used as described on page 16 and in accordance with our conditions of use.

I do not want my child's image used in any publicity; however I understand that images may be used for monitoring or other educational purposes

Please note that without parental permission we will be unable to include your child in any group or individual photographs on school trips.

I have read and understood the information above and will ensure that my son/daughter is aware of my decision.

Parent/Carer Signature: _____

Medical Room/First Aid

If a student is unwell or injured at school they should go to the Medical Office where the First Aid Administrator will provide first aid and advice. Wherever possible the student is encouraged to go back into lessons after a short time in the Medical Room.

If a student is not well enough to stay in school, the First Aid Administrator will arrange for him/her to go home by making direct contact with his/her parent/carer. Please note that students should not telephone their parent/carer themselves.

Please note that if a student is unwell with vomiting or diarrhoea he/she should wait for 48 hours after symptoms have disappeared before returning to school.

If a student suffers from a chronic long-term illness or complaint such as asthma, serious allergy, diabetes or epilepsy, or is recovering from a short term illness and requires antibiotics or regular pain relief, it may be necessary for prescribed medicines to be administered in school.

In all instances when prescribed medicines or regularly required non-prescription medicines need to be administered at school, the parent/carer must complete a **Request for School to Store Medication Form (MED1)**, which is available from the school office or our website, and provide their own medication including regular paracetamol and ibuprofen.

Medicines must be in the original packaging with the dispensing label and instruction leaflet. We cannot accept decanted liquids or tablets not in their original packaging.

Paracetamol and/or ibuprofen may occasionally be provided for students who need pain relief to enable them to stay in school. We keep a small supply of these in the medical room. Although we will always call a parent/carer to ask if they want their child to receive pain relief **we will not give a non-prescribed medicine to a student unless there is specific prior written permission from the parents.** Therefore, if you wish to have this option you must sign the slip below. A downloadable copy can also be found on the school website.

Consent to give ibuprofen and paracetamol in school:

Please tick the relevant box:

Yes Please sign section below

No Do not sign section below

I hereby give my written permission for the school to administer paracetamol and ibuprofen to my son/daughter. Please note that verbal permission will always be obtained from a parent/carer at the time of dispensing the pain relief medication. If we are unable to contact you then ibuprofen or paracetamol will **not** be administered. Dosage will be given according to age.

Please email admin@ashlyns.herts.sch.uk if you subsequently wish to withdraw consent.

I understand this is a service which the school is not obliged to provide. If your child needs regular pain relief please fill in a Request for School to Store Medication form (MED1) and supply your own medication.

Parent/Carer signature: _____

If you have any questions please contact the First Aid Administrator on 01442 863605 ext 2239 or email admin@ashlyns.herts.sch.uk for the attention of the First Aid Administrator.



School Visit Offsite – Low Risk Activities Consent

As part of school life, there may be occasions for your child to go off site, for example: cross country runs in PE; after school matches; whole school charity walk; visiting another local school; litter picking in the local area etc. These activities have all been risk assessed and are considered low risk as well as covered by school insurances. It should be noted that, although students are overseen by a member of staff, we cannot guarantee 100% supervision for the entire activity.

If you **give consent** for _____ (student's name) to be involved in these kinds of activities, please sign below.

Parent/Carer Signature: _____

Various Policies Agreement

At Ashlyns School we will do all we can to ensure the best possible care and quality of education for your son/daughter. In order to do this we rely on the support of parents in the same way that parents should expect our support.

On the following four pages we outline some important procedures and key policies of the school. We ask you to read them carefully and indicate below that you have read and understood the schools' expectations. When policies are amended or updated, parents and carers will be notified via the ebulletin.

I confirm that I have read and understood the information regarding:

- **Attendance Policy**
- **Behaviour Management**
- **Contacting School or Home**
- **Mobile Phone Use in School**
- **Uniform and Appearance**

Parent/Carer Signature: _____ Student Signature: _____



Mobile Phone use in School

We discourage students from bringing mobile phones to school; however, we accept that some students and parents see possession of mobile phones as an aid to personal security and safety and, consequently, mobile phones are not banned.

Where a student does bring a mobile phone to school, the phone must remain switched off during the school day as they disturb learning and distract other students. Mobile phones must be kept out of sight and may not be used, for any purpose, on school premises, grounds or during approved off-site activities (such as sports fixtures or educational trips). The **only** exception to this would follow express approval by a member of school staff.

If students feel the need to contact parents/carers at any time during the school day they may go to Student Reception at breaktime or lunchtime and ask to use the school phone. They should not use their mobile phone, even if they think it is an emergency.

Sixth Form students only are able to use their phones in the common room or Sixth Form Dining Room.

The school will not accept liability for the safe keeping of a mobile phone which will remain the responsibility of the student at all times. As is normal practice with all valuables, students would want to hand in their mobile phones for safe keeping when in the PE area. Only in exceptional circumstances (usually involving other breaches of our code of conduct) would the school investigate the theft or loss of a mobile phone.

As is the case with all examples of unacceptable behaviour, inappropriate use of a mobile phone will lead to the application of proportionate sanctions, including temporary confiscation, and a detention.

In cases where the mobile phone is confiscated it can be collected by the student at the end of the school day at Student Reception. An hour's detention will be incurred.

Uniform and Appearance

Sixth Form students have some discretion to make certain choices about their working clothes, but are expected to set an example of smart appearance to other year groups and the local community. The Sixth Form dress code is smart office wear and the requirements are as follows:

GIRLS

Suit: Tailored jacket worn with either a tailored skirt, tailored dress or full length tailored trousers.

- Shirt/blouse
- Jumpers must have either a round neck or 'v' neck; cardigans may also be worn
- Roll neck jumpers must not be worn as a blouse or shirt must be visible at all times
- Smart shoes with a sensible heel, boots may be worn *in the winter months only*

Dresses/skirts must be worn no more than 8cm above the knee. No stretch or lycra skirts/dresses, no jeans, leggings or shorts/culottes.

BOYS

Suit: Tailored jacket with tailored trousers

- Shirt with tie
- Smart shoes
- Jumpers and cardigans must have either a round neck or a 'v' neck; roll neck jumpers and sweatshirts must not be worn

No chinos, shorts or jeans.

ALL SIXTH FORMERS

- Hooded tops are not to be worn at any time.
- Only ear piercing is permitted; no other facial piercings are allowed.
- Hair should be neat, a natural colour, not closely shaved or outrageous in style.
- A tailored jacket must be worn at all times.
- Leather/denim jackets must not be worn.
- **Lanyards must be worn at all times.**

Any student who breaches the school dress code can expect to be sent home to change.

