



**Sprowston Community High School
and Sixth Form**

Cannerby Lane • Sprowston • Norwich • NR7 8NE
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Headteacher Andrew John B.Sc (Hons) MA (Ed)

SCHOOL ADMISSION FORM

Details of the child to be admitted			
The legal name as on the Birth Certificate ¹			
Legal Forename	Middle Name(s)	Legal Surname	
Chosen Forename (if different)		Chosen Surname (if different)	
Current home address	Date of Birth	
Postcode	Sex	M F
Home telephone	Year Group	

Details of the people who have legal parental responsibility for this child					
The Education Act 1996 defines a parent to include the natural parents of the child as well as a person ... (see back page for complete definition of legal responsibility)					
It is essential that we have your latest mobile number and e-mail address as we use these methods of contact when your child is absent or in the event of a medical emergency					
Contact Priority Number	Relationship to your child	Mr, Mrs, Ms etc	Forename	Surname	Home address (if different from your child)
1					
Mobile:				
E-mail:				
Home No				
Work No:				
Place of Work:			Occupation:		
Contact Priority Number	Relationship to your child	Mr, Mrs, Ms etc	Forename	Surname	Home address (if different from your child)
2					
Mobile:				
E-mail:				
Home No				
Work No:				
Place of Work:			Occupation:		

¹ Or as on the Deed Poll for name changes.

Additional Emergency Contacts (other than parents)

Contact Priority Number	Relationship to your child	Mr, Mrs, Ms etc	Forename	Surname	Home address (if different from your child)
3					
Mobile:				
E-mail:				
Home No				
Work No:				
Place of Work:				Occupation:	
Contact Priority Number	Relationship to your child	Mr, Mrs, Ms etc	Forename	Surname	Home address (if different from your child)
4					
Mobile:				
E-mail:				
Home No				
Work No:				
Place of Work:				Occupation:	
Contact Priority Number	Relationship to your child	Mr, Mrs, Ms etc	Forename	Surname	Home address (if different from your child)
5					
Mobile:				
E-mail:				
Home No				
Work No:				
Place of Work:				Occupation:	

Other Family Details

Please give details of any other children currently living at your child's home(s).

Children's Names	Date of Birth	Sex: M or F	School Attending

Doctor, Health Care and Other Specific Arrangements

Name of doctor's surgery	Contact details of practice/health centre	
	The school has contact details of local doctors. If you are not using a local doctor, please supply the contact details separately.	
Other medical information relevant to your child's development and school life e.g. hearing, sight, allergies, diabetes, epilepsy.		
Does your child have a Statement of Special Educational Needs (SEN)?	Yes	No
Does your child have a current Care Plan?	Yes	No

Equality Act 2010		
Does your child have a disability as defined by the Equality Act 2010?	Yes	No
If yes, please give details below		
Further information can be obtained via the DirectGov website: http://www.direct.gov.uk/en/DisabledPeople/index.htm Still not sure? Please contact a member of the admissions team who will be able to assist you on 01603 485266.		

Meal Arrangements
If you are eligible for free school meals (FSM), please tick the box, even if you do not wish to claim.
Free School Meal <input type="checkbox"/> Paid School Meal <input type="checkbox"/> Packed Lunch <input type="checkbox"/>
The school does not allow students to go home for lunch unless there are special circumstances

Travel Details
Please tick the main method of transport used to get to and from school.
School Bus <input type="checkbox"/> Public Transport <input type="checkbox"/> Car <input type="checkbox"/> Bicycle <input type="checkbox"/> Walk <input type="checkbox"/> Taxi <input type="checkbox"/> Rail <input type="checkbox"/>

Service Children in Education	
The school obtains additional funding for students who have parents/carers who are currently serving members of the UK Armed Forces. Please circle if applicable.	Yes

Ethnicity and Faith			
Please tick the box that you believe best describes the child's ethnicity. If you do not wish to have this recorded, please tick here: <input type="checkbox"/>			
White – British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	Black – African	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Black – Caribbean	<input type="checkbox"/>
Traveller of Irish heritage	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>

Religion			
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Please indicate if another language (as well as or different from English) is spoken at home			Yes
Nationality e.g. British			
Please indicate if your child is a member of the Showman community.			Yes

Student Consent		
My child has read and understood the school Acceptable Use Policy; and agrees to use the computer system and Internet in a responsible way and obey these rules at all times.	Yes	No

Parental Consent		
I have read and understood the school Acceptable Use Policy and give permission for my child to access the Internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.	Yes	No
I agree that, if selected, my child's photo may be included in school publications or on digital media.	Yes	No
I agree that, if selected, my child's work may be published on the school website.	Yes	No

Computer Use

Is there home access for use of a computer for homework and other school activities?	Yes	No
If so, please indicate the type of internet connection.	Broadband	Dial Up
	No Internet	

Previous School History

Please give details of your child's previous school

Name and address of school:

Dates

From:

To:

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The information you have given on this form will be held by the school and Norfolk County Council Children's Services. It will be shared with other departments within Norfolk County Council in order to provide and plan services e.g. School Transport. It will be used to administer health, social and welfare care and will be shared with healthcare advisors, practitioners and other relevant agencies, for example Youth Support Service and exam awarding bodies (currently AQA, CCEA, Edexcel, OCR and WJEC) and the Joint Council for Qualifications (JCQ). It will be forwarded to your child's new school if and when s/he changes school. It will also be used for statutory returns and for research purposes.

I note the above statement and believe the information provided in this form to be correct as of this date. I will inform the school of any changes that may occur whilst my child attends the school.

By signing the admission form, you also agree to work with the school and your child in meeting the following policies/home agreements:

- **Home School Agreement**
- **Acceptable Use Policy**
- **Mobile Phone Consent**
- **Detention Policy**

Please refer to www.sprowstonhigh.org/data to access the school's Privacy Notice.

PARENTAL RESPONSIBILITY

Parental responsibility is defined by the Children's Act 1989 as "all the rights, duties, powers and responsibilities of parents in relation to a child and his/her property."

Those with parental responsibility are:

1. The mother
2. The father (if he was married to the child's mother when the child was born)
3. The father
 - a) if he was not married to the child's mother when the child was born but now has a residence order;
 - b) or he now has a court order which gives him parental responsibility ;
 - c) or he now has a formal 'Parental Responsibility Agreement' with the mother;
 - d) or he has since married the mother
4. A guardian of the child
5. Someone who holds a custody or residence order
6. A local authority which has a care order
7. Someone who holds an emergency protection order
8. Any man or woman who has adopted the child

All persons with parental responsibility must be treated equally by schools and the LA unless court orders exist limiting an individual's exercise of their parental responsibility.

Signed by Parent/Guardian/Carer:	Date:
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Print Name:

For school use:

Admission Number		SIMS entry date	
Year and Tutor Group		CTF imported	
Correct UPN recorded		IT dept. informed	