



Your Future ... Our Commitment

Student Admission Form

PLEASE COMPLETE THIS FORM IN CAPITALS & BLACK INK

GA-F0002
CONFIDENTIAL

Please Tick Which Grace Academy	Coventry		Darlaston		Solihull	X
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1 – BASIC DETAILS

Legal Forename		Preferred Forename				
Legal Surname		Preferred Surname				
Middle Name/s		Date Of Birth		Male		Female
Flat/Maisonette Number		Flat/Maisonette Name				
House Number		Street				
Town		Post Code				

2A – PARENT/CARER CONTACT DETAILS

PLEASE

- Provide details of all persons who have Parental Responsibility
- A copy of the students **FULL Birth Certificate** will be required
- Notify us of any changes as we need to be able to contact the correct person quickly if your child is sick

PRIORITY CONTACT 1	Relationship to Child:	
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Full Name:	
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Relationship Status (If Mother or Father) Please TICK below:

Single		Married		Divorced		Separated		Live With Partner		Civil Partner	
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Flat/Maisonette Number		Flat/Maisonette Name				
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House Number		Street				
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Town/City		Postcode				
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Home Tel:		Mobile Tel:				
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Work Tel:		Email:				
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PRIORITY CONTACT 2	Relationship to Child:	
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Full Name:	
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Relationship Status (If Mother or Father) Please TICK below:

Single		Married		Divorced		Separated		Live With Partner		Civil Partner	
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Flat/Maisonette Number		Flat/Maisonette Name				
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House Number		Street				
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Town/City		Postcode				
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Home Tel:		Mobile Tel:	
Work Tel:		Email:	

2B – ADDITIONAL CONTACT DETAILS

PLEASE ensure that consent is given before entering personal details.

- Enter the details of any other persons that we could contact in the event of an Emergency
- We will contact Parent/Carers first
- Additional Contacts will be contacted if we are unable to contact Parents/Carers

ADDITIONAL CONTACT 1			Relationship to Child:	
Full Name:				
Home/Work Tel:		Mobile Tel:		
ADDITIONAL CONTACT 2			Relationship to Child:	
Full Name:				
Home/Work Tel:		Mobile Tel:		

2C – FAMILY LINKS

PLEASE

- Give the name, year group and **TICK** Male or Female of any siblings or other family members attending Grace Academy

Name		Year		Male		Female		Relationship	
Name		Year		Male		Female		Relationship	
Name		Year		Male		Female		Relationship	

3 – MEDICAL INFORMATION

Doctor/Surgery Name:		Doctor/Surgery Telephone:	
Doctor/Surgery Address:		Postcode:	

The Equality Act defines a disabled person as anyone who has, or has had a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Therefore, do you consider the student to have a disability or long-term health condition? If yes, please provide further information below including auxiliary aids required.	Yes		No	
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Diagnosed disability and/or medical conditions information (Including allergies and medication taken) Please be prepared to bring evidence to the parent information evening:

GENERAL DATA PROTECTION REGULATION – GDPR

As a school we will need to process personal data to carry out official functions. However, due to changes in the law relating to individual personal data (This is called General Data Protection Regulation GDPR) we will require further consent from you throughout your child's time with us at Grace Academy. It is essential that information is completed and returned promptly so that your child does not miss out on any opportunities where consent is required. You may withdraw your consent at any time by writing to the Principal at the Academy.

EXTREMELY IMPORTANT FOR YOU:

When you **change Address/Telephone/Mobile/Email**, that you **Notify the Academy immediately** and amend on **Parent Mail**. Failure to do this may result in you missing out on important information from the Academy, as our main form of contact to parent/carers is now via email.

4 – ADOPTION/ETHNIC/CULTURAL/RELIGION INFORMATION

To Monitor Equal Opportunities & Funding please **TICK** below for **Adoption, Ethnicity & Religion** in relation to the student

Student Is Adopted (This is not Mandatory but supports Funding) Please Tick & Enter Any Comments Below

Adoption Comments:

White – English		Black – African		Bangladeshi		White/Black African	
White – Irish		Black – Caribbean		Pakistani		White/Black Caribbean	
White – Scottish		Black – Any Other		Chinese		White/Asian	
White – Welsh		Gypsy/Roma		Asian/Any Other		White/Any Other	
Traveller Irish Heritage		Prefer Not To Say		Other Please Specify			
Buddhist		Christian		Hindu		Jehovah's Witness	
Jewish		Catholic		Sikh		Muslim	
No Religion		Refused		Other Please Specify			
Home Language				Passport Number			
First Language				Passport Expiry Date			
Nationality				ASYLUM STATUS - Please TICK			
English as an Additional Language	Yes		No	Asylum Seeker		Refugee	

5 – ADDITIONAL INFORMATION – ADOPTION/PREVIOUS SCHOOL/PHOTO PERMISSION

Previous School		Reason For Leaving	
Start Date		Leave Date	

PHOTOGRAPH/VIDEO IMAGES

Grace Academy & Charis PR Ltd as an associated Agency would like to use photographs, quotes and video images of your child. These can be used to demonstrate or promote activities relating to the Academy's curriculum and extra curriculum provision. Therefore, quotes & images may appear within the Academy or externally. This may include the Academy website, social media pages, newsletter's, associated print and television appearances.

Please **TICK** to give your consent to your child's name being used and your child being photographed or videoed. If you wish to withdraw your consent at any time, please do so by writing to the Principal at the Academy. Please note in addition to the above your child's image will be retained on the Academy database for identification purposes only.

Photograph/Video/Quote Consent

Student Full Name Next to any Image/Photo Consent

Although safeguarding is a priority at Grace Academy, please note that the internet can be viewed throughout the world. Further information is available on our website within the Digital Policy and other Policies, as to Academy requirements for Student and Staff safety.

6 – SIGNATURE

General Data Protection Regulations. The Academy will hold personal relevant data relating to your child and yourself. Under the GDPR the Academy has a duty to protect this information and keep it up to date. The Academy is required to share some of the data with Trusted third parties such as NHS/LA/DFE from time to time. I certify that to the best of my knowledge, the information given on this form is true and correct.

Relationship to Child:		Date:	
Parent/Carer Signature:			

Once form is fully completed save it then copy & paste gas-transition@graceacademy.org.uk into your email address bar and attach your saved form.

OFFICE USE ONLY

INPUT TO SIMS & SCANNED TO LINK DOCUMENTS– STAFF SIGNATURE & DATE

Staff Signature	Date	Admission Number	TG



Parental Responsibility

Covering Notes Page – this is not legal advice. Individual legal advice should be obtained.

Parental Responsibility is the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to that child.

The term Parental Responsibility focus on the parents' duties towards their child rather than the parents' rights over their child.

Who has Parental Responsibility?

- Mothers automatically have Parental Responsibility and will not lose it if divorced
- Married fathers have Parental Responsibility and will not lose it if divorced
- Unmarried fathers, step parents or grandparents do not automatically have Parental Responsibility

How can you obtain Parental Responsibility?

- Unmarried fathers who registered or registered their name on their child's birth certificate after 01/12/03

will have Parental Responsibility for their child.

- An unmarried father may also obtain it by marrying the mother or obtaining a legal agreement or court order.

Can Parental Responsibility be transferred?

It can be shared but not completely transferred. It is possible to delegate the responsibility to a partner, childminder, teacher, friend, relative but the person with Parental Responsibility is still liable and responsible to ensure that proper arrangements are made for the child. Temporary carers will not have Parental Responsibility but may do what is reasonable in the circumstances for the purpose of safeguarding the child.