


Transport Arrangements	
Please tick a box to select one of the following options:	
<input type="checkbox"/>	I would like to register my interest in my child using the coach service provided by Thandi Executive Coaches from September. I authorise Sandwell Academy to pass on my details to Thandi Executive Coaches . I have completed and returned the SMBC Travel Assistance Form .
<input type="checkbox"/>	I believe that I live over 3 miles away from Sandwell Academy and I confirm that I am a Sandwell Resident. Therefore, I would like to apply for a free bus pass from Sandwell Local Authority . I understand that this pass is not valid for train, metro, evening or weekend services. I have completed and returned the SMBC Travel Assistance Form .
<input type="checkbox"/>	I wish to apply for a termly reimbursement towards a travel pass for the train or metro for my child. I understand that I must purchase the pass myself and that Sandwell MBC will contact me directly to explain the procedure further. I have completed and returned the SMBC Travel Assistance Form .
<input type="checkbox"/>	My child will not be using any form of public transport as part of their journey to the Academy.
Signed: _____ Date: _____	
Biometric Consent	
Sandwell Academy uses a Biometric Trust-e Cashless System for the purchase of food and drink in the Academy Restaurant. This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric (please see the enclosed FAQs sheet) so there is no need for students to carry a card as the system will recognise the thumb of your child at the pay point and at the tills. If you choose not to have your child 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 child's responsibility to remember the code and keep it secure at all times.	
<input type="checkbox"/>	I do wish for my child to be registered on the Academy's Biometric Cashless Catering System
<input type="checkbox"/>	I do not wish for my child to be registered on the Academy's Biometric Cashless Catering System
Signed: _____ Date: _____	
Trips and other off-site activities	
Please sign and date if you are happy for your child: A) To take part in Academy trips and other activities that take place off Academy premises; and B) To be given first aid or urgent medical treatment as required during Academy trips or activities. Please note the following important information before signing this form: <i>The trips and activities covered by this consent include:</i> <ul style="list-style-type: none">• All visits during curriculum time• All trips to local Sporting Centres, including Swimming Baths• Off-site Sporting Fixtures outside the normal Academy day The Academy will send you information about each trip before it takes place. You can, if you wish, inform us that you do not want your child to take part in a particular activity or trip.	
Signed: _____ Date: _____	



SANDWELL ACADEMY

Personal Data		
This form should be completed with the <u>student's legal name</u> as it appears on the student's birth certificate. Sandwell Academy will use the student's legal name for all correspondence, reports and identification. Exceptional circumstances as to why the student's legal name should not be used may be taken into consideration, however, the Academy reserves the right to use the student's legal name.		
Student Forename:		Student Surname:
Student Date of Birth:		Student Gender:
Address:		
		Postcode:
Previous or current school:		
Siblings at the Academy:		
PRIORITY ONE	Title: Mr / Miss / Mrs / Ms	Relationship to Student:
	Forename:	Surname:
	Address (if different to student):	
		Postcode:
	Home Telephone No:	Mobile Telephone No:
	Email Address:	
	Work Telephone No:	Work Place:
PRIORITY TWO	Title: Mr / Miss / Mrs / Ms	Relationship to Student:
	Forename:	Surname:
	Address (if different to student):	
		Postcode:
	Home Telephone No:	Mobile Telephone No:
	Email Address:	
	Work Telephone No:	Work Place:
PRIORITY THREE	Title: Mr / Miss / Mrs / Ms	Relationship to Student:
	Forename:	Surname:
	Address (if different to student):	
		Postcode:
	Home Telephone No:	Mobile Telephone No:
	Email Address:	
	Work Telephone No:	Work Place:

Service Parents Please tick if any of the following apply to your child:					
	One of his/her parents is currently serving in the regular armed forces				
	One of his/her parents has served in the regular armed forces at any time since 2011				
	One of his/her parents died while serving in the armed forces and the child receives a pension under the Armed Forces Compensation Scheme (AFCS) or the War Pensions Scheme (WPS)				
	All students will be expected to take part in Swimming as part of the PE Curriculum. To assist in our planning please tick this box to confirm that your child can confidently swim a distance of 20 metres unaided .				
	ICT at home – Please tick this box to confirm that you have a computer at home that your child is able to use.				
	ICT at home – Please tick this box to confirm that you have internet access at home .				
Photography and Video The Academy has a high media profile which results in visits from photographers and TV camera crews. Our in-house video technicians also regularly film around the Academy to produce the weekly broadcasts and curriculum materials. We also celebrate the success of the students with pictorial displays around the Academy. We will assume you agree that your son/daughter can take part in these activities when the occasion arises, but if you do not agree then please tick the box below. These photos may also be used after your child has left the Academy. This also covers any external events that your child may attend as a student of the Academy and photographs which may be used by the organisers with the Academy's permission. Please tick one of the boxes below:					
	I do give consent for my child to be photographed and filmed.				
	I do not give consent for my child to be photographed and filmed.				
Ethnic Monitoring The Department for Education and Skills require all schools to provide information about students on roll and issue codes to be used. In order to assist us in providing this information please could you complete the following sections.					
Ethnic Origin – Please tick one box:					
	White - English		Bangladeshi		Mixed White and Asian
	White – Other British		Chinese		Mixed White and Black Caribbean
	White – European		Asian – Other		Mixed White and Black African
	White – Other		Black – Caribbean		Mixed White and Chinese
	Indian		Black – African		Other Mixed Ethnicity
	Pakistani		Black – Other		Other Ethnic Group
	Please tick this box if there is another language, other than English, commonly spoken at home.				
If yes, what language is this?					

Please ensure this form is completed fully and **signed** where required, along with the following documents:

- Acceptance/Agreement Form
- Welfare Support Declaration Form – if applicable
- ICT Agreement Form
- Charter Agreement Form
- Medical Form

Please return all forms **before** the students first day at the Academy, thank you.

Parental Responsibility

A mother automatically has Parental Responsibility for her child from birth. A father usually has Parental Responsibility if he is married to the child’s mother or listed on the birth certificate.
An unmarried father can only get legal responsibility for his child in 1 of 3 ways: By jointly registering the birth of the child with the mother (from 1 December 2003), getting a Parental Responsibility Agreement with the mother or getting a Parental Responsibility Order from a Court.
Adoption changes a child’s legal relationships. When a child is adopted they legally become a member of their new adoptive family and they stop being legally related to their birth family. Foster Carers do not have Parental Responsibility for a child.

In the case of a Care Order which places a child in the care of Children’s Services, Parental Responsibility will be shared between Children’s Services and the child’s parents. This means that Children’s Services must find out parents’ wishes about any decision concerning their child but they have the final say and can make plans for the child even if the parents do not agree with them.

Please complete the below information to confirm who has parental responsibility for your child:

Forename:		Forename:	
Surname:		Surname:	
Address:		Address:	
	Postcode:		Postcode:
Relationship to child:		Relationship to child:	
Does the child have contact with this person: YES / NO		Does the child have contact with this person: YES / NO	
Does this person wish to receive Module Reports: YES / NO		Does this person wish to receive Module Reports: YES / NO	
Does this person wish to receive copies of all correspondence: YES / NO		Does this person wish to receive copies of all correspondence: YES / NO	
Are there any Legal Matters of which the Academy should be aware, such as Restraining Orders, Care Orders or similar: YES / NO		Are there any Legal Matters of which the Academy should be aware, such as Restraining Orders, Care Orders or similar: YES / NO	
Are you able to provide documentation to support your comments if required: YES / NO		Are you able to provide documentation to support your comments if required: YES / NO	
Signed:		Date:	

GDPR

The information which you enter on this form is required for the efficient organisation of the school and the children’s educational needs. It will be kept on the school computer system under restricted access and is subject to the provisions of the Data Protection Act 1998 and the General Data Protection Regulations 2018. The information will be disclosed only to the Department of Education, local authority, health and welfare agencies or where a law or an emergency necessitates a disclosure. The information held must be kept up to date by law and so if any of the information which you now supply changes in the future, you should notify the school in writing or ask for another of these forms.

In line with the new GDPR legislation, I give permission for my data to be held by Sandwell Academy and used in line with their policies.

Signed:	Date: Please turn over...
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