

Admissions Policy



Leytonstone School

Signed by Chair of Governors: Kate Lord

Date Ratified by Governors: 28/3/15

Date to be Reviewed by Governors: 28/3/17



Leytonstone School



Student Information Sheet

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Student Information

Forenames:	Surname:
Male/Female:	Date of Birth:
Address:	Postcode:
Primary School:	

Are there any sibling's currently attending Leytonstone School?	Yes / No
Child's Name and form:	

Parent/Carer Details

Priority Contact 1

This will be the main contact regarding the student

Salutation: Mr / Mrs / Ms / Miss
Surname:
Forenames:
Relationship to Child:
Address:
Postcode:
Mobile Number:
Home Number:
Work Number:
Email:

Priority Contact 2

Please list a full contact address and number if different from the Student/Contact 1

Salutation: Mr / Mrs / Ms / Miss
Surname:
Forenames:
Relationship to Child:
Address:
Postcode:
Mobile Number:
Home Number:
Work Number:
Email:

Please note we use email addresses as a primary form of contacting home with information regarding your child and school events. We will not send you junk mail and your contact information will be kept private.

Person to contact in an Emergency

Please provide an alternative person to Contact 1 or 2

Surname:	Forenames:
Mobile:	Home:
Relationship to child/family (e.g. Grandparent, neighbour)	

Has your child received Free School Meals in the last 5 years? Yes / No

Will your child be receiving Free School Meals at Leytonstone? Yes / No

Medical Information

GP:	Telephone:
Address:	
Medical Conditions <i>e.g. Asthma, Allergies:</i>	

Leytonstone School is committed to Equal Opportunities policy and practise. For this reason you are requested to complete this section. Information given will be treated in strict confidence. It helps the school to gain a better knowledge of our students and improve the quality of education provision

Ethnicity Please tick

- | | | | |
|-------------------------------|--|-------------------------------|---|
| White | <input type="checkbox"/> British | Mixed | <input type="checkbox"/> White and Black Caribbean |
| | <input type="checkbox"/> Irish | | <input type="checkbox"/> White and Black African |
| | <input type="checkbox"/> Traveller of Irish Heritage | | <input type="checkbox"/> White and Asian |
| | <input type="checkbox"/> Gypsy/Roma | | <input type="checkbox"/> Any other Mixed Background |
| | <input type="checkbox"/> Other | | |
| Asian or Asian British | <input type="checkbox"/> Indian | Black or Black British | <input type="checkbox"/> Black Caribbean |
| | <input type="checkbox"/> Pakistani | | <input type="checkbox"/> Black African |
| | <input type="checkbox"/> Bangladeshi | | <input type="checkbox"/> Any Other Black Background |
| | <input type="checkbox"/> Any other Asian Background | | |
| Chinese | <input type="checkbox"/> | Refused | <input type="checkbox"/> I do not wish to give an ethnicity |

Home Language Please tick

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Akan/Twi Fanti | <input type="checkbox"/> Gujarati | <input type="checkbox"/> Russian |
| <input type="checkbox"/> Albanian | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Serbian/Croatian/Bosnian |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Hindi | |
| <input type="checkbox"/> Bengali | <input type="checkbox"/> Italian | <input type="checkbox"/> Slovak |
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Somali |
| <input type="checkbox"/> Caribbean Creole | <input type="checkbox"/> Kurdish | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Lithuanian | <input type="checkbox"/> Swedish |
| <input type="checkbox"/> Czech | <input type="checkbox"/> Panjabi | <input type="checkbox"/> Swahili |
| <input type="checkbox"/> English | <input type="checkbox"/> Polish | <input type="checkbox"/> Tamil |
| <input type="checkbox"/> French | <input type="checkbox"/> Portuguese | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> German | <input type="checkbox"/> Romani | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> Greek | <input type="checkbox"/> Romanian | <input type="checkbox"/> Vietnamese |

Other Please State: _____

Religion

- | | | |
|------------------------------------|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Jewish | <input type="checkbox"/> No Religion |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikhism |
| <input type="checkbox"/> Hindu | | |

Other Please State: _____

PLEASE BRING THIS INFORMATION SHEET AND ATTACHMENTS TO INTERVIEW.
ADMISSION INTERVIEWS CANNOT TAKE PLACE WITHOUT COMPLETED FORMS



Home – School Agreement



At Leytonstone School we work to provide a secure and caring environment in which there is equality of opportunity for each child to develop to his or her full potential through excellence in learning.

We aim to:

- Be an excellent comprehensive community school which works together to ensure all students are inspired and empowered to achieve their full potential.
- Provide excellent quality teaching and learning.
- Enable children to grow in independence and confidence, be healthy and to have respect for themselves and others.
- Be committed to working with all those involved in students' development, to encourage and motivate learning and pride in the school.

The School will:

- Care for every child.
- Involve students in decision-making.
- Recognise and celebrate diversity.
- Inform parents about the curriculum their child will be following.
- Set high expectations for all students and provide learning opportunities that match varying abilities and needs.
- Plan and deliver high quality teaching.
- Recognise and reward students' progress and achievement.
- Contact parents if there is a problem with attendance or punctuality and invite parent/s to meetings to discuss and resolve these situations.
- If necessary send home students without correct uniform or sufficient equipment to complete their studies and expect them to return as quickly as possible and be ready to learn.
- Inform parents of any concerns or problems that affect their child's work/ability to learn.
- Send home a termly report on their child's progress.
- Set and monitor homework and expect it be completed on time.
- Mark homework and provide meaningful feedback to students.
- Arrange a parents' evening during which progress will be reviewed and discussed.
- Keep parents informed about school activities through regular letters home, emails and text messages, newsletters and notices about special events.
- Respond to parental voicemails within 24 hours
- Encourage children to behave appropriately: showing respect for the school community, the environment and each other.
- Provide a cashless catering system for students wishing to use the school dining hall, through use of swipe cards.

Parents/Carers understand it is their responsibility to:

- Ensure that their child arrives to school in correct uniform and be properly equipped.
- Ensure their child arrives on time daily at 8.40am and understands that any student arriving late will have a 15 minute detention that lunchtime or an hour's detention after school for failure to attend the lunch-time detention.
- Understand that parents of students regularly late will be invited into school to resolve the lateness issue.
- Contact the school by 9.30am if their child is unable to attend and provide medical evidence when necessary.
- Provide a card/letter for appointments during school time.
- Ensure the student attends school regularly and understands that any student with an attendance that causes concern will be monitored by the Education Welfare Officer.
- Provide up to date contact details to ensure the school can communicate as necessary.
- Ensure their child follows the Code of Conduct in the Student Diary at all times.
- Support their child in school and home learning by ensuring all homework and coursework is completed to the best of their ability and meets school deadlines.
- Sign the Student Diary each week, attend parents evening/school meetings and contact the school if they are ever concerned with their child's progress.
- Ensure that the School Diary contains parental messages to explain lateness or non-attendance.
- Not take their child on any holiday during term time and understand that they will be issued a Fixed Penalty Notice by London Borough of Waltham Forest for any such unauthorised absence.
- Provide lunch money, free school meal details, or a packed lunch for their child.
- Encourage safe and responsible use of the Internet including social networking sites such as Facebook or MSN Messenger.
- Ensure that the student behaves respectfully to any member of the school community in or out of school hours.

The Student agrees to:

- Arrive at school at 8.40am, and attend mentoring sessions with their form tutor or Head of Year when asked.
- Attend detentions for lateness, behaviour or failure to complete work if they are issued.
- Attend school regularly, sign in and out when necessary and work towards a target attendance of 100%.
- Work towards achieving 100% punctuality to school and lessons.
- Wear correct school uniform and bring all necessary equipment for the day's lessons.
- Follow the Code of Conduct in the Student Planner at all times.
- Be polite and behave respectfully towards all members of the school community.
- Work to the best of their ability, completing all homework and coursework on time.
- Take responsibility for their actions and personal items.
- Take home any letters or communications when needed.
- Purchase a replacement swipe card if the original is lost.
- Behave appropriately during internet access and understand that cyber-bullying is not acceptable, in or outside of school hours.
- Behave appropriately out of school when on school activities or in school uniform.
- Participate in school activities, performances, clubs or team events.
- Represent the school externally and internally with pride.

Publication Consent

As part of life at Leytonstone School the student may be involved in promotional activities relating to personal achievements or representing the school. This may include: Photographic/audio/video recordings, being part of the school prospectus, website or being featured in local or national press.

By signing the home school agreement the Person with Parental Responsibility gives permission for the named student to take part in such activities to represent and promote Leytonstone School.



Responsible Internet Use



As part of your child's curriculum and development of their ICT skills, Leytonstone School provides supervised access to the internet. As a school and in partnership with the LEA we are continuously taking positive steps to deal with access to undesirable materials in school.

Our school internet provider operates a filtering system that restricts access to inappropriate materials. Whilst every endeavour is made to ensure that suitable restrictions are in place, the school cannot be held responsible for the nature or content of materials accessed through the internet. The school will not be liable for any damages arising from your child's use of the internet facilities.

Parents/Carers and the Student understand that:

- Internet access must only be made via the students authorised account and password which must not be given to any other person
- School computer and internet use must be appropriate to the student's education.
- Copyright and plagiarism rights must be respected.
- Students are responsible for emails they send and for contacts made.
- The use of the internet to access inappropriate images or content of the following nature is forbidden: extremist, sexist, racist, homophobic, malicious, fraudulent, libelous and offensive. Anonymous messages and chain letters must not be sent.
- The school ICT systems may not be used for private purposes.
- Irresponsible use may result in the loss of internet access.
- The school has the right to save or delete any student's work that is on the system.
- The school retains the right to monitor the use of student's internet access, and the ability to intervene on any emails or access that it believes to be inappropriate.
- Access or any activity that threatens the integrity of the school ICT systems or any activity that attacks or corrupts other systems is forbidden.
- Social networking and chat rooms are forbidden and access is blocked on the school ICT system.
- Access to social networking sites/tools such as Facebook or MSN Messenger and appropriate behaviour are parent's responsibility. Leytonstone School takes the issue of cyber-bullying extremely seriously and will take appropriate action to ensure the safety and wellbeing of all of our students and staff.

We have read and understood the conditions of the Leytonstone School Home – School agreement and agree to uphold the responsibilities set out to us:

Signed by Student: _____

Signed by Person with Parental Responsibility: _____

Signed by Staff representative: _____

Date: _____

Home – School Agreement

I, the Person with Parental Responsibility, have read and understand the conditions of the Leytonstone Home – School Agreement and agree to uphold the parental responsibilities set out to me.

I do/do not give consent for the named student to take part in such activities to represent and promote Leytonstone School where they may be photographed or filmed.

Person with Parental Responsibility: _____

Signature: _____

Date: _____

I, the student, have read and understand the conditions of the Leytonstone Home – School Agreement and agree to uphold the responsibilities and expectations set out to me.

Name of Student: _____

Student signature: _____

Date: _____

I, the staff representative of Leytonstone School, have read and explained the guidelines of the Home – School agreement and sign on behalf of the school to uphold the responsibilities set out to us.

Staff Member: _____

Staff signature: _____

Date: _____

Please detach this page and provide parent/student with first 3 pages to take home as their copy.

Page 4 will be placed with the students file and may be recalled if necessary.



Our Ref:

Date: as Postmark

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Due to recent changes in Government policy regarding off site visits for schools, we would like to introduce this single consent form, thereby making it easier for pupils to benefit from additional educational activities, without parents needing to complete excessive paperwork regularly during the school year. The following changes, taken from the Department of Education guidance, are detailed below.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits which take place during school holidays or weekends (including residential visits)
 - adventure activities at any time
 - off-site sporting fixtures
 - all visits of any nature during Activities Week
- The school will continue to keep you informed and send you information about each trip or activity before it takes place, however there will no longer be the need for you to sign a separate consent form for every school trip or visit during the school year
- You can, if you wish, tell the school that you do not want your child to take part in a particular school trip or activity
- Off-site activities which form part of the school curriculum and usually take place during the normal school day will continue to take place as before, and written parental consent will not be requested from you.

Please complete this form, including the medical information section below, to indicate you agree to the above changes. Return the completed form to Mrs Langston in the school office.

I agree that my child(*insert child's name*)

- a) May take part in school trips and other activities which take place off school premises; and
- b) Can be given first aid or urgent medical treatment during any school trip or activity.

MEDICAL INFORMATION

Are there any **medical conditions** or **medication** of which we should be aware: Yes / No

If Yes please give details

.....

Person with parental responsibility to sign:

Signed.....

Relationship to child:.....

Date.....

PRIVACY NOTICE

for

Pupils in Schools

Privacy Notice - Data Protection Act 1998

We, **Leytonstone School**, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

In addition for Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please inform the *School office, Leytonstone School* if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the Local Authority website : www.walthamforest.gov.uk

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the *School Office, Leytonstone School*.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<https://oldsite.walthamforest.gov.uk/form-freedom-of-information.htm>

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- The Information Officer
Complaints Team
London Borough of Waltham Forest
Waltham Forest Town Hall
Forest Road
London , E17 4JF
Telephone: 020 8496 3000

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

email: <http://www.education.gov.uk/help/contactus> Telephone : 0370 000 2288