



**DRIFFIELD
SCHOOL
& SIXTH FORM**

YEAR 6 ADMISSION FORM

Believe • Achieve

Please ensure all forms are completed and returned to the school before your child attends.

If you have any further queries please contact the school office on 01377 253631

Please return by 18/03/2024

Please return via email to admissions@driffieldschool.org.uk

Data Protection – The Education Alliance (TEAL) is the data controller, of which Driffield School & Sixth Form is part of this Alliance. The school is responsible for keeping the information you provide them secure and up to date. This information will be used to provide your child with education (perform their public tasks); this includes monitoring progress and safeguarding your child. The information provided will also help us maintain accurate records and ensure we have the correct contact details. The school also has an obligation to share information with the Local Authority, OFSTED, any new school they attend and the Department for Education (DfE). Any information provided will be stored in line with TEAL’s existing retention schedule. You have a number of rights in respect of the data the school and Trust hold regarding you and your child, including asking to see a copy and complaining if you are unhappy about how they use your data. To find out more read the privacy notice: (<https://theeducationalliance.org.uk/wp-content/uploads/Data-Protection-Policy.pdf>) or contact the Data Protection Officer DPO@theeducationalliance.org.uk

STUDENT/PUPIL INFORMATION DATA FORM

Legal Surname:	
Legal Forename(s):	
Preferred Surname:	(if applicable)
Preferred Forename:	(if applicable)
Sex:	
Gender (if different from sex):	Pronoun(s):
Home address:	
Postcode:	
Date of birth:	
First language:	
Previous school attended:	
Does the student have any siblings currently attending Driffield School? Please enter name	

Section 2 – Parent/carer details

• Parent/carer 1

Title:	
Full name:	
Relationship to student:	
Address (if different from student):	
Home phone number:	
Second contact number:	
Mobile contact number:	
Email address*:	
First language:	
Translator required:	
Do you have parental responsibility for this student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Court Order relating to child**	Yes <input type="checkbox"/> No <input type="checkbox"/>

* This will be used as the main method of communication, should you have any queries regarding this, please contact the school office

**Please provide a copy to the school

Section 2 continued– Parent/carer details

- **Parent/carer 2**

Title:	
Full name:	
Relationship to student:	
Address (if different from student):	
Home phone number:	
Second contact number:	
Mobile contact number:	
Email address*:	
First language:	
Translator required:	
Do you have parental responsibility for this student?	Yes No
Court Order relating to child**	Yes No

* This will be used as the main method of communication, should you have any queries regarding this, please contact the school office

**Please provide a copy to the school

If you would like to notify the school of additional Parent or Carer’s contact details, please do let us know and an additional form can be provided.

Section 3 – Emergency contacts

Please note emergency contacts will be recorded based on the assumption that you have permission to provide us with the personal details below. It is your responsibility to ask their permission to be used as an emergency contact for your child.

If any of the additional contacts require a translator or require communications from the school, please let the school office know.

• Contact 1

Title:	
Full name:	
Relationship to student:	
Home phone number:	
Second contact number:	
Mobile contact number:	
Parental responsibility?	Yes No
Does the above contact have permission to act in loco parentis?	Yes No

• Contact 2

Title:	
Full name:	
Relationship to student:	
Home phone number:	
Second contact number:	
Mobile contact number:	
Parental responsibility?	Yes No
Does the above contact have permission to act in loco parentis?	Yes No

Section 3 – continued

• Contact 3

Title:		
Full name:		
Relationship to student:		
Home phone number:		
Second contact number:		
Mobile contact number:		
Parental responsibility?	Yes	No
Does the above contact have permission to act in loco parentis?	Yes	No

• Contact 4

Title:		
Full name:		
Relationship to student:		
Home phone number:		
Second contact number:		
Mobile contact number:		
Parental responsibility?	Yes	No
Does the above contact have permission to act in loco parentis?	Yes	No

Section 4 – Additional Information

In order for the school to provide the best level of support for your child, is there anything else that you would wish to disclose. All information will remain confidential.

Special Education Needs / Local Authority Care:

If your child has an Education, Health and Care Plan or is being assessed for this purpose, please tick here	
If your child is or has ever been in local authority care* please tick here	
Does your child currently have any social worker involvement?, please tick here and provide contact details:	

**Includes children who are looked after by a local authority or who are provide with accommodation by that authority (see section 22 of the Children Act 1989). Also includes children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Documentary evidence that a child was previously in local authority care and has since been adopted or become subject to a residence order or special guardianship order should be submitted with the application.*

Service Children in Education

Funding is available for students who have a parent in the Armed Forces.

<https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know>

My child is a child of service personnel	Yes	No
Position:		
Date service commenced:		
Regiment/base address:		

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Section 4 – continued



Dietary Needs

Information provided in this form will be further discussed in detail with key school staff and reviewed with parents / carers on a regular basis to ensure we remain up-to-date on your child's specific dietary needs.

Please note: We strictly follow specific guidelines with regard to the handling and preparation of foods and hygiene practices; however, we do use a wide range of ingredients in the preparation of food and all our meals are prepared within the same kitchen. Meals, therefore, are not guaranteed as 'allergen-free' due to the potential for cross-contamination during food preparation. We do, however, follow all recommended guidelines and risk assessments for the safe handling of ingredients containing allergens and preparation of food.

If any of the following apply to your child, please tick the relevant box:

Food allergies:

Celery		Cereals containing gluten		Crustaceans		Eggs	
Fish		Lupin		Milk		Molluscs	
Mustard		Tree Nuts		Peanuts		Sesame seeds	
Soya		Sulphur dioxide (sulphites)		Other please give detail of other food allergies:			

Dietary requirements:

Halal		Vegetarian		Dairy free		Kosher foods only	
Vegan		Gluten free		Other please give detail of other dietary requirements:			

Section 4 – continued



Food Intolerances:

If you consider that your child has an intolerance to food, that is not an allergy, please give details below:

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We ask parents and carers to keep the school updated with any significant changes to their child's dietary requirements, e.g. religious events / observations such as Ramadan, or newly-presenting allergies / intolerances.

Free School Meal Entitlement:

Families who receive certain benefits may be eligible for free school meals, regardless of the child's age.

Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise additional funds for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is known as the 'Pupil Premium Grant' and is available from central government for every child whose parent is receiving one of the benefits listed above.

To find out if your child is eligible the benefits team at your Local Authority can process your claim by telephone or alternatively you can complete the online form at <https://www.gov.uk/apply-free-school-meals>. If your child is eligible you will receive a confirmation letter from your Local Authority within 10 days. Upon receipt of this letter please do notify the school.

To assist the school please tick one of the following options:

I am in the process of applying for free school meals in relation to the benefits I receive	
I confirm that my child is entitled to free school meals in relation to the benefits I receive	
I do not consider my child to be eligible for free school meals in relation to the mentioned benefits	

Section 5 – Medical information

- **Doctor information (in event of emergency)**

Medical Practice:	
Telephone number:	
Address:	

- **Allergies, disabilities or serious illness/conditions which may cause difficulties at school (please state all, including asthma)**

If you provide information below, the school may send you a Student/Pupil Medical Conditions Form to collect additional information.

Allergies:	
Disabilities:	
Illness/conditions:	
Other, please give detail:	



Section 6 – Ethnicity/Religion data

Please provide the following information*

Ethnic group:	
Country of birth:	
Ethnicity:	
Traveller:	Yes No
Religion/faith:	
Nationality:	
First language:	
Refugee:	Yes No

*Please note that the school is required to provide pupil characteristics data to the Department for Education as part of the Census, which may in turn be provided to the Local Authority. However, parents/carers have the right to refuse to provide this data, and may also retract such data in the future. Should you wish to retract this data please contact the school.

RE / Collective Worship

We provide Religious Education / collective worship which follows the locally agreed guidance. Parents wishing to withdraw their children from collective worship should contact the school.

Sex and Relationship Education (SRE)

All maintained schools should provide appropriate sex and relationship education, in line with the DfE guidance document 'Sex and Relationship Education Guidance' (Ref DfE 0116/2000), Driffield School's whole school Sex and Relationship Education Policy for all year groups, is available on the website. Parents/Carers wishing to withdraw their child from Sex and Relationship Education should contact the school.

Section 7 – Year 7 preferences

- Year 7 language preference**

Specific Language Preference - please tick which language your child would prefer to learn (either French or Spanish).

Please note that half of the year group study French and half study Spanish. Indicating a preference for a specific language may affect the form group that your child is placed in. Although we try to accommodate your preference, we cannot guarantee this.

French	
Spanish	
No preference	

- Year 7 friends form/class placements**

Form/class friend preference - please enter full names of 3 friends they would like to be placed with in Y7 form/classes:

Please note that other factors (such as language preference, who the friend names and house preferences) can affect whether or not your child can be placed with a named friend.

Friend 1	
Friend 2	
Friend 3	

Section 8 – Consent & GDPR

As a school we sometimes take photographs of students/pupils. We use these photos to support learning, share school life and to celebrate events for example in the school newsletter and on our website. All images and videos taken will be held in line with the school’s retention schedule.

Photographs by parents and other family member are allowed during school events such as school performances, however we request that you do not post any images on social media that include other children. Please note inappropriate use/sharing of images captured on school property or using school images may result in a limitation of photographs/videos being allowed at events.

The school will always use your child’s image in line with UK Data Protection Laws. You have several rights in relation to how we use your child’s image and you can withdraw your consent at any time. To do this you can contact the school by email on office@driffieldschool.org.uk if you change your mind (note: this will not apply to material already published. This form will be reviewed at appropriate intervals to ensure that you remain happy with your consent.

Please tick all items you give your consent for:

I am happy for the school to take photos of my child to appear on internal school displays, for example on display boards and internal digital screens.	
I am happy for the school to take photos of my child to be used in the school newsletter which is distributed to Parents/Carers digitally by email and/or as paper copies sent home.	
I am happy for the school to take photos of my child to use on social media, for example Twitter/Facebook/ the school website.	
I am happy for the school to take photos of my child to be used in school marketing material, e.g. flyers, banners and posters	
I am happy for the school to take photos of my child to be used in the school prospectus that is shared online and as printed copies.	
I am happy for the school to take videos of my child to be used internally, for example during assemblies and in class.	
The personal data (name, age, year group) of my child can be published alongside their image.	
I am happy for photos/videos of my child to be used for external advertising and media for example Driffield & Wolds Weekly Newspaper and vacancy recruitment websites.	

Note: If consent is not given, we will not use any images taken during the activity that contain the child.

Please also note that in addition to your consent above, we will also request consent for specific one-off activities where required.

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Section 8 – continued

- **Online Learning Resources:**

As part of our further learning resources, our library has the facility for students to access online resources. In order to set up accounts to access this, we need permission for students under 14 years of age. Please indicate below if you give consent for an account to be set up to access these resources.

I give consent to allow my child to access the eBook platform

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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For further information about the eBook platform, please visit the website here:

<https://www.brownsbfs.co.uk/VLeBooks>

Declaration

Parent/carer PRINT NAME:	
*Parent carer SIGNATURE:	
Date:	

*Typing your name in this box will be equivalent to your physical signature

Should you wish to amend any information given in this form in the future, please send an update via email to office@driffieldschool.org.uk.