

An Academy within the Fylde Coast Academy Trust

Headteacher: Mr S. Singh



# Admissions Booklet

Student Name:



**Contents Page:**

Content	Page
Welcome	3
Data Collection Form	5-6
Medical & Allergy Information	7-8
Photograph Permission Form	9-10
Cashless System	11
Acceptable ICT Policy	12
Home School Agreement	13
Privacy Notice	14-17

**Signing Checklist:**

To ensure all forms are completed in full, please use the checklist below.

Content	Page	Tick
Data Collection Form	5-6	
Medical & Allergy Information	7-8	
Photograph Permission Form	9-10	
Cashless System	11	
Acceptable ICT Policy	12	
Home School Agreement	13	
Privacy Notice	14-17	

# Welcome to Garstang Community Academy

Welcome

## Mr Singh, Headteacher says:

I am incredibly proud to introduce myself as the Headteacher of Garstang Community Academy. It is a privilege to lead a school with such exceptional students and a dedicated, compassionate staff team.

At Garstang Community Academy, we offer a curriculum that is rich in reading and balances traditional academic subjects with valuable vocational opportunities. Over the course of their five years, students engage with the full National Curriculum, supplemented by a diverse range of experiences that enhance their academic journey.

This year, we have taken an exciting step forward by expanding the curriculum choices for our current Year 9 students as they consider their options. We have established strong partnerships with Blackpool & Fylde College, Blackpool Sixth Form, and Myerscough College, enabling us to offer new courses such as Construction, Motor Vehicle Maintenance, Hair & Beauty, GCSE Psychology, GCSE Sociology, and Animal Studies, among others.

Our vision for Garstang Community Academy is simple: we want every student to **Grow, Care, and Achieve Together.**



## Forms for you to complete:

This booklet contains useful information in relation to the school and a number of forms which need completing to ensure we have all the necessary information regarding your child. This includes contact details, important medical information, internet use and the ICT charter, and permission for photographs of your child to be used internally and externally.

***Please complete and sign all required documentation and return it to school by Friday 4th April 2025.***

Whilst there are many forms to complete now we hope it will reduce the need for further paperwork throughout the year. However, should any of this information change, it is imperative the school is notified promptly to avoid any inaccuracies.





## GARSTANG COMMUNITY ACADEMY Data Collection Form

The information entered on this form will be recorded on the school's computer administration system and will remain confidential. Information has only been requested which will be required by the school for day-to-day administration purposes, which at some point will be required by the Department for Education as part of national statistics. The school is registered under the Data Protection Act and you have the right to check and if necessary correct the information which is held about you.

Student details:	
Legal Surname:	Legal Forename(s):
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth:
Address:	Gender at Birth: Male <input type="checkbox"/> Female <input type="checkbox"/> (please tick)
Town/City:	Preferred Gender if different:
Post Code:	

Parent/Carer contact details	
Priority 1 Contact Details	Priority 2 Contact Details
Relationship to Student:	Relationship to Student:
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____
Name:	Name:
Date of Birth:	Date of Birth:
Address:	Address:
Post Code:	Post Code:
Telephone Number:	Telephone Number:
Mobile Number:	Mobile Number:
Work:	Work:
Email:	Email:

Does your child have any brothers or sisters at Garstang Community Academy:	
Name(s):	Year:

Child's previous school(s):	
School Name:	Address:
Start Date:	Leaving Date:

Meal Arrangements (please specify from the list below):	
School Meal <input type="checkbox"/>	Is your child in receipt of free school meals? Yes <input type="checkbox"/> No <input type="checkbox"/>
Packed Lunch <input type="checkbox"/>	

**Ethnic Background: Please tick one box only to indicate your child's ethnic background**

White	<input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> Any other white background	Mixed	<input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background
Asian or Asian British	<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	Black or Black British	<input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Any other black background
Chinese	<input type="checkbox"/> Chinese	Other Ethnic Background	<input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Traveller or Irish Heritage <input type="checkbox"/> Any other ethnic group

**Nationality**

Country of Birth:	Child's Nationality:
-------------------	----------------------

**About the language your child speaks:**

Home Language:	EAL (English as a second language): Yes <input type="checkbox"/> No <input type="checkbox"/>
----------------	--

**Religion:**

Christian  Jewish  Hindu  Muslim  Sikh  Buddhist  Other  None

If any other religion, please state which:

**Service Children in Education:**

Are you a services family?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
----------------------------	---

**Special Educational Needs:**

Does your child have an Educational Healthcare Plan?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Does your child have Special Educational Needs	Yes <input type="checkbox"/> or No <input type="checkbox"/>

If answered yes, please provide further details below:

**Disability:**

Does your child have an Educational Healthcare Plan?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
--	---

If answered yes, please provide further details below:



## GARSTANG COMMUNITY ACADEMY Medical and Allergy Information

Medical Information	
Name of Student	Date of Birth
Condition or Illness. Please include any physical disabilities, including hearing and sight, as well as conditions such as asthma, diabetes, epilepsy and allergies	
Any other medical/mental health conditions you would like to mention	
Does your child carry medication?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your child's condition require the school to keep emergency medication or instructions?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your child take any regular medication?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please give details:	
Name of medication	Name of medication
Dosage	Dosage
Frequency	Frequency
Does your child have a care plan in place for any of the above medical conditions?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, who initiated this care plan (name of school nurse or other professional)	
Please note: School can only issue student's medication prescribed by their doctor. Students must hand in all medication to either reception or a designated member of staff.	



Medical Practice / GP's Name:	Address:

Does your child have any food allergies?	
Celery <input type="checkbox"/> Cereals containing gluten (wheat, rye etc) <input type="checkbox"/> Crustaceans (prawns, crabs etc) <input type="checkbox"/> Eggs <input type="checkbox"/> Fish <input type="checkbox"/> Lupin <input type="checkbox"/> Milk <input type="checkbox"/>	Molluscs (mussels, oysters etc) <input type="checkbox"/> Mustard <input type="checkbox"/> Peanuts <input type="checkbox"/> Sesame <input type="checkbox"/> Soybeans <input type="checkbox"/> Sulphur Dioxide & Sulphates <input type="checkbox"/> Tree Nuts (almonds, hazelnuts, walnuts etc) <input type="checkbox"/>
Any other food allergies?	
Does your child have any dietary requirement?	

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: It is essential that the school is notified if the condition or illness should change or further medical**





## GARSTANG COMMUNITY ACADEMY Photograph Permission Form

There have been recent changes to data protection ruling, which means we must ask for your permission when we want to use and share your child’s personal information and photographs. The General Data Protection Regulation (GDPR) May 2018 explains that:

*Consent must be a freely given specific, informed and an ambiguous indication of your wishes. There must be a clear affirmative action showing your consent. Also, consent can be removed, however there may be another legal basis for processing your personal data.*

Throughout the year there will be times when we would like to take photographs of students during school events. We often share these photographs on our school website, in-school wall displays and social media accounts, but we will only do this if we have your permission to do so. The local media also report on students’ achievements at local events in their own newspapers and websites. Again, we will not share photographs of your child with the local media unless you have agreed to have your child’s photograph taken for this specific purpose and clearly given us your permission to do so.

Please tick the appropriate boxes below to give permission for your child’s data/photographs to be used internally, externally and on social media accounts including local media outlets.

Internally:	
Wall displays	<input type="checkbox"/>
TV screens around the school	<input type="checkbox"/>
I agree to data/photograph usage - internally:	
Parent/Carer Name: _____	Signed: _____ Date: _____

Externally:	
School website	<input type="checkbox"/>
School Prospectus	<input type="checkbox"/>
Year 11 Leavers Book	<input type="checkbox"/>
School newsletters	<input type="checkbox"/>
Celebration Events	<input type="checkbox"/>
Open Evening/Morning	<input type="checkbox"/>
I agree to data/photograph usage - externally:	
Parent/Carer Name: _____	Signed: _____ Date: _____

Cont....



**Social media including local media outlets:**

- X (Twitter)
- Instagram
- Local media outlets

I agree to data/photograph usage - social media including local media outlets:

Parent/Carer Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## GARSTANG COMMUNITY ACADEMY Cashless System

Garstang Community Academy has a cashless catering system. The system allows us to provide a more efficient, faster and better quality of service with the latest technology and eliminates the need for students to carry cash during the school day. It is also biometric so there is no need for students to carry a card, as the system will recognise the finger of your child at the revaluation pay points and at the tills.

We require the consent of at least one parent/carer in order for the biometric information of your child to be processed. Please be assured that this information remains within school and that the biometric information taken is an algorithm and not the actual fingerprint.

Any amount of money can be paid onto a student's account, and any money spent on food & drink will be deducted on a daily basis.

All payment is online payments using the My Child at School app (MCAS).

A daily 'spend limit' of £3.50 can be programmed into the system, which can be increased or decreased by making a written request to the school finance office.

As per current legislation we will be operating an 'Opt In' policy and therefore require you to complete the below information on biometric permissions.

### Biometrics Permission

I/We confirm that we wish our child / children TO BE/NOT TO BE (please delete where applicable) registered on the school's Biometric Cashless Catering System with immediate effect.

I understand that I/we may withdraw my child's registration at any time in writing.

Student Full Name:	Tutor Group:
Relationship to child:	
Parent/Carer full name:	
Signed:	Date:



## GARSTANG COMMUNITY ACADEMY Acceptable Use Statement

**All users requiring access to the school’s ICT systems must sign a copy of this statement and return it to the school before access is granted. All users of school ICT equipment and infrastructure must read and understand the school’s eSafety Policy and sign this Statement as an agreement that this is the case. A copy of the eSafety Policy can be found on the school website or will be provided on request.**

The Computer Network is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school reserves the right to examine or delete any files held on the network and to monitor Email and Internet use, where it believes the safety of an individual or the reputation of the school is at risk.

- All ‘in contact time’ Network and Internet activity should be appropriate to staff professional activity or the student’s education. Any misuse of the facilities will result in restrictions being enforced and reparation for any damages sought. All in-contact and non-contact time activity should adhere to the guidance and regulations set out in the eSafety Policy;
- When a user’s own computer equipment (BYOD) is used to access the school network facilities, this equipment is also covered by this statement. Please note that the school does not provide technical support for personal equipment and it is used entirely at the user’s own risk;
- Access should only be made via the authorised user account and password, which **MUST** not be made available to any other person. Users are responsible for all activity carried out using their user account (including any e-mails sent and for contacts made that may result in email being received);
- Any activity that threatens the integrity of school ICT systems, or that intentionally attacks or corrupts other systems is forbidden (e.g. Hacking, spreading viruses);
- User’s files should be stored on the network in their designated area, or in the user’s Google Drive area. Other storage (e.g. USB drives) may not be used without explicit permission;
- Use of the network to access or store inappropriate materials such as pornographic, racist, offensive or illegal material is forbidden (including software, music and videos). Copyright of materials must be respected at all times;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden. Posting anonymous messages and forwarding chain letters is forbidden;

<b>Garstang Community Academy ICT Acceptable Use Statement (Students) Please complete, sign and return to the school</b>	
<b>Student’s Agreement</b>	
I have read and understand the school ‘ICT Acceptable Use Policy (Students)’ document. I will use the computer systems and internet in a responsible way and obey these rules at all times.	
Student Full Name:	Tutor Group:
Signed:	Date:
<b>Parent/Carer’s Consent for Internet Access</b>	
I have read and understood the school ‘ICT Acceptable Use policy (Students)’ document and give permission for my son/daughter 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.	
Parent/Carer name:	
Signed:	Date:



## GARSTANG COMMUNITY ACADEMY Home School Agreement

Garstang Community Academy aims to provide every individual in the school with the opportunity and encouragement to realise their full potential. We believe that effective education is a three way partnership involving the school, parents and students.

### The school will:

- Record students' absences as well as late arrival times and contact parents/carers for further conversations to be had to support improvements.
- Provide a safe, caring and ambitious environment for your child to achieve their full potential.
- Provide work of an appropriate and challenging standard to meet the needs of each individual student including those with special educational needs.
- Maintain regular communication about all school matters, including students' progress, attendance and successes
- Provide a broad and balanced curriculum in line with the National Curriculum.
- Promote high standards of work and behaviour through building good relationships and developing a sense of independent responsibility.
- Promote a wide range of extra-curricular activities as well as further opportunities to represent school within the community.

Signature of Headteacher: \_\_\_\_\_

Mr S Singh, Headteacher

### As parents/carers we will:

- Ensure our child attends school every day, on time, in the correct uniform and properly equipped for learning.
- Support the school's policies on learning, attendance, behaviour and uniform.
- Inform the school of any concerns or problems that may affect our child's work, behaviour or attendance.
- Encourage our child to complete all homework to promote independent learning.
- Attend all Progress Evenings and any other requested meetings to support our child's progress and/or behaviour.
- Encourage our child to treat all members of the school community with respect and to look after the school environment.
- Take an active interest in life at Garstang Community Academy and the part our child plays in it.

Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

### The student will:

- Attend school every day and arrive on time to school and lessons.
- Arrive to school every day with a bag and the equipment required for each lesson.
- Wear the full school uniform, looking smart and tidy in appearance, adhering to the uniform policy.
- Complete all my classwork to the best of my ability, with the inclusion of handing in homework on time.
- Demonstrate our Grow, Care and Achieve values within the school and local community.
- Adhere to the ICT user agreement that I have signed.
- Follow and comply with all school rules and expectations.
- Take an active part in the school's extra-curricular programme.
- Keep my mobile phone switched off and in my school bag.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_



## **GARSTANG COMMUNITY ACADEMY**

### **Privacy Notice for Parents/Carers**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about pupils.

We, Garstang Community Academy, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mr P Montgomery (see 'Contact us' below).

#### **The personal data we hold :**

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Behavioural and exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

#### **We use this data to:**

- Support pupil learning
- Monitor and report on pupil attainment and progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Meet the statutory duties placed upon us for DfE data collections



## GARSTANG COMMUNITY ACADEMY Privacy Notice for Parents/Carers

### Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely for processing information will be:

#### Article 6 Paragraph 1

- (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;

or

- e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

In addition, concerning special category data:

#### Article 9 Paragraph 2

- (c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- (g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- (j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### Collecting this information

We collect pupil information via our admissions processes, data collection forms, Common Transfer File (CTF) and secure file transfer from previous schools.

Pupil data is essential for the schools' operational use. While the majority of information you provide and we collect is mandatory, some of it requested on a voluntary basis.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## GARSTANG COMMUNITY ACADEMY Privacy Notice for Parents/Carers

### How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data and Information Management Policy sets out how long we keep information about pupils.

A copy of our Data and Information Management Policy may be requested from our Data Protection Officer (see 'Contact Us' below).

### Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- Fylde Coast Academy Trust (FCAT)
- The pupil's family and representatives
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities
- Health and social welfare organisations

### National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

### Youth support services

You can also contact the Department for Education with any further questions about the NPD.

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Lancashire County Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers. Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Lancashire County Council.



## GARSTANG COMMUNITY ACADEMY Privacy Notice for Parents/Carers

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

### Transferring data internationally

For more information, please see 'How Government uses your data' section.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### Parents and pupils' rights regarding personal data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. Parents and pupils' have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents and pupils' also have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
  - Prevent it being used to send direct marketing
  - Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
  - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- To exercise any of these rights, please contact our data protection officer.

### Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: Mr P Montgomery, Data Protection Officer, FCAT (Mereside Primary Academy), Langdale Road, Blackpool, FY4 4RR 01253 761531 [dpo@fcat.org.uk](mailto:dpo@fcat.org.uk)

*This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school*