

HOME INFORMATION (Please provide information for both parents/step-parent/partner/carer/other)
 Fields marked* are optional, but if you complete them we can check whether your child qualifies for Free School Meals and pupil premium which gives additional funding to the school.

STUDENT LIVES WITH (*please tick*): Both parents Mother Father Step-parent Partner Other

Under the terms of the Children Act 2006 the married parents or the unmarried mother of the child have parental responsibilities automatically. Unmarried fathers named on the birth certificates of children born after 1st December 2003 in England and Wales, 4th May 2006 in Scotland and 15th April 2002 in Northern Ireland also automatically have parental responsibilities. Other people including step-parents, cohabittees, grandparents and other relations and foster carers, may acquire parental responsibility in a variety of ways such as being granted a residence order, which automatically confers parental responsibility on the applicant(s).

Please list all those with parental responsibility. This includes absent parents unless there is a court order in place (evidence required).

We will use email to send out letters and information as well as sending out Progress & Tracking Summary Sheets. Texts will also be sent for reminders or urgent information regarding non-attendance. Therefore, please ensure all email addresses and mobile numbers are listed below and we are informed of any changes immediately.

PARENT/CARE DETAILS – PRIORITY 1 Parental Responsibility: Yes No
 Should correspondence be addressed to this person? Yes No

Full Name (Mr/Mrs/Ms/Miss or other)
 Relationship to child

Address
 Post Code

Home Telephone Number
 Mobile Phone

Primary E-mail Address (essential for communication)

Work Telephone Number
 Work E-mail

National Insurance Number*

PARENT/CARE DETAILS – PRIORITY 2 Parental Responsibility: Yes No
 Should correspondence be addressed to this person? Yes No

Full Name (Mr/Mrs/Ms/Miss or other)
 Relationship to child

Address
 Post Code

Home Telephone Number
 Mobile Phone

Primary E-mail Address (essential for communication)

Work Telephone Number
 Work E-mail

National Insurance Number*

PARENT/CARE DETAILS – PRIORITY 3 Parental Responsibility: Yes No
 Should correspondence be addressed to this person? Yes No

Full Name (Mr/Mrs/Ms/Miss or other)
 Relationship to child

Address
 Post Code

Home Telephone Number
 Mobile Phone

Primary E-mail Address (essential for communication)

Work Telephone Number
 Work E-mail

EMERGENCY CONTACTS – Please do not leave blank (*refer to note 5*)

Emergency Contact 1

Full Name
 Relationship to child

Address
 Post Code
 Home Telephone Number

Telephone Number (daytime)
 Mobile Phone

Emergency Contact 2	
Full Name	Relationship to child
Address	
Post Code	Home Telephone Number
Telephone Number (daytime)	Mobile Phone
WELFARE - Confidential	
1. Is your child currently a Looked After Child? Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Has your child previously been a Looked After Child? Yes <input type="checkbox"/> No <input type="checkbox"/> 3. Is your child adopted? Yes <input type="checkbox"/> No <input type="checkbox"/> 4a. Is your child under a Child Protection Plan? Yes <input type="checkbox"/> No <input type="checkbox"/> 4b. If yes, please specify: Child in Need <input type="checkbox"/> Child Protection <input type="checkbox"/> To enable your child to benefit from additional funding, you will need to inform Rye College if your child is adopted, or is under a special guardianship order. As this is a particularly sensitive declaration, please be assured of our confidentiality in respect to this information by ticking the box below. The additional funding provided by the DfE, will help to give extra support to your child through their secondary education. Please tick box if applicable: <input type="checkbox"/>	
STUDENT ACADEMIC INFORMATION - Additional Learning Needs	
Does your child receive any additional help or support? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please complete section below	
SEN Support <input type="checkbox"/> Education Health & Care Plan <input type="checkbox"/>	
STUDENT MEDICAL INFORMATION	
As well as medical information which includes long term or on-going medical conditions, a Health Care Plan is available from our SEN Provision Coordinator and consent forms regarding the administration of medicines. We ask you to give below any information which you may feel we ought to be aware of which may affect the education of your child. Please note that this information will be strictly confidential.	
Please complete below	
DOCTOR'S NAME	
DOCTOR'S ADDRESS AND TELEPHONE NUMBER	
Telephone Number:	
MEDICAL/DETAILS: Please give any information regarding any medical conditions your child may have (e.g. diabetes, epilepsy, asthmatic, allergies, ADHD, ASD, Dyslexia, Dyspraxia, serious illness or major surgery etc). PLEASE SPECIFY CONDITIONS:	
CONTINUAL MEDICATION (e.g. take Ritalin, Ventolin etc):	
PLEASE SPECIFY SPECIAL DIFFICULTIES WITH SPEECH, HEARING, VISION OR DIETARY:	
1. Does your child have an EpiPen or an Anapen? Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Does your child have a written risk management plan for allergy at school? Yes <input type="checkbox"/> No <input type="checkbox"/> 3. Does your child have a written emergency action plan for allergic reactions or anaphylaxis? Yes <input type="checkbox"/> No <input type="checkbox"/>	
MEDICAL TREATMENT/ANAESTHETIC CONSENT	
On those rare occasions when child sustains a bad injury or becomes seriously ill, we always do our very best to contact home to discuss medical treatment. However, when students are away from school, on a field course, excursions or sports fixtures it may not be possible to contact you immediately, and we therefore ask you to agree to the person in charge of any visit/fixture away from school to give consent on your behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given. This consent will cover the full period of time your child attends Rye College and you should inform Rye College immediately by letter if you wish to change this information.	
If you do not give consent for an anaesthetic to be administered or for any other urgent medical treatment to be given, please advise us by letter .	
Community Nursing – I agree to my child having Community School Nursing Team health checks: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If neither box is ticked, we assume that you require Community School Nurse input.</i>	
INFORMATION: Periodically we ask students to complete school surveys to enable us to consider their opinions; please will you inform us by letter if you do not wish your son/daughter to participate in surveys.	
SEVERE WEATHER (refer to note 9) Release Early <input type="checkbox"/> Remain in school <input type="checkbox"/>	
Signature of Parent(s)/Carer (1)	(2)

Date

Please return to Rye College - Admissions

Notes for Guidance

Confidentiality and Data Protection

Personal information that you provide will be used carefully and help Rye College to give your child the best possible support. It is important therefore that you fill in this form as accurately as possible. The personal information you give will be held on computer systems at the school and by the Children's Services Department and is covered by data protection legislation. Some of the data you give is required by the Department for Education (DfE) for local and national statistics. Please be assured that access to information is strictly limited and protected.

1. Surname and Forenames:

This is a legal requirement and all names must be the same as on Child's Birth Certificate. Legally we are obliged to maintain our records with birth certified names unless legal authorisation has been obtained. Especially important when sitting external examinations. However please write preferred forename and/or surname in 'known as name' section.

2. Ethnic Background & National Identity:

Ethnic origin relates to the origins of your family, rather than nationality. Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Educational Authority and the Department for Education (DfE) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.

3. Home Language & Language Spoken at Home:

Please state your child's main mother tongue if English is a **second or additional language**. This information is also a requirement by the Department for Education (DfE). It will also help the Authority to target bilingual support for staff where appropriate.

4. Family Information:

Please list here the names and dates of birth of any brothers, sisters, step brothers and step sisters.

5. Emergency Contacts:

It is very important to provide details of a person who may be contacted in the event of an emergency if parents/carers are not available. Please also state the relationship with the family. We are happy to accept any contact including neighbours and close friends.

Please DO NOT leave this section blank.

6. Communication

As part of our on-going commitment to keep parents fully informed we use an electronic communication system, MyED (an app is available for parents with a smart phone on both Android and iOS). This system enables us to communicate with you via email and/or text messages. We will use email to send out letters & information as well as sending out Progress & Tracking Summary Sheets. Texts will be sent for reminders or urgent information regarding non-attendance. Please keep us updated with current email addresses and mobile phone numbers.

7. Means of Travel:

If you tick the "Bicycle" box you will need to read the Academy Rules for Cyclists:

7.1 The safety of cyclists to and from school is the responsibility of the child's parent/carer. We recommend that a cycle helmet be worn.

7.2 Bicycles and associated equipment are the responsibility of the owner when they are brought onto the school grounds. The school cannot accept any insurance liability for theft or damage to bicycle equipment.

7.3 Cyclists who are reported by any member of the public as behaving in a manner considered to be disruptive, either to or from school may be banned from bringing their bicycles onto the school premises (other sanctions may also apply).

7.4 Cyclists must dismount at the school gate and wheel their cycles within the school grounds.

7.5 It is likely that your child will receive advice on aspects of road safety and be offered help in matters of crime prevention during their time at the school. We hope that these learning opportunities benefit all students of the school but in no way do these activities affect the school's liability in these matters.

8. Lunchtime Arrangements:

Please note that students are not allowed off the school premises at any time during the day unless there is a covering letter from the parent or carer.

9. Severe Weather Procedure:

In severe weather conditions, i.e. snow or fog, it may become necessary to release students early from school. You will appreciate that such conditions may arise with little warning and a decision will need to be made quickly. Under these circumstances, it may not be possible to give parents prior warning, although on days of severe weather we provide information on our school website/email etc. If it becomes necessary to release students early it is to ensure their safe return home.

County school buses may wish to trigger this process wanting to collect students early. Please therefore arrange for your child to have access to the home, or make suitable arrangements with a friend or relative should these circumstances arise.
