



Beckfoot School • Wagon Lane • Bingley • BD16 1EE

School Admission Form

Please complete all parts of this form. If there are parts you cannot yet complete please tell the school about these when you hand in the form. Please return the completed form to the above address.

Details of your child

Legal Forename(s)		Preferred Forename	
Middle Names(s)		Please note the Legal Forename and Surname must reflect what is on the birth certificate or passport (proof of change of name will be requested)	
Legal Surname		Preferred Surname	
Date of Birth	DD	MM	YYYY
		Gender (please ✓)	M F

Your child's Home Address

House Number or Name		<i>Please give your full postcode</i>	
Address		Post Code	

Details of key people and those who have parental responsibility for this child

The Education Act 1996 defines a parent to include the natural parents of the child as well as a person: (a) who is not a parent but who has parental responsibility, or (b) who has care of the child.

Priority Contact 1

Mr, Ms, Mrs etc.		Relationship to child	
Forename		Daytime Tel No	
Surname		Evening Tel No	
Home address if different from your child's		Email Address	
Main language spoken by Priority 1 Contact			

Please provide a Mobile number and Email address as emails and texts are used to communicate with Priority Contacts 1. Please ensure you notify us of any changes to your telephone numbers or email address.

Priority Contact 2

Please confirm you have consent to share this person's details		Yes	No
Mr, Ms, Mrs etc.		Relationship to child	
Forename		Daytime Tel No	
Surname		Evening Tel No	
Home address if different from your child's		Email Address	
Main language spoken by Priority 2 Contact			

Priority Contact 3

Please confirm you have consent to share this person's details		Yes	No
Mr, Ms, Mrs etc.		Relationship to child	
Forename		Daytime Tel No	
Surname		Evening Tel No	
Home address if different from your child's		Email Address	

Main language spoken by Priority 3 Contact	
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Please give details of the usual arrangements for your child if living with different parents on different days of the week.

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All correspondence regarding the above child will be sent to the person listed as Priority Contact 1, please note below any other arrangements required or contact the relevant Year Learning Leader.

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Other family details

Please give details of any other siblings/children currently living at your child's home(s).

Children's names	Date of birth	Sex: M or F	School attending (if applicable)

Educational history

Last school attended

Beckfoot school will obtain earlier school records from the school named below

School name	Address	Telephone

Dates attended above school	From	To

If your child has had any gaps in his/her education, please provide details below – the start and end dates of the gap(s) and reason(s) are required. **Please advise if this is the first school attended in the UK.**

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Information for Additional Funding

Additional funding is allocated to schools based on the number of children who meet the criteria below. Please help us by providing the information below. **If you would like to provide this information in confidence, please telephone Campus Admin Team on 01274 777107.** (please ✓)

	Yes	No
Does either parent or guardian serve in the British Armed Forces e.g. Army, Navy or RAF? If so, please indicate the name of the parent and the division/military camp at which they are based.		
Was your child adopted from care in England or		
Did your child leave care under a Special Guardianship Order or		
Did your child leave care under a Residence Order or		
Did your child leave care under a Child Arrangement Order		

Other Information									
School Meals									
Is your child entitled to free school meals?		Yes	No	If yes – It is important that you notify Bradford Council/Benefits Service that your child is moving schools to ensure your child continues to receive free school meals – Tel: 01274 432772/434477					
Please give details of any special dietary needs or preferences e.g. Gastronomy fed.									
Meal Arrangements	Type of Meal		Mon	Tue	Wed	Thu	Fri		
	School Meal								
	Packed Lunch								
School Transport									
How will your child normally get to and from school?									
School Bus			Public Bus		Car or Van		Taxi		
Bicycle			Train		Car Share		Walk		
Other			Route (Bus Number/Train route)						
Is your child entitled to free transport?					Yes		No		
Please advise if your child plays a musical instrument and what grade they have attained if applicable? Please also mention any other attainments in music, dance, languages, sports etc.									
Doctor, health care and other specific arrangements									
Name of doctor and surgery				Contact details of practice/health centre					
				The school has contact details of local doctors. If you are not using a local doctor, please supply the contact details separately.					
Has your child had a tetanus injection?				Yes	No	If yes, date			
INHALER	Does your child use one?			Yes	No	If yes, frequency taken			
	If yes, type of medication?								
Does your child take any other medication?		Yes	No	If medication is required please ensure you notify the school and keep the school updated if there are any changes.					
Other medical information relevant to your child's development and school life e.g. hearing, sight, allergies, diabetes, epilepsy.									
Does your child have a Statement/EHCP of special education needs?							Yes	No	
If your child has other particular needs in relation to his/her education please describe them here:									

Ethnicity Please tick the box that you believe best describes your child's ethnicity: **PLEASE NOTE** this data is shared with the Department for Education via the School Census, if you do not consent to this please enter REFUSED.

White		Asian and Asian British	
British		Indian	
Irish		Pakistani – Mirpuri	
Gypsy / Roma		Pakistani (not Mirpuri)	
Traveller of Irish heritage		Bangladeshi	
White Other		Any other Asian background	
Mixed		Black or Black British	
White and Black Caribbean		Caribbean	
White and Black African		African	
White and any other Asian background		Any other black background	
Any other mixed background		An ethnic group not listed here	
Chinese		Refused	

Faith Please tick the box that you believe best describes your child's religion:

Anglican		Methodist	
Baptist		Roman Catholic	
Buddhist		Sikh	
Christian		United Reform Church	
Church of England			
Hindu		No Religion	
Jehovah's Witness		Other Religion	
Muslim		Refused	

Languages

Language spoken/exposed to

A "first language" other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community. **PLEASE NOTE** this data is shared with the Department for Education via the School Census, if you do not consent to this please enter REFUSED.

What is your child's "first language"?	
What is the language spoken at home?	

Supporting Enrichment Rolling Approval for Frequent Off-Site Activities

I give consent for my child to take part in:

- Official PE sports trips during and after school
- Walks from school as part of a timetabled lesson
- Sponsored walks from school
- Alternative curriculum provision as agreed previously
- Organised team activities e.g. debating and Maths challenge events at local schools, colleges and universities.

I understand that:

- Such trips/visits/activities will be arranged at least 24hrs in advance and my child is to advise me if they are taking part.

They will also write details of the trip/visit/activity in their planner.

- Such trips/visits/activities will be led by Beckfoot staff working to relevant guidance for Off Site Visits and Activities.
- Transport for trips to and from Beckfoot will be arranged and supervised by the school unless notified otherwise.
- To comply with school insurance requirements my child should be fit to travel and capable of taking part in the trip/visit/activity described above and I understand that I must notify the school of any medical conditions or recent injuries prior to a trip/visit/activity. I confirm I have parental responsibility for this student.

PLEASE CHECK AND SIGN ONE OF THE STATEMENTS BELOW:

I give rolling approval for my child to take part in frequent off-site activities and can confirm that I have parental responsibility for this student. (You have the right to withdraw your consent at any time)

Signed _____ Date _____

OR

I only want my child to take part in a trip from school if I specifically approve each trip and can confirm that I have parental responsibility for this student.

Signed _____ Date _____

Beckfoot Trust Student Privacy Notice

We collect and use personal data relating to students and their families under the principles of the General Data Protection Regulations (GDPR).

Beckfoot Trust is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed. Each school has a GDPR lead who acts as a representative for the school with regard to its data controller responsibilities. Details are available on the Beckfoot Trust website www.beckfoottrust.org

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law or our policies requires the Trust to share your data. Where the Trust outsources data to a third-party processor, Beckfoot Trust has sought assurances from the processor to ensure they process data in line with the GDPR and the privacy rights of individuals.

Adam Varley is the Data Protection Officer. This role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 01274 771444 or compliance@beckfoot.org.

The categories of student information that we collect, hold and share include:

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

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

Collecting Student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Why we collect and use this information

We collect and use personal data as set out under the GDPR and UK law. We use this data

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect student welfare
- to safeguard students
- to enable students to take part in national or other assessments and to publish the results of public examinations or other achievements of students
- to assess the quality of our services

- to share news about our work and promote our services
- enable us to carry out specific functions for which we are responsible
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information as set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform with GDPR, any information the Trust processes fulfils one of the following requirements from Article 6 of the GDPR:

- Legal Obligation
- Public Interest
- Vital interest of the data subject, or another person
- Contractual Obligation

Where we process special categories of personal data we do so under obligations covered in Article 9 of GDPR:

- A substantial public interest

Where the above do not apply the school will seek consent for specific purposes in line with Article 6.1.a of the GDPR. This will be done in writing and will clearly define the uses of personal information and ask for consent for each and every use.

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

Storing student data

Where information forms part of a student's statutory education record, The Education Regulations 2005 SI 2005 No. 1437, the academy will retain the information for 25 years from the child's date of birth. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

We are required to pass information about our students to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Students) (England) Regulations 2013.

Who we share student information with

We routinely share student information with:

- Schools that the student attends after leaving us
- Our local authority
- The Department for Education (DfE)
- Trust staff
- The student's family and representatives
- Parents or carers of Trust school students
- Educators and examining bodies
- Ofsted

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Media publications
- Police forces, courts, tribunals

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth Support Services Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of Youth Support Services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services through Youth Support Services and careers advisers.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of Youth Support Services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and/or provider of Youth Support Services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services via post-16 education and training providers, Youth Support Services and careers advisers.

For more information about services for young people, please visit www.bradford.gov.uk.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact the DfE visit: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the relevant Trust school GDPR lead.

Details are available on the Beckfoot Trust website

www.beckfoottrust.org

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Complaints and Concerns

If you would like to discuss anything on this Privacy Notice or are unhappy with the way your request for information has been dealt with or you think your data has been misused or not held securely, please contact

Trust Compliance Officer

Tel: 01274 771444

Email: compliance@beckfoot.org

If you are unhappy with the outcome of your query or complaint, you can escalate your complaint please contact the

Information Commissioner's Office (ICO). ICO helpline, Telephone: 0303 123 1113 <https://ico.org.uk/concerns/>

Data Requests

Data requests for students may be received after a student has left the school e.g. exam and reference requests, these will be dealt with as set out in this Privacy Notice and our Data Protection Policy.

Schools may receive requests from Police for information about a student. The school will share the following;

- the student's registration at the school
- the student's full name and/or date of birth
- the student's address and/or telephone number
- the student's next of kin as informed to the school
- the student's attendance at the school on identified dates

All other Police requests will be dealt with as set out in our GDPR Data Protection and FOI Policy.

Consent for photographs and filming of students will be requested on the Admission Form at point of entry and on the annual Student Information Form.

The Trust may use a student's work for assessment and moderation purposes, displays, shows, productions and for any other purpose unless permission is withdrawn by the student.

Once published/shared some information may not be able to be retrieved so we will not be able to comply with the individual's data rights as the information is outside our control. Where information is within our control we will make reasonable attempts to carry out their wishes.

Photographs are taken of students for use on necessary school systems and for cashless catering and identification purposes e.g. swipecards. Occasionally photographs may also be taken of students during school activities. Please confirm that you give permission for photographs to be taken and used as follows:		Yes	No
<ul style="list-style-type: none"> • in publicity material for school 			
<ul style="list-style-type: none"> • on the school website 			
<ul style="list-style-type: none"> • on school managed social media accounts (e.g. Twitter, Facebook, YouTube) 			
<ul style="list-style-type: none"> • by approved organisations for promotional/external publication 			
<ul style="list-style-type: none"> • Occasionally activities involving students may be filmed for educational and fundraising purposes e.g. sale of school production CDs, lesson feedback etc. Please confirm that you give permission. 			
The school uses CCTV Technology which is strictly controlled in line with our CCTV Protocol.			
You have the right to withdraw your consent at any point by contacting campusadminteam@beckfoot.org			
By signing this form: <ul style="list-style-type: none"> • You agree to the above statements • You have read the Trust Data Sharing Privacy Notice • You confirm that you have parental responsibility for this child • You confirm the information provided in this form to be correct as of this date • You agree that you will inform the school of any changes that may occur to the above information whilst your child attends the school. 			
Signed (Parent/Carer):		Date:	
Print Name:			
I confirm I have read the Beckfoot Trust Student Privacy Notice			
Signed (Student):		Date:	
For completion by Campus Admin Team			
Admission Date		Tutor Group Allocated	
Registration Type e.g. Single/MM(Dual)/Guest		CTF requested/received	
Admission No		FSM/PP checked	



Our Home /School Agreement

As a **World Class Learner**, I embrace every opportunity to shape my development as a person, a future leader and a global citizen.

1. I attend every day, am on time to every lesson, wear my correct uniform and have my correct equipment.
2. I work as hard as I can and strive to achieve 1s for my Attitude to Learning in all my lessons, taking great pride in the presentation of my work and keeping my Learning Planner neat and up to date.
3. I treat everyone and everything in my school community with respect, and respond first time, every time.
4. I am resilient, reflective and highly ambitious about what I can achieve at Beckfoot and in my future and I embrace all opportunities to prepare me for my learning and working life beyond Beckfoot.
5. I meet my home learning deadlines, revise thoroughly for exams and reflect on how to do even better next time.

As a **Parent/Carer**, I am an active partner in my child's learning.

1. I ensure my child attends regularly (target 98%) and is punctual, and we do our best to not take family trips or holidays in term-time.
2. I ensure my child is 'school ready' with the correct learning equipment and uniform and I attend Consultation Evening and any other meetings to discuss my child's progress.
3. I support Beckfoot's policies and practices, including those on behaviour and Attitude to Learning.
4. I support my child's home learning and revision for exams by providing a suitable environment for them and checking their Learning Planner every week.
5. I have the highest aspirations for my child, encourage my child to embrace opportunities to shape, enrich and lead their personal development, and work in partnership with the school to ensure they fulfil their academic and social potential so that they are prepared for their life beyond Beckfoot.

As a **World Class School** we put students first, nurture their talent and prepare them as future leaders.

1. We keep our students safe; safeguarding every individual and checking attendance daily with home contact as necessary.
2. We provide a remarkable learning environment with a curriculum which is challenging, inclusive and forward-thinking, and teaching and learning that is engaging, exciting and inspiring. We always seek ways to innovate. We build confidence through recognising, rewarding and celebrating students' success in all its forms.
3. We see every student as an individual, and personalise our support and tutoring accordingly, setting challenging targets and reviewing them regularly.
4. We provide enrichment activities which are varied, inclusive and fun, leadership opportunities, and prepare students for life beyond Beckfoot, for entering the world of work and forging a career.
5. We communicate with Parents/Carers about their child's individual progress through their planner, their books and reports home, and provide opportunities to talk. We share any concerns with Parents/Carers about their child's individual attendance, behaviour or effort and provide home learning and revision which is meaningful and impacts on progress towards qualifications.

Together, we pledge to follow our Home/School Agreement:

Student:

Signed:

Date:

Parent/Carer:

Signed:

Date:

Staff:

Signed:

Date:

Using Technology Wisely and Safely

This document has been developed to help you understand the rules of using computers in school. You must always follow the rules set out in this policy because these rules will help keep you and others in our school community safe.

I will follow these rules to keep me safe

1. I will not damage any school-owned ICT equipment, never eating or drinking near it, returning devices to the appropriate place after I have used them and never attempting to access any secure areas of the school system.
2. I will only log on as myself and never share my log in details with anyone else. If someone else knows my password, I will change it immediately.
3. I will turn off the monitor if I see something that I feel uncomfortable with or upsets me; then I will tell an adult straight away.
4. I will check my school emails regularly and only use my school email address to contact people I know or those agreed by my teacher. When sending emails, I will make sure that they are polite and sensible.
5. I will take care in opening any attachments sent by email. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
6. I know that some websites and social networks have age restrictions and I will not use them unless I am old enough.
7. I will not write, post or message anything inappropriate, hurtful or illegal about any member of our school community or about the school.
8. I know that my use of ICT is checked and that my Parent/Carer will be contacted if a member of school staff is concerned about my safety.
9. I will never arrange meet anyone in person that I have only met online.
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10. If I feel uncomfortable about anything that has happened to me or others online, both in and out of school, I will tell an adult.

Agreement

I agree to follow the rules set out above. I accept that if I break these rules my Parent/Carer may be told and there will be sanctions. I also understand that if I use my phone in any way that is unacceptable it will be kept in school until a Parent/Carer collects it in person.

Student:

Signed:

Date:

Parent/Carer:

Signed:

Date:

Staff:

Signed:

Date: