



Coopers School Post 16 Admissions Form September 2017

**TO BE RETURNED
TO COOPERS
SIXTH FORM**



Please complete all sections and return this form to:
Post 16, Coopers School, Hawkwood Lane, Chislehurst, Kent BR7 5PS

In case we ever need to contact you in an emergency, it is vital that the School Office is informed if any of the details on this form are changed at any time. Thank you.

PLEASE COMPLETE IN BLOCK LETTERS

Legal surname of child: _____ Date of birth: **DD / MM / YYYY**

Legal forename(s): _____ Gender: **(M / F)** _____

Preferred surname: _____ Preferred forename: _____

Address of student: _____

_____ Post code: _____

Secondary School attended for GCSEs: _____

Student's Mobile Telephone No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Siblings: If you have other children at Coopers, please complete their name(s) and Year Group(s)

	Parent/Carer 1	Parent/Carer 2
Mr/Mrs/Miss/Ms/Other	_____	_____
Forename and Surname:	_____	_____
Relationship to student:	_____	_____
Address: <i>(if not as above)</i>	_____	_____
Phone no (<i>home</i>):	_____	_____
Phone no (<i>work</i>):	_____	_____
Phone no (<i>mobile</i>):	_____	_____
Email Address:**	_____	_____
<i>** As most of our communications are sent by email rather than post it is particularly important for us to have a current email address for parent(s) / carer(s); <u>Please write email address clearly and legibly</u></i>		
Home Language:	_____	_____
Local Authority to which Council Tax is paid:	_____	_____
Special Custody Arrangements (<i>if any</i>):	_____	

Please give the name, relationship and telephone number of two people who have agreed to be contacted in the event of an emergency to act on your behalf if we are unable to contact you. For example, Grandparent/Aunt/Neighbour. **If these change whilst your child is at Coopers, please ensure you advise us.**

Emergency Contact 1

Emergency Contact 2

Name:

Relationship to student:

Phone no (home):

Phone no (work):

Phone no (mobile):

ADOPTED FROM CARE: Please indicate if your child has been adopted from care, left care under a Special Guardianship Order or under a Residence Order on or after 30 December 2005. Please include evidence.

SEN: If your child has a statement of special educational needs or any special educational difficulty, please give details:

EXAM CONCESSIONS:

EAL: If your child's first language is not English, please give details:

AGENCIES: If your child/family is involved with any external agencies, please give details: *i.e. Social worker, Educational Psychologist.*

COMPUTER / INTERNET: Please indicate if you have access to a computer and the internet at home

Yes

No

MEDICAL INFORMATION

Name of Surgery/Doctor:

Address:

Phone no:

Health problems of student (if any):

Details of any medication to be kept in School (if any):

Any other information you feel the School should be aware of:

Please tick the boxes below to indicate your agreement to:

- School Trips:** I agree that my child may participate in any short local trips which may be arranged during his / her time at Coopers.
- School Beat Officer:** I understand that the School Beat Officer plays a key role in the safety and well-being of all students and from time to time may wish to speak to students informally or formally which will not always necessitate informing parents first depending on the individual situations.
- Photographs:** I agree to Coopers using photographs of my child or including them in video/audio material. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the School, and for no other purpose.

Name of Parent / Carer: _____
(Please print)

Signature of Parent / Carer: _____

From September 1990 all Local Authority maintained Schools are required by the Department for Children, Schools and Families to collect ethnically-based data on their pupils. The purpose of this data is to ensure the education provided in Schools meets the needs of ALL pupils. Parents/Carers are not obliged to provide the information requested, but your co-operation is being sought. Access to this information will be strictly limited to those who need the data to make suitable provision for the children concerned.

Please place a tick in the appropriate box.

ETHNICITY

White – British	White – Irish	Gypsy/Roma	Any other white background (specify):
White/Asian	White/Black African	White/Black Caribbean	Any other mixed background (specify):
Bangladeshi	Indian	Pakistani	Any other Asian background (specify):
Chinese	Black – African	Black – Caribbean	Any other black group (specify):
Traveller	Refused		Any other ethnic group (specify):

Please complete the following:

COUNTRY OF BIRTH :		NATIONALITY:	
LANGUAGE (spoken at home by the student):			

RELIGION

Christian	Anglican	Muslim	Sikh	United Reform	Other (specify)
Baptist	Jewish	Hindu	Methodist	Roman Catholic	No religion

Please note – Parental responsibility lies with both parents whether married/separated or divorced **UNLESS** a Court Order has been issued.

Addressee - all correspondence will be sent to the student's home address. The addressee is the person(s), with parental responsibility, who is/are also living at that address. Please notify us if otherwise.

Data Protection Act 1998

Information supplied will be held in a computer system which is registered with the Data Protection Registrar, and will be used for the purpose of School administration for your child's current and future Schools. It may also be used for the supply of information to other authorities should there be a transfer to Schools not in Bromley. Information may be disclosed to bona-fide, authorised council employees, Councillors, School Governors, and the Department for Education for administrative and statutory reasons, including the Skills Funding Agency, an Executive Agency of the Department of Business, Innovation and Skills, to issue your child with a unique Learner Number (ULN), and to create their Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.

For School Use Only: