

# Scholar Enrolment Form

2018-19 to be received by 16.03.18



# DIXONS McMILLAN ACADEMY

## 1. Scholar Details

Legal Surname*:
Legal Forename*:
Middle Name(s):
Chosen Name:
Date of Birth: (DD / MM / YY) ..... / ..... / .....
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Position in Family: ..... / ..... (For example: 3 / 5 denotes 3 <sup>rd</sup> child of 5 children)

**To be completed by Academy staff only:**

**Admissions No:** \_ \_ \_ \_ \_

*Please affix passport  
photograph here*

**\*As it appears on your child's birth certificate, or deed poll document (if changed)**

Home Address: ..... ..... .....
Postcode:
Telephone (Home):
Email:
Number of other children under 11 years of age at this address: .....

Current / Previous School:
Current / Previous School Address: ..... ..... .....
Postcode:
Full name(s) of any siblings at Dixons McMillan Academy: ..... ..... .....

**Please turn over**

## 2. Background Details and Essential Information

### Individual Needs

In order for us to ensure a smooth transition into secondary school, please complete one or more of the following boxes to indicate any information that may be relevant in supporting your child.

No disability	<input type="checkbox"/>
Problems with ASD / Aspergers	<input type="checkbox"/>
Problems with Behaviour	<input type="checkbox"/>
Problems with Communication	<input type="checkbox"/>
Problems with Consciousness	<input type="checkbox"/>
Problems with Eating & Drinking	<input type="checkbox"/>
Problems with Hand Function	<input type="checkbox"/>
Problems with Hearing	<input type="checkbox"/>

Problems with Incontinence	<input type="checkbox"/>
Problems with Learning	<input type="checkbox"/>
Problems with Medication	<input type="checkbox"/>
Problems with Mobility	<input type="checkbox"/>
Problems with Palliative Care Need	<input type="checkbox"/>
Problems with Personal Care	<input type="checkbox"/>
Problems with Vision	<input type="checkbox"/>
Other disability/health problem	<input type="checkbox"/>

Please also add further details in the space provided below, for example: Statement of Special Education Needs; Gifted and Talented; behaviour/friendship difficulties, reading/writing and/or numeracy difficulties, or any other information you may wish to provide.

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>(Please attach additional information if necessary)</b></p>
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### Medical and Health Information

Please provide information regarding specific medical conditions including any allergies. We expect that all parents/carers, or those with parental responsibility, will inform the Academy when a child who attends, or is to be admitted, is known to suffer from a severe allergic reaction.

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>(Please attach additional information if necessary)</b></p>
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## Doctor / Medical Centre Details

Medical Centre / Practice:
Address: ..... ..... .....

Name of Doctor: (If known) .....
Postcode:
Telephone:

## Ethnic Background (please tick one option)

Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Mirpuri Pakistani	<input type="checkbox"/>
Other Pakistani	<input type="checkbox"/>
Any Other Asian Background	<input type="checkbox"/>
African	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>
Any Other Black Background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Mixed White and Asian	<input type="checkbox"/>

Mixed White and Black African	<input type="checkbox"/>
Mixed White and Black Caribbean	<input type="checkbox"/>
Any Other Mixed Background	<input type="checkbox"/>
Roma / Roma Gipsy	<input type="checkbox"/>
White British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>
Traveller – Irish Heritage	<input type="checkbox"/>
Any Other White Background	<input type="checkbox"/>
Any Other Ethnic Group: .....	<input type="checkbox"/>

## Religion (please tick one option)

Buddhist (BU)	<input type="checkbox"/>
Hindu (HIN)	<input type="checkbox"/>
Muslim (MU)	<input type="checkbox"/>
Other (OTH) Please specify: .....	<input type="checkbox"/>

Christian (CH)	<input type="checkbox"/>
Jewish (JE)	<input type="checkbox"/>
None (NO)	<input type="checkbox"/>
Sikh (SIK)	<input type="checkbox"/>

## Language

Please indicate your child's first language (the language learned from birth):

English <input type="checkbox"/>	Other than English: (Please specify)
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## Free School Meals

Please tick this box if you believe you may be eligible for free school meals\*

\*Evidence of job seekers allowance, income support, child tax credit etc. will be required before scholars can be considered eligible for free school meals. Further information will be sent to you if you tick this option.

## Travel (please tick one option)

Car Share	<input type="checkbox"/>
Public Bus Service	<input type="checkbox"/>
Walk	<input type="checkbox"/>

Car / Van	<input type="checkbox"/>
Taxi	<input type="checkbox"/>

Cycle	<input type="checkbox"/>
Train	<input type="checkbox"/>

## Academy Library – Borrowing of Resources

Please tick one box only:

I do  I do not  accept responsibility for library materials and textbooks borrowed by my child. Please note that in case of loss or damage, the full replacement cost of the item(s) will be charged.

## 3. Parent / Carer Details

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### Parent / Carer 1

(If the address given is different to the scholar's then copies of reports / letters will also be posted to this address)

Name:
Address: (If different to scholars) ..... ..... .....
Postcode:

Priority of Contact (in case of illness or emergency):
Relationship to scholar: (e.g. mother, carer etc.)
Daytime Contact Number:
Daytime Contact Place: (e.g. work, home etc.)
Mobile:

### Parent / Carer 2

(Please contact the Vice Principal directly, in writing, if there is any reason why Parent/carers 2 should not receive information about your child)

Name:
Address: (If different to scholars) ..... ..... .....
Postcode:

Priority of Contact (in case of illness or emergency):
Relationship to scholar: (e.g. mother, carer etc.)
Daytime Contact Number:
Daytime Contact Place: (e.g. work, home etc.)
Mobile:

## 4. A Level choices

Our subjects are offered in a range of blocking combinations. When choosing which A level courses you would like to be considered for, you should also review our minimum entry requirements. The minimum entrance requirement is a grade 5 in both English and Mathematics. Each course also has specific entry requirements:

Subject	A Level Course requirement	English	Maths
<b>For all courses see minimum required for Sixth Form and also the subject entries as below</b>			
<b>Art</b>	Grade 6 in Art and Design	5	5
<b>Biology</b>	At least two grade 6s in Science including Biology or Combined Science	6	6
<b>Chemistry</b>	6 in Chemistry, or 66 in Dual Award Science	6	6
<b>English Language</b>	6 in English Language / English Literature	6	5
<b>English Literature</b>	6 in English Language / English Literature	6	5
<b>History</b>	6 in History	6	5
<b>Maths</b>	7 in Physics (Higher Paper)	5	7
<b>Physics</b>	At least two grades in GCSE Sciences, including GCSE Physics grade 6, or Dual Award Science grade 6/6	6	7
<b>Psychology</b>		6	5
<b>Religious Studies</b>	6 in Religious Education	6	5
<b>Sociology</b>		6	5

You can only choose one subject from each block, with a maximum of 3 subjects across all subject blocks.

Please **choose 3 subjects** indicating your first and second preference combinations.

Blocking:	Block A	Block B	Block C	Block D
Possible Subjects:	Biology Chemistry English Language English Literature Physics	Chemistry Mathematics Sociology	Biology Chemistry Psychology Religious Education	Art Biology History Psychology
<b>Example:</b>	<b>English Language</b>	-	<b>Religious Education</b>	<b>Art</b>
1 <sup>st</sup> Preference Combination				
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## 5. Scholar Reference

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Your referees are particularly important. A referee is a person who will write a reference to say what kind of student you are. We will automatically contact your Head of Year / House. Please give below the name of your Head of Year / House, as well as the name and address of a referee who we may contact for a second referee.

Name in full of Head of Year / House:
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School Telephone Number:
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Referee's name in full:
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Address:
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Telephone number:
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Relationship to applicant:
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## 6. Additional Information

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### **Administering medication**

Our policy for administering medication is on the academy website and we ask all parents/carers to read this in full.

As you will see from the policy all parent/carers of scholars who have asthma are required to complete a self-administer which gives shared responsibility between the parent/carer and the academy. This will allow the academy to record which scholars are carrying inhalers. This is the only medication which we allow to be administered by the scholar themselves.

If your child is prescribed medication by a health professional and is required to take this during the academy day, please bring in the medication and sign a medication form at reception. Please do not send scholars to the academy with medication as we will not be able to administer it without completion of this form.

### **Media, Film and Photographs**

From time to time the Academy receives requests from the media to take photographs and/or films of Academy events and activities. In the majority of cases most parents are happy for their children to be photographed providing that appropriate safeguards are implemented which, of course, are always observed by us. Photographs and images of our scholars remain anonymous and scholars are referred to as "Academy students".

If you do not wish your child to be photographed or filmed, for public relations purposes, please contact the Data Co-Ordinator. In the event that we do not hear from you we will assume that we have your permission.

If you have any queries in respect of this issue please call the Academy.

### **School Visits**

Please sign below if you authorise your child to leave the school on supervised educational visits (within a 3 mile radius) during the school day.

I give permission for my child to be taken on school visits (within a 3 mile radius):

**Signed:** .....**Date:** .....

### **Early Closure**

In the event of the school closing early due to adverse weather conditions:

I give my child to leave the school unaccompanied

I would like to be contacted to collect my child

# Responsible Technology Use Policy

(Computer and Mobile Technologies)

Dixons McMillan Academy is committed to providing good computer facilities and access to the Internet and email for all staff and students.

## Computer Equipment:

- Treat this equipment with care. Do not take food and drink into computer areas.
- School computer equipment is primarily for student education and staff professional activity. It must not be used for private purposes. Use for personal financial gain, gambling, political purposes or advertising is forbidden.

## Password Security:

- **You** will be held responsible for anything done on a computer logged on with your user name; log out when you finish. Do not tell other people your password. If you suspect that someone knows your password, change it and tell the Help Desk.

## Information stored on Academy computers:

- Copyright and intellectual property rights must be respected.
- Do not store or distribute any offensive material. Do not install any unauthorised software, for example, executable or batch files.

## Email:

- Users are *personally* responsible for emails they send and for contacts made. Therefore email should be written carefully and politely. E-mail sent to an external organisation should be authorised before sending.
- Do not send or forward offensive email, anonymous messages, or chain letters.

## Internet access:

- All Internet use is monitored and logged by the system. Access to inappropriate sites is barred in so far as this is possible; access to these sites is not accepted, and the user is liable to disciplinary actions. Details of any accessible site with inappropriate content should be reported to the IT Helpdesk.
- The use of public chat-rooms and social networking sites are not allowed.
- Photographs or video clips taken with the school environment, including offsite trips and residentials, must not be distributed or uploaded to public sites.

## Social Networking Sites:

- The use of Social Networking sites such as Facebook is not permitted within the Academy.
- Students must be aware that any inappropriate use of Facebook outside of school that causes a problem inside our community, or brings us into disrepute will be treated very seriously.
- We advise all parents of under-16 year olds to carefully monitor their use of Social Networking Sites and seriously consider whether it is appropriate for younger students.

## Mobile Phones:

- Phones must be switched off (not on silent mode) and kept in student lockers.
- Phones must not be used for any purpose in the school environment.
- Students may text or phone a parent regarding lifts at the end of the Academy day.
- The camera and recording functions must not be used at any time as it may breach privacy rules.

***These facilities are provided for your benefit. Misuse of them or damage to equipment caused wilfully or by carelessness will result in disciplinary action. This may include withdrawal of access and charges for replacement or repairs.***

**Please sign and date the form below to state you agree with the above policy and that the information provided is correct**

**Scholars Name:..... (Print)**

**Scholar Signed:..... Date: .....**

**Parent / Carer Name: ..... (Print)**

**Parent / Carer Signed: ..... Date: .....**