



Tolworth Girls' School & Sixth Form

Admission Form

The school needs some information about your child and their family so that we can communicate effectively and take proper care of your child, understanding something of their home background, needs and abilities.

This information is kept securely and used responsibly within the requirements of the General Data Protection Regulations. We do not share information about you and your family without your permission. We are required by law to provide data to the Royal Borough of Kingston-Upon-Thames and to the government's Department for Education (the DFE).

The data you supply is also used to determine the school's funding by the government. It is often unexpected information that triggers additional funding and we are obviously keen that you supply this, including entitlement to free school meals, ethnic background and method of travel to school.

THIS FORM MUST BE COMPLETED BY A PARENT/ CARER NOT BY THE STUDENT.

PLEASE ENCLOSE A COPY OF THE STUDENT'S PASSPORT OR BIRTH CERTIFICATE WITH THE FORM.

Please complete the form using block capitals.

STUDENT INFORMATION:

LEGAL SURNAME:		LEGAL FORENAME:	
MIDDLE NAME(S):			
PREFERRED FORENAME:			
DATE OF BIRTH:			
HOME ADDRESS:			
POST CODE:		TELEPHONE NO:	

PREVIOUS SCHOOL NAME:	
SCHOOL ADDRESS:	

PARENTAL DETAILS (IT IS VITAL THAT THIS INFORMATION IS ACCURATE AND UP-TO-DATE)

Please give details of all those who have parental/caring responsibility. The school communicates with parents electronically so it is important that we have up to date mobile telephone numbers and email addresses.

Name of 1 st parent/carer to be contacted in an emergency				
Title:	Mr/Mrs/Miss/Ms/Dr			
Surname:		Forename:		
Relationship to student:		Parental Responsibility:	Yes	No
Home (if difference from the student)		Living with student:	Yes	No
Email Address:				
Mobile Number:				
Home Number:				
Work Number:				
Place of Work:		Occupation:		

Name of 2 nd parent/carer to be contacted in an emergency				
Title:	Mr/Mrs/Miss/Ms/Dr			
Surname:		Forename:		
Relationship to student:		Parental Responsibility:	Yes	No
Home (if difference from the student)		Living with student:	Yes	No
Email Address:				
Mobile Number:				
Home Number:				
Work Number:				
Place of Work:		Occupation:		

Contact details of another person(s) e.g. relative, friend, neighbour, who could be contacted in an emergency:				
3 rd Emergency Contact:			4 th Emergency Contact:	
Title:	Mr/Mrs/Miss/Ms/Dr		Title:	Mr/Mrs/Miss/Ms/Dr
Surname:			Surname:	
Forename:			Forename:	
Relationship to child:			Relationship to child:	
Parental Responsibility:	Yes	No	Parental Responsibility:	Yes No
Contact Telephone No:			Contact Telephone No:	

INFORMATION ABOUT YOUR CHILD

Is your child subject to a legal order? Yes / No

If **yes**, please give a brief explanation:

Copy of the order provided for the school Yes / No

SIBLINGS

If there is a sister or brother in the school / 6th form, please give name and tutor group:

MEDICAL INFORMATION:

Name of Medical Practice:

Address:

Telephone No:

MEDICAL CONSENT

We have a first aider at the school that helps with any minor health issues your daughter may have whilst at school. She may administer paracetamol for minor ailments, e.g. headaches etc.

If you **do not** want your daughter to be administered paracetamol, please indicate here: No

Please also complete the Medical Information Form

SPECIAL EDUCATIONAL NEEDS

Does your child have a special educational provision and an individual education plan (IEP) at her current school? Yes / No

If yes, please explain what level of special needs provision is made for your child:

If you have a copy of the IEP and/or an Education Psychologist's report please enclose when you return this form.

Is your daughter / family involved with other agencies: Yes / No

If yes, please circle which agencies EP / FASS / FACT / EWO / Social Services and please give a brief description:

CONSENT FOR ASSESSMENTS

Our Head of Inclusion/SEN may need to carry out assessments with relevant professionals in order to understand your daughter's individual learning profile and be able to offer targeted support where needed. If you do not give your consent, please let us know in writing.

USE OF STUDENT IMAGES

We sometimes use our students' images in school publications celebrating learning and achievement; such publications might include presentations in the foyer, school website, teacher training videos, press releases and marketing material. At no time would your daughter's name be used against her image, without your permission. If you **do not** want your daughter's image to be used in accordance with the above, please let us know in writing.

ETHNICITY OF YOUR CHILD

Completion of this section is **compulsory**. The school is required by the Department for Education (DFE) to complete a census of pupils who attend the school. You should be assured that the DFE requires only the numbers of students and their ethnic heritage and not names. Please tick one group as appropriate:

Ethnic origin (please indicate)

Albanian	Indian	Sri Lankan Other	White & Asian
Any other black background	Korean	Sri Lankan Sinhalese	White & Black African
Any other mixed background	Kosovan	Sri Lankan Tamil	White & Black Caribbean
Bangladeshi	Other Asian	Traveller of Irish Heritage	White European
Black African	Other Ethnic Group	White English	White Western European
Black Caribbean	Other White British	White Irish	White Other
Chinese	Pakistani	White Scottish	
Gypsy/Roma	Refused	White Welsh	

LANGUAGE:

What language is spoken at home?	
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What language was first spoken by the student?	
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RELIGION: (please circle)

Buddhist	Christian	Hindu	Jewish	Muslim	No Religion	Other Religion
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OTHER INFORMATION: This information allows the School to claim additional funds.

Refugee	Yes / No
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Free School Meal	* Yes / No
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Traveller	Yes / No
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*This is if you are entitled, even if you do not claim

TRAVEL ARRANGEMENTS: How will your child travel to school? *(please indicate below)*

Bicycle	Train	Bus	Walks	Car	Coach	Taxi	Other
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AUTHORISATION FOR SCHOOL TRIPS

On occasion we do take students out on visits or trips during/after school – Please can you confirm the permissions we need to authorise such events:

Parent/Carer 1	Yes / No
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Parent/Carer 2	Yes / No
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Either Parent/Carer	Yes / No
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Both Parent/Carer	Yes / No
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PARENT & FRIENDS ASSOCIATION

When your child starts Tolworth Girls' School you automatically become a member of the PFA. There is no subscription fee and it is entirely up to you how much you want to be involved. We are always looking for new and enthusiastic team members.

Please indicate if you are happy for the PFA committee to email / text you about events yes / no

I / We have enclosed a copy of Birth Certificate/Passport:	yes / no
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I / We have signed and returned the Home School Agreement Form:	yes / no
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I / We have provided a copy of any Court Order in place:	yes / no
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I / We will be paying the school fund:	yes / no
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I / We have signed and returned the ICT Acceptable Usage Policy:	yes / no
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I / We have completed the Medical Information Form:	yes / no
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I / We give consent for my child to be involved in the school's sex education programme:	yes / no
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I / We give consent for my child to be involved in visits / outings during the school day:	yes / no
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Signed:	Date:
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Parent/Carer

Please return this form to: nicky.noble@tolworthgirlsschool.co.uk

Admissions Officer, Tolworth Girls' School & Sixth Form, Tala Close, Surbiton, KT6 7EY