



ENROLMENT FORM 2023-2024

Please Complete Every Section of This Form In Black Pen And Block Capitals.

HOME SCHOOL AGREEMENT

The Student is expected to:

- Uphold the Mission of the school – **S**ervice, **O**pportunity, **A**spiration, **R**eward;
- Abide by the Code of Conduct and the School's Behaviour Policy both in school and outside including the proper use of social media and attend all detentions set;
- Attend school every day, on time and wearing the correct uniform as specified on the school's website;
- Adhere fully to the school dress code;
- Never refuse to follow or ignore staff instructions;
- Take responsibility for my own learning, organisation and discipline;
- Never bring a mobile phone, chewing gum, any item which could be used as a weapon or any other banned items into the school;
- Complete classwork and home learning on time and to the best of my ability;
- Take part enthusiastically in all school events in and out of class including extra-curricular;
- Be honest, polite and exhibit good behaviour at all times;
- Show respect for others, their possessions and the school;
- Be a responsible member of the school community;
- Travel directly to/from the school without stopping at shops in the surrounding area and/or congregating in school uniform only in the local area;
- Let my parents/carers and Form Tutor know of any problems.

Signature of Student: _____ Date: _____


The Parent/Carer is expected to:

- To support the Code of Conduct, Behaviour Policy and school ethos and consistently support this in school and enforce this out of school;
- Ensure that their child is properly prepared for the day ahead;
- Ensure that my child comes to school with appropriate uniform and equipment;
- Ensure that their child behaves in an appropriate manner that upholds the school's Code of Conduct on the way to and from the school and always adopt a courteous and professional manner towards staff;
- Ensure that my child understands the need to follow staff instructions first time;
- Reply to school communications and supply absence notes promptly;
- Ensure that the school has correct up-to-date telephone and mobile numbers for emergency contact;
- Inform the school immediately of any changes of personal details, medical conditions or circumstances, including addresses, phone numbers etc;
- Make the school aware of any concerns or problems that might affect their child's work or behaviour;
- Ensure regular and punctual attendance by my child, and avoid absences in term time;
- Attend Parents' and Information Evenings and discussions about their child's progress;
- Monitor their child's planner daily and sign it on a weekly basis;
- Do my best to provide an appropriate environment and time at home to enable my child to complete their homework;
- Ensure that their child is available for extra-curricular, revision and catch up sessions including extra classes for revision or support at the end of the day, on Saturdays and in the holidays;
- Inform the school of absence **before** 8.30am on the first day of your child's absence and any subsequent days of absence, then follow up with a letter explaining the reason for absence on your child's return to school which should be handed into Reception;
- Ensure that holidays are taken outside of term dates;
- Support the school's policies, guidelines and sanctions for poor behaviour including after school detentions;
- I agree to my child attending trips and visits in and around London (walking, public transport or by coach) once I have been notified of the details and a Risk Assessment is in place.

Signature of Parent/Carer: _____ Date: _____

The School is expected to:

- Model the school Mission of **S**ervice, **O**pportunity, **A**spiration, **R**eward;
- Provide an education where all are valued;
- Develop good relationships with all the school community;
- Maintain regular contact including letters, reports and access to Go for Schools and the Parent Forum;
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do, so that they can achieve their full potential;
- Promote high standards of individual work and behaviour;
- Provide the very best teaching possible;
- Contact you if there is a problem with your child's attendance, punctuality or progress;
- Be constantly aware and vigilant of safeguarding matters relating to the children in our care (see Safeguarding policy available on the school website);
- Provide processes and procedures so that any disclosures made by a student and concerns raised by staff in relation to safeguarding are taken seriously and addressed;
- Care for your child's safety and well-being;
- Keep you informed about general school matters and about your child's progress in particular;
- Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school.

Signature of the Headteacher: _____  _____ Date: _____ January 2023 _____

STUDENT DETAILS:-

Student's LEGAL SURNAME: _____ LEGAL FORENAME: _____

Middle Name: _____ Date of Birth: _____ Gender: M/F (please circle)

Student's Address: _____

Post Code: _____

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CONTACT DETAILS (MOTHER, FATHER, CARERS):-

Primary Contact:- Forename: _____ Surname: _____

Relationship to Pupil: _____

Home Address: _____

Post Code: _____

Home Phone Number: _____ Mobile Number: _____

(telephone contact is essential for safeguarding information)

Work Phone Number: _____ Parental Responsibility: **Yes/No** (please delete as appropriate)

E-mail Address: _____

(this is essential as all letters are sent home via email)

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Secondary Contact:- Forename: _____ Surname: _____

Relationship to Student: _____

Home Address: _____

Post Code: _____

Home Phone Number: _____ Mobile Number: _____

Work phone Number: _____ Parental Responsibility: **Yes/No** (please delete as appropriate)

E-mail address: _____

Additional Contacts:-

Full Name : _____

Address: _____

Post Code: _____

Home Phone Number: _____ Mobile Number: _____

Work Phone Number: _____ Parental Responsibility: **Yes/No** (please delete as appropriate)

Relationship to Student: _____

Siblings/Family: (Please complete any names of brothers/sisters/cousins etc attending Cardinal Pole)

Surname: _____ Forename: _____

Year/Registration Group: _____ Relationship to Student: _____

MEDICAL/HEALTH INFORMATION:

No Yes (if yes, please state below or if possible provide medical documents and details of current medication. This will ensure the school is aware of the requirements for the student. If your child requires an asthma inhaler/epipen, please provide one to the school to be kept in the office.

Details: _____

Allergies:

Eggs Fish/Seafood Pollen Nuts Gluten Other (please specify) _____

If your child is required to take antibiotics during the school day, this will need to be handed to the school office. Please note that it is your child's responsibility to ensure they come to the school office at the right time to take their medication. The school does not provide pain killers (paracetamol etc).

Medical Practice Details:

Surgery Name: _____

Surgery Full Address: _____

Post Code: _____ Telephone Number: _____

SPECIAL EDUCATIONAL NEEDS: (Has any special help been given with reading/learning/behaviour etc.?)

Yes/No (please delete as appropriate)

If yes, please give details, e.g. withdrawal work, support in class, does your child have a statement/EHCP.

FREE SCHOOL MEALS:-

Is your child eligible for Free School Meals? **Yes/No** (please delete as appropriate).
If yes, please ensure you complete an application form from your local authority.

RELIGION, MOTHER TONGUE and ETHNICITY:

Religion: _____

My Child has been Baptised/Christened **Yes/No** (please delete as appropriate)

Languages Spoken At Home: _____

Is English your Family's First Language: **Yes / No** (please delete as appropriate)

Please tick one of the below categories:-

- Afghan Albanian Any other Asian Background Any other Black Background Any other Mixed Background
- Bangladeshi Black Angolan Black Congolese Black Ghanaian Black Nigerian Black Somalian
- Black Sudanese Black Caribbean Black Sierra Leonian Chinese Greek / Greek Cypriot Gypsy
- Gypsy Roma Indian Kurdish Latin / South / Central American Other Black African Other White British
- Pakistani Roma Traveller of Irish Heritage Turkish Turkish Cypriot Vietnamese White English
- White Irish White Scottish White Welsh White and Asian White and Black African
- White and Black Caribbean White and Asian White Eastern European White Other
- White Western European

Other ethnic group

Please State:

SCHOOL HISTORY:

Previous/Current School: _____

Address of School: _____

Post Code: _____ Date(s) of Attendance: _____

Telephone Number: _____

Country of Birth: _____

If new to the Country: Date of arrival: _____

Reason for Moving Schools: _____

ADDITIONAL INFORMATION:

Parental Consent: (please note that by signing this form, you are agreeing to the school's policies on the following:

Biometric Permission (cashless catering)

Relationships & Sex Education Curriculum

Copyright Permission

Internet Access

Student Photography/Video

Data Exchange (see attached)

Participation of School Trips/Visits within the M25 without further permission, once notified of the visit.

Mode of Travel:

walk bus

train cycle

car other: _____

Form Completed By: _____

Date: _____