

APPLICATION FORM - SIXTH FORM

EXTERNAL APPLICANTS

This form should be completed by the Parent/Carer. Please complete the information requested in the grey boxes and sign where appropriate in the pink boxes on pages 1 to 6. This form will be kept with the student's record. Please return the completed form to the address on the back page, marked 'Sixth Form Applications'.

1. Student Details:

Legal Surname

Legal Middle Name

Legal Forename

Preferred Surname

Preferred Forename

Gender (M/F) Date of Birth (dd/mm/yyyy):

Home Tel No:

Mobile No: E-mail:

Home Address

Postcode

Currently registered for free school meals? (Y / N)

Have you been resident in the UK for the past 3 years? (Y / N) If no, please confirm your UK residency status and provide a copy of your passport. (UK Residency Status)

2. Additional information:

Month and Year of starting

Student's previous school(s)

Please give details of any other students in your family at this College

To allow us to ensure that suitable support is in place for students please detail any special educational needs that they may have.

In order that we can support students it is essential we are made aware of any issues that may impact on their learning. Please contact the Head of Sixth Form in the first instance.

I confirm that the responses given in this application form are true and accurate.

Signed (Student): X Date:

Signed (Parent/ Carer): X Date:

3. Course Details:

Please complete course choices for your selected pathway. Please check in the prospectus that you meet, or expect to meet, the qualification requirements for chosen course(s).

PATHWAY	COURSES
A Levels and equivalent Level 3 courses.	Choose a maximum of three courses plus one reserve - Sport # is a double award and will occupy two blocks.
Technical Courses at Levels 1 and 2	Choose one course which will include specialist training in that field. English and Mathematics courses will be taken as necessary.

Please note the availability of courses is subject to a minimum number of student applications.

Level 1 / 2 Technical Qualifications (indicate preference with 1,2,3 and R)

A	B	C	D	E
Drama Information Technology Music (Performance) Physics Sociology Spanish Sport #	Chemistry Digital Music Tech English Language French Photography	Applied Science Business Studies English Literature Geography Psychology	Art Biology Food & Nutrition Philosophy & Ethics Sport #	Health & Social Care History Mathematics Media Studies Performing Arts Product Design

Level 1 / 2 Technical Qualifications (tick boxes as necessary)			
Barbering		Public Services	
Construction		Transport Maintenance - Light Vehicle	
Hair & Beauty Services		Travel and Tourism	
Health & Social Care			
Interested in:		Further Mathematics	
Apprenticeship		Medicine/Midwifery/Dentistry/Veterinary	
Extended Project		University: Oxford/Cambridge/Russell Group	
Football Academy			

Please use a sheet of paper if you need to add any further information.

Are you considering making an application to undertake your post 16 studies elsewhere in addition to this application? (Y / N)

4. Parent/ Emergency Contact Details:

Contact 1 (Parent/ Carer): *Please ensure the contact is aware that this information has been passed to the College*

Surname Forename
Title
Home Tel. No Work Tel. No:
(with STD code)

Mobile No: E-mail:
Home Address

Postcode

All normal College communications will be via email to the first named contact provided they have parental responsibility. If you do not have access to email please contact reception.

Does this student live at this address?(Y / N)

This person's relationship to the student? *Please refer to the notes on page 10 to assist you with the next section:*

Does this person have Parental responsibility?(Y / N)

Is there a court order relating to this student? (Y / N)

Parent in Armed Forces? (Y / N)

Contact 2 (Parent/ Carer): *Please ensure the contact is aware that this information has been passed to the College*

Surname Forename
Title
Home Tel. No Work Tel. No:
(with STD code)

Mobile No: E-mail:
Home Address

Postcode

All normal College communications will be via email to the first named contact provided they have parental responsibility. If you do not have access to email please contact reception.

Does this student live at this address? (Y / N)

This person's relationship to the student? *Please refer to the notes on page 8 to assist you with the next section:*

Does this person have Parental responsibility?(Y / N)

Is there a court order relating to this student? (Y / N)

Parent in Armed Forces? (Y / N)

5. Medical Information

Doctor's Name:
Surgery Address:

Tel. No
(with STD code)

Medical History (e.g. allergies, asthma, dietary requirements etc)

Does your son/ daughter have a disability? (see guidance notes for other information)

6. CONSENT FOR COLLEGE TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date below if you are happy for your child,

- a) To take part in College trips and other activities that take place off College premises; and
- b) To be given first aid or urgent medical treatment during any College trip or activity.

Please note the following important information before signing this form:

- All College trips, off-site sporting fixtures, visits and activities during your child's time at the College are covered by this consent except;
 - * Residential trips
 - * Out of College adventurous activities such as those involving climbing, caving or water-sports.
 - * Overseas trips.
- The College will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the College that you do not want your child to take part in any particular trip or activity.
- Additional written parental consent will only be requested from you for residential, overseas or adventurous activity trips.

Please complete the additional medical information section below and sign and date if you agree to the above. Please advise the College of any changes to medical information or your contact details as soon as they occur.

Your child will be unable to participate in such trips and activities unless you complete this section.

ADDITIONAL MEDICAL INFORMATION

Details of any medication your child should take with them during off-site visits:

Signed (Parent/ Carer):

X

Date:

7. Publicity Consent

I give permission for photographs of my son/ daughter to be used in College literature:

Please tick either Yes or No.

College Displays	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Facebook	Yes <input type="checkbox"/>	No <input type="checkbox"/>
College Publications	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Twitter	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Newspapers/Magazines	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Advertisements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Videos	Yes <input type="checkbox"/>	No <input type="checkbox"/>	College Website	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signed (Parent/ Carer):

X

Date:

8. ONLINE TRIP AND CATERING PAYMENTS

The College uses an online payment system for trips and activity payments and a cashless payment system in our student restaurants. You will be issued with a registration number to set up your secure account online. Payments in our restaurant for Sixth Form students can either be made in cash or by our cashless payment system. This system can be accessed either with a pin or by using biometric information, an image of the students index finger. Free school meal payments are processed via this cashless payment system.

Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management system, we record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a secure database and is only used by the College to confirm which student is using the service. In future we may use other biometric services where appropriate such as for borrowing books from the Study Centre.

The data that is held cannot be used by any other agency for any other purpose.

The College does not use the biometric information for any purpose other than that stated above. The College will store the biometric information collected securely in compliance with the Data Protection Act 1998. The College will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation - The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to process biometric information for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Students who do not have permission are not able to use the biometric system in the restaurant and will require a PIN to make purchases.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification we will provide reasonable alternative arrangements that allow them to access current and future services.

Further information is available on the College website.

CONSENT FOR THE USE OF BIOMETRIC INFORMATION

Please sign if you consent to your child using biometric systems until he/ she leaves Newton Abbot College.

I understand that I can withdraw this consent at any time in writing.

Signed (Parent/ Carer):

X

Date:

9. Cultural Information

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture and ancestry or family history. **Ethnic background is not the same as nationality or country of birth.** The information commissioner recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision wherever necessary.

Please tick one box only, in each of the three categories (Ethnicity, Home Language/Mother Tongue, Religious Affiliation):

Ethnicity		Home Language/Mother Tongue
White		Bengali <input type="checkbox"/>
British <input type="checkbox"/>		Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>		English <input type="checkbox"/>
Traveller of Irish Heritage <input type="checkbox"/>		French <input type="checkbox"/>
Gypsy/Romany <input type="checkbox"/>		German <input type="checkbox"/>
Greek/Greek Cypriot <input type="checkbox"/>		Greek <input type="checkbox"/>
Turkish/Turkish Cypriot <input type="checkbox"/>		Hindu <input type="checkbox"/>
Western European <i>Note 1</i> <input type="checkbox"/>	Notes 1. Western European includes: Italian, French, German, Spanish, Portuguese and Scandinavian 2. Eastern European includes: Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian and Romanian 3. Other White Background includes: Any white category, not previously mentioned e.g. Albanian, Australian, Bosnian-Herzegovinian, Canadian, Croatian, Kosovan, New Zealander, North American, Serbian/ Yugoslavian 4. Other Chinese includes: Mainland Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, any other non Hong Kong Chinese 5. Arab includes: Palestinian, Kuwaiti, Jordanian and Saudi Arabian 6. Malay includes: Malaysian other than Malaysian Chinese (see Note 4) 7. Any Other Ethnic group includes: Any ethnic group not previously mentioned e.g. Egyptian, Iraqi, Korean Kurdish (including Kurdish students from Iraq, Iran and Turkey), Latin/South/Central American (includes Cuba and Belize), Lebanese, Moroccan, Polynesian (including Fijian, Tongan, Samoan and Tahitian), Vietnamese, Yemeni	Italian <input type="checkbox"/>
Eastern European <i>Note 2</i> <input type="checkbox"/>		Polish <input type="checkbox"/>
Other <i>Note 3</i> <input type="checkbox"/>		Portuguese <input type="checkbox"/>
		Punjabi <input type="checkbox"/>
		Spanish <input type="checkbox"/>
		Other* <input type="checkbox"/>
		Refused <input type="checkbox"/>
Mixed		
White and Black Caribbean <input type="checkbox"/>		
White and Black African <input type="checkbox"/>		
White Asian <input type="checkbox"/>		
Any other mixed background <input type="checkbox"/>		
Asian or Asian British		
Indian <input type="checkbox"/>		
Pakistani <input type="checkbox"/>		
Bangladeshi <input type="checkbox"/>		
Any other Asian background <input type="checkbox"/>		
Black or Black British		
Caribbean <input type="checkbox"/>		
African <input type="checkbox"/>		
Any other Black background <input type="checkbox"/>		
Chinese		
Hong Kong Chinese <input type="checkbox"/>		
Other Chinese <i>Note 4</i> <input type="checkbox"/>		
Any other ethnic background		
Afghan <input type="checkbox"/>		
Filipino <input type="checkbox"/>		
Iranian <input type="checkbox"/>		
Japanese <input type="checkbox"/>		
Malay <i>Note 6</i> <input type="checkbox"/>		
Thai <input type="checkbox"/>		
Any other ethnic group <i>Note 7</i> <input type="checkbox"/>		
		*Please specify
		<input style="width: 100%; height: 20px;" type="text"/>
		Religious Affiliation
		Buddhist <input type="checkbox"/>
		Christian <input type="checkbox"/>
		Hindu <input type="checkbox"/>
		Jewish <input type="checkbox"/>
		Muslim <input type="checkbox"/>
		Sikh <input type="checkbox"/>
		Other* <input type="checkbox"/>
		No Religion <input type="checkbox"/>
		Refused <input type="checkbox"/>
		*Please specify:
		<input style="width: 100%; height: 20px;" type="text"/>

I do not wish an ethnic background category to be recorded

This information was provided by: Parent Student

Home and College Agreement

A signed copy of this agreement is kept in the Student File.

The Student's commitment

- Good attendance to lessons, work placements, tutor times, assemblies, study periods and Associate Tutor
- You should aim for 100% attendance, and it should not drop below 95%
- To demonstrate that you are working towards achieving your target grades
- To complete all work set by subject teachers
- To be a good role model at all times

The Family's commitment

- Ensure our Son/Daughter achieves excellent attendance and punctuality
- Ensure that the College is informed of any absence by 9:30am
- Ensure our Son/Daughter wear appropriate clothing to College
- Ensure our Son/Daughter is properly equipped for College
- Expect high standards of behaviour from our Son/Daughter
- Support our Son/Daughter with assignments, homework and revision
- Communicate with the College regarding any concerns or information which may affect our Son/Daughter learning at College
- Attend Parents' Events
- Feedback to the tutor regarding Progress reports

The College's commitment

- Communicate regularly with parents/carers regarding any problem with behaviour, attendance, punctuality, equipment or clothing
- Regularly assess students' progress
- Set assignments/homework and provide facilities for assignments/homework to be completed at College
- Expect high standards of behaviour from students
- Respond to requests for information and assistance from parents/carers
- Provide a pathway which enables students to progress toward future Careers.

Signed (Student):

X

Date:

Signed (Parent/ Carer):

X

Date:

INFORMATION FOR PARENTS AND STUDENTS

Please read the following pages which contain important information

Free school meals: If your son/ daughter is currently registered to receive free school meals, please contact Devon County Council on 0345 1551019 to ensure their entitlement is transferred to the College.

Free school meals - Save time and money.

Your child may be entitled to receive free school meals if you receive one or more of the following:

- Income-based & Contribution-based Jobseeker’s Allowance (JSA) or Employment and Support Allowance (ESA) on an equal basis
- Income Support (IS)
- Income-based Jobseeker’s Allowance (IBJSA)
- Income-related Employment and Support Allowance (IRESA)
- Child Tax Credit (**without** Working Tax Credit) and with an annual taxable income assessed by HM Revenue and Customs to be less than £16,190
- Guaranteed element of State Pension Credit
- Where a parent is entitled to a Working Tax Credit run-on (the payment received for a further 4 weeks when no longer qualifying for Working Tax Credit)
- Support under Part VI of the Immigration and Asylum Act 1999

If you are applying for free school meals you will be eligible for a bursary.

How to apply:

It is simple to apply, you can do so online via the Devon County Council website, or by calling their helpline on 0345 155 1019.

Parental Responsibility

Under The Children Act 1989, the concept of parental responsibility replaces the concept of ‘parental rights’. The Act states that ‘parental responsibility’ can be shared between a number of people, and defines these in the following terms:

- Both married parents of a legitimate child even if not living with the child;
- Both divorced or separated parents of a legitimate child;
- The mother of an illegitimate child;
- The father of an illegitimate child when he has acquired parental responsibility through a parental responsibility agreement or a Court Order;
- Any person appointed guardian by a Court;
- Any person who received the child under an Emergency Protection Order;
- The County council through its Social Services department may do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child’s welfare.

Contact Type

CON Contact Person	LAN LA Nominee	PRB Probation Officer
FOS Foster Parent	NGB Neighbour	REL My other relation
GRD Guardian	OTH Other	STP Step- Parent
GRP Grandparent	PAF Father	FAM Other Family Member
SLF Self	PAM Mother	CHM Childminder
CAR Carer	SWR Social Worker	DOC Doctor
RLG Religious/ Spiritual Contact		

Privacy Notice - General Data Protection Regulation 2016 - (DGPR)

Newton Abbot Academy Trust is a data controller for the purposes of the General Data Protection Regulation. We collect personal information from you and may receive information about you from your previous school, local authority and/or the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Communicate with you;
- Provide catering and trip payment services;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after leaving us and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you have consented to us holding biometric data we will also record this information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number. (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to Careers South West who have responsibilities in relation to the education or training of 13-19 year olds. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision. However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the Data Manager if you wish to opt out of this arrangement. For more information about services for young people, please go to the following websites

Devon County Council:

<https://new.devon.gov.uk/educationandfamilies/school-information/post-16-education>

Careers South West:

www.cswgroup.co.uk

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education. We are required by law to pass some information about you to the Department of Education (DfE) and, in turn, this will be available for the use of the LA. If you want to receive a copy of the information about you that we hold or share, please contact the Data Manager.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the General Data Protection Regulation 2016.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit: <https://new.devon.gov.uk/supportforschools/administration/data-protection> or <https://new.devon.gov.uk/informationsharing/information-sharing-protocols> or

the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows

DfE

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <https://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Devon County Council

Information Compliance Office
Information Management Team
Devon County Council
Room L10
County Hall
Exeter EX2 4QX

Website: www.devon.gov.uk

Email: doffice@devon.gov.uk

Tel: 01392 384682

WHAT WE DO WITH YOUR INFORMATION - DATA PROTECTION

From time to time some of the information you supply on this form may be passed on to other organisations on a strict need to know basis. This includes the Local Authority (LA), Devon Social Services Directorate, the Department for Education, National Health Service Trusts, Youth Offending Teams and other organisations working with Schools, who provide a service to students. Wherever appropriate we shall remove details which will identify individual students.

This information may be used for College and LA administration purposes and in order to contribute to local and national statistics or to benefit childrens' welfare. The information on ethnicity and religious affiliation is being collected to ensure equal opportunities and fair treatment of students. Anyone who receives named student information from us is under a legal duty to keep it confidential. This information will also be passed to a different school which your child is due to attend in future in order to avoid duplication.

Disability Equality Scheme

Introduction

Newton Abbot College actively promotes equality of opportunity for disabled people: students, employees, parents, carers, governors and other people who use the College or may wish to.

The College strives to ensure that the culture and ethos are such that whatever the abilities and needs of members of the College community, everybody is equally valued and treats one another with respect. Students are provided with the opportunity to experience, understand and value diversity.

The Governing Body of Newton Abbot College prepares and publishes a Disability Equality Scheme (DES). This scheme sets out how the Governing Body will promote equality of opportunity for disabled people. The DES should be read in conjunction with Policies such as Equal Opportunities, PSHEE, SEND and the Accessibility Plan.

College Priorities

We are an outcome focused, student centred College and we are committed to:

- Creating a happy, safe, disciplined and stimulating learning environment for all students regardless of age, attainment, background, gender or disability.
- Actively seeking to remove barriers to learning and participation.

The Definition of Disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.

Physical/mental impairment includes sensory and hidden impairments such as learning difficulties, dyslexia, autism, speech and language impairments, ADHD.

Impairment does not in itself mean a person is disabled. It is the effect on the person's ability to carry out normal day to day activities that has to be considered. Also included are people with severe disfigurements and progressive conditions e.g. cancer, multiple sclerosis and HIV.

Substantial means more than 'minor or trivial', long term means it has lasted or is likely to last more than 12 months.

Disclosing Disabilities

Although disclosure is not a requirement, we want to encourage the College community to tell us about their disabilities so that we can ensure appropriate adjustments are considered. Any information disclosed will be handled sensitively and confidentially and will be used to help improve opportunities and outcomes for the individual. By gathering and acting on this information we can attempt to ensure that all the needs of the College community are met as far as possible, benefitting all users of the service and the College.

We would like to thank you for taking the time to read this leaflet and for helping us to improve our service. Please see contact details below.

Contacts

For student disclosures please contact:
Student Support

For parent /carer/other disclosures
please contact:
Student Support

Newton Abbot College
Old Exeter Road, Newton Abbot, Devon, TQ12 2NF
Telephone: 01626 367335
Email: info@nacollege.devon.sch.uk