



Year 6 Admissions Booklet of Forms 2020

Please complete and return to Reception either:

by post

Liskeard School & Community College
Luxstowe
LISKEARD
PL14 3EA

or through the letter box in the door

or during Reception opening hours

09:30am - 11:30am

DEADLINE

Please Check and Tick

☐

Admission Form - Completed

☐

Admission Form - Signed on Page 6

☐

Admission Form - Signed on Page 7

☐

Cashless Catering Form – Completed & Signed Page 2

ADMISSION FORM

Liskeard School and Community College

Luxstowe, Liskeard, Cornwall, PL14 3EA. Tel No: 01579 342344

Headteacher - Mr Alex Lingard

The information provided will be recorded and maintained on the school's information management system in paper and electronic format; this data will be accessible only to authorised personnel and subject to control under data protection legislation. Please see the enclosed privacy notice for students.

Please note – Filling out this form does not constitute an offer of admission.

PASTORAL/REGISTRATION INFORMATION: FOR OFFICE USE ONLY

Registration Group:	House:
Admission Date:	Enrolment Status:
Admission Number:	UPN:
Pupil Premium: <input type="checkbox"/> SEN: <input type="checkbox"/> Service PP: <input type="checkbox"/> Birth Certificate Seen: <input type="checkbox"/> Name change documents seen: <input type="checkbox"/>	Part-time dates:
Early Years Attendance Patterns:	
MON: AM / PM / All day	TUES: AM / PM / All day
WED: AM / PM / All day	THURS: AM / PM / All day
FRI: AM / PM / All day	
Notes:	
CTF <input type="checkbox"/> Paper File <input type="checkbox"/> Documents <input type="checkbox"/> Assessment Data <input type="checkbox"/> Options <input type="checkbox"/> Timetable <input type="checkbox"/>	

STUDENT DETAILS

Legal Forename:	Legal Surname:
Preferred Forename:	Preferred Surname:
Middle Name(s):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Previous Surname(s) used if relevant:	
Date of Birth:	Age at Admission:

STUDENT ADDRESS The address at which the child lives the majority of the time in a typical week.

Post Code:	House Name/Number:
Street/District:	Town/City:

FAMILY LINKS Please list brothers and sisters (including half/step family) currently at this school

Forename	Surname	Gender	Date of Birth	Same Address?
		M / F		Y / N
		M / F		Y / N
		M / F		Y / N
		M / F		Y / N

Parental Responsibility Additional Explanation (full details available at gov.uk)

A mother automatically has [parental responsibility](#) for her child from birth.

A father usually has parental responsibility if he is:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can [apply for parental responsibility](#) if you don't automatically have it by visiting

<https://www.gov.uk/parental-rights-responsibilities/apply-for-parental-responsibility>.

Please note that any parent with legal Parental Responsibility should be included on this form and in line with Keeping Children Safe in Education 2019, **a minimum of two emergency contact numbers** need to be provided.

Reports and correspondence will only be sent to the first contact. If an additional copy is required for a non-resident parent, please complete the relevant box in the contact details field below.

CONTACTS (please note that we require at least two emergency contact numbers)					
Contact/Priority 1					
Title:	Forename:		Surname:		
Relationship to Student:			Parental Responsibility: <input type="checkbox"/>		
Court Order <input type="checkbox"/> If the student is subject to any Court Order please provide details. This information will remain confidential and will help the school understand the student's position. A copy of any Court Order will need to be provided.					
Phone Numbers (in order of priority)		Home	Mobile	Work	Notes (e.g. days worked)
1					
2					
3					
Email Address:					
Address Details (if same as applicant tick here) <input type="checkbox"/>					
Post Code:			House Name/Number:		
Street/District:			Town/City:		
Additional Information:					

Contact/Priority 2					
Title:	Forename:		Surname:		
Relationship to Student:			Parental Responsibility: <input type="checkbox"/> If ticked, are duplicate reports/correspondence required? Y / N (Please delete as appropriate)		
Court Order <input type="checkbox"/> If the student is subject to any Court Order please provide details. This information will remain confidential and will help the school understand the student's position. A copy of any Court Order will need to be provided.					
Phone Numbers (in order of priority)		Home	Mobile	Work	Notes (e.g. days worked)
1					
2					
3					

CONFIDENTIAL

Email Address:	
Address Details (if same as applicant tick here) <input type="checkbox"/>	
Post Code:	House Name/Number:
Street/District:	Town/City:
Additional Information:	

Contact/Priority 3					
Title:	Forename:	Surname:			
Relationship to Student:		Parental Responsibility: <input type="checkbox"/> If ticked, are duplicate reports/correspondence required? Y / N <i>(Please delete as appropriate)</i>			
Court Order <input type="checkbox"/> If the student is subject to any Court Order please provide details. This information will remain confidential and will help the school understand the student's position. A copy of any Court Order will need to be provided.					
Phone Numbers (in order of priority)	Home	Mobile	Work	Notes (e.g. days worked)	
1					
2					
3					
Email Address:					
Address Details (if same as applicant tick here) <input type="checkbox"/>					
Post Code:		House Name/Number:			
Street/District:		Town/City:			
Additional Information:					

Contact/Priority 4					
Title:	Forename:	Surname:			
Relationship to Student:		Parental Responsibility: <input type="checkbox"/> If ticked, are duplicate reports/correspondence required? Y / N <i>(Please delete as appropriate)</i>			
Court Order <input type="checkbox"/> If the student is subject to any Court Order please provide details. This information will remain confidential and will help the school understand the student's position. A copy of any Court Order will need to be provided.					
Phone Numbers (in order of priority)	Home	Mobile	Work	Notes (e.g. days worked)	
1					
2					
3					

Email Address:	
Address Details (if same as applicant tick here) <input type="checkbox"/>	
Post Code:	House Name/Number:
Street/District:	Town/City:
Additional Information:	

DIETARY INFORMATION	
What meal arrangement will your child typically have? (Please tick one only) <input type="checkbox"/> School Meal <input type="checkbox"/> Packed Lunch <input type="checkbox"/> Go Home	
If the child is Year 2 or below: The government provides a free meal for all children in Year 2 or below. Do you believe the child would be eligible for a free meal if the government was not doing this?	Y / N
Please indicate any food allergens or dietary needs:	

MEDICAL INFORMATION	
<input type="checkbox"/> Emergency Medical Consent	<i>Ticking this box confirms that you authorise the school to initiate appropriate medical treatment in the event of an emergency</i>
Medical Practice:	Practice Address:
Doctor's Name:	
Practice Telephone:	
Please indicate any known medical conditions and provide details of any medications regularly taken:	
<ul style="list-style-type: none"> No medical condition Medical condition (details) Allergy (details) 	Details:
If your child has asthma, we will provide you with details of our asthma care plan.	

ADDITIONAL INFORMATION
<p>Please provide any details that will enable us to better support your child while attending this school, including, for example, any professional or specialist support or agencies that work with your child. If you need more space please continue at the end of the form or use an additional sheet of paper and tick here to confirm that you have done so: <input type="checkbox"/></p> <div style="height: 150px;"></div>

SCHOOL HISTORY

Previous School Name:	Previous School Address:
Previous School Telephone Number:	
Dates Attended: From (dd/mm/yy): To (dd/mm/yy):	

ETHNIC/CULTURAL/RELIGIOUS INFORMATION

First Language:	Home Language:
Additional Language(s):	Religion:
Additional Information:	
<p>Ethnicity:</p> <p>White - British White - Cornish White - English White - Scottish White - Welsh Other White British</p> <p>White - Irish Traveller of Irish heritage</p> <p>Any other white background (please advise):</p> <p>Gypsy / Roma</p> <p>White and Black Caribbean White and Black African White and Asian</p> <p>Any other mixed background (please advise):</p> <p>Indian Pakistani Bangladeshi</p> <p>Any other Asian background (please advise):</p> <p>Black - African Black - Caribbean</p> <p>Any other Black background (please advise):</p> <p>Chinese</p> <p>Any other ethnic group (please advise):</p> <p>I do not wish to declare ethnicity</p>	
<p>Traveller Status: Y / N</p> <p>If Yes, please provide details:</p> <p>From (date):</p>	
Asylum Seeker: Y / N	
Refugee Status: Y / N	

SUPPLEMENTARY INFORMATION

Mode of Transport - Please state the mode your child will use most regularly to travel to and from school.			
<input type="checkbox"/> Dedicated School Bus	<input type="checkbox"/> Public Bus Service	<input type="checkbox"/> Taxi	<input type="checkbox"/> Train
<input type="checkbox"/> Car/Van	<input type="checkbox"/> Car Share	<input type="checkbox"/> Cycle	<input type="checkbox"/> Walk
(with child/children)			
Is your child a young carer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Does your child have access to the internet at home? Y / N			

PUPIL PREMIUM Is your child entitled to Pupil Premium Funding?	
Is the applicant currently eligible for Free School Meals	Y / N
Has the applicant been eligible for Free School Meals at any time within the last 6 years (not including any Universal Infant Free School Meals for children in Year 2 or below)?	Y / N
Has either of the applicant's parents/carers been in the regular Armed Forces (not reservists) since 2011?	Y / N
Is the applicant currently in local authority care, been in local authority care for 1 day or more, or left local authority care as a result of: <ul style="list-style-type: none"> • adoption • a special guardianship order • a child arrangements order (previously known as a residence order) 	Y / N
<p>If you have answered Yes, please give details below. You may also need to provide us with documentary evidence. If you have any relevant evidence, please attach a copy or bring in an original document so we can copy it for our files.</p> <div style="text-align: right; margin-top: 100px;"> <input type="checkbox"/> Documentation included </div>	

PARENT/CARER CONSENTS		
Copyright Permission:	This enables us to display, share and promote your child's good work.	Y / N
Internet Access:	Required for much schoolwork and homework. Our Acceptable Use Policy applies.	Y / N
Sex Education:	This is part of the National Curriculum and is delivered sensitively.	Y / N

I/We confirm that the above information is true and accurate. I undertake to inform the school if any of the above details change. I/We understand that this form does not constitute an offer of admission by the school.

	SIGNATURE	PRINT NAME	DATE
Parent/Carer 1:			
Parent/Carer 2:			

Thank you for completing this form. Please return it to the school office as soon as possible.

Additional space for notes:

Use of Images Consent

In order to comply with the General Data Protection Regulation (GDPR), the Academy needs your consent before taking photographs or making video recordings of your child for purposes which are not part of its core activities.

You have the option to indicate whether or not you consent to your child's images being taken and used for certain purposes. Under GDPR, students can provide their own consent from age 13.

You can add or withdraw your consent at any time by writing to the Academy.

Use of electronic media by the Academy

☐ Please tick in the box if you are in agreement and give your consent to ALL of the following statements:

1. I give my consent to images of my child being taken, including in photographs or videos, and used for official Academy and SMART purposes of promoting or publicising the Academy or SMART (e.g. the Academy or SMART newsletter, brochure and other promotional material).
2. I give my consent to images of my child being used on the Academy or SMART websites and I understand that these images will be available on the World Wide Web.
3. I give my consent that the Academy or SMART can take photographs and make video recordings of my child for Academy or SMART records, archives and future interest (e.g. photographs of sports team).
4. I give consent for the Academy or SMART to display photographs and names (first name and surname) on display boards and/or in classrooms.
5. I give my consent for the press to take and use images of my child.

Use of student name to accompany electronic media

☐ Please tick this box if you give your consent for your child's name (first name and surname) to be published with the child's photograph on the Academy or SMART website, in school publications, in the newspaper or for captioning on television. We will only use names with photographs when it is appropriate.

	Signature	Print name	Date
Parent/Carer			

Intentionally Blank



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Dear Parent/Carer

Online Payments and Cashless Catering

ParentPay

We are pleased to advise that the Academy operates an online payments and monitoring system called ParentPay.

ParentPay is a free service that provides you with many benefits:

- you can pay by credit card, debit card or PayPoint for school meals, trips, visits and educational resources purchased from the Academy (there are no transaction fees)
 - register with ParentPay to access the following benefits:
 - it links directly to our cashless catering system to provide you with the opportunity to monitor your child's meal purchases;
 - you can check balances for school trips or catering.

You will be provided with username and password to access ParentPay (see more at www.parentpay.com).

Cashless Catering

Our cashless till system, provided by market leader Nationwide Retail Systems, incorporates the latest technology, encryption and security features and eliminates the need for students to carry cash throughout the day, so they won't forget or lose their dinner money, or spend it on other things. Those students on free school meals will be automatically credited by the Academy.

The money spent on food and drink will be deducted on a daily basis and the system is programmed to limit the daily spend to £3.50, but this can be increased or decreased by parents/carers for any student by making a written or telephone request to the Academy.

Once the money is in their account, students will pay for their purchases using either a 4-digit PIN or by swiping their finger on a payment scanner; our preferred method uses biometric finger image data where the system will recognise an electronic pattern generated by the unique features on a person's thumb or finger each time they use the payment scanner - it does not record or store the actual finger print. All information obtained for cashless payments remains within the Academy and is subject to data protection legislation and will be used in accordance with our privacy policy.

We operate an 'opt in' policy for the biometric finger image option and therefore kindly ask that you complete and return the attached form. If you choose not to have your child registered for the biometric option, a 4-digit PIN code will be allocated to access the till system; it will be your child's responsibility to remember the code and to keep it secure at all times.

The key features of the cashless catering system are explained in the enclosed 'frequently asked questions' booklet, but should you require anything further, then please do not hesitate to contact me.

Your faithfully Finance Office

Cashless Catering System - Parental Approval

Please complete and return to Student Services

Student's Name	Tutor Group

I confirm that I wish my child/children named above to be registered on the Academy's biometric cashless catering system.

I understand that I may withdraw their registration at any time by notifying the Academy in writing.

I would like to amend the daily spend limit from £3.50 to £_____.

Name of Parent/Carer	Signature	Date

Cashless Catering System - Frequently Asked Questions - Helpful Information from Nationwide Retail Systems Limited

Q Why has the Academy moved to a biometric cashless payments system?

A The Student Council had, for many years, previously asked that action be taken to reduce the queues at break and lunch times. Biometrically authorised transactions are the quickest means of paying for food and drink, helping students spend much less time queuing and more time eating, socialising or attending homework and other lunchtime clubs. Additionally, students on free school meals will now undertake the same transactions as all other students when they pay for their purchases. Furthermore, parents and carers will be empowered by the ability to analyse their child's food and drink purchases.

Q What is a cashless catering system?

A The Trust-e cashless solution provided by Nationwide Retail Systems is a purpose-designed system that removes cash at the point of sale to provide students with a faster, more efficient and more appealing school meal service.

Q What is biometric?

A Biometric is simply a method of identifying an individual person from their unique, natural features.

Q How does the biometric system work?

A An algorithm is generated from the image created by a finger or thumb scan, selecting between 50 and 130 points to form a unique pattern for that person. The system does not use fingerprints and therefore does not store any fingerprints. The pattern it creates is of use only in our cashless system.

Q How is biometric data stored and used?

A The information of a person who has been biometrically registered is stored on a secure Biometric Controller within the Academy, which only our provider, Nationwide Retail Systems Ltd, can access. Once an account is credited the person places their finger/thumb on the payment terminal scanner, which looks up their account details and allows them to purchase items using this unique method of identification.

Q How does my child register on the biometric system?

A Registration will take place at the Academy, either before or on the day of joining. Your child will attend a registration terminal where they will be required to place their finger/thumb on a biometric sensor twice to obtain a matching template, which only takes a few seconds.

Q What if I do not opt in to the biometric system?

A If you have chosen to not opt in to biometric, your child will still be registered for cashless payments, but will be presented with a 4 digit PIN code instead of using finger image recognition. This takes a bit longer for each transaction and the PIN must be kept secure by your child.

Q What methods of payment can be used to credit a cashless account?

A Any amount can be credited to an account as frequently as you wish by way of any of the following methods. Once an account has been credited the monies cannot be withdrawn and must be spent on the school meal services:

a. On-line payments

We have introduced on-line payments via ParentPay, the industry leader. A temporary user name and password will be issued to create your account. You can pay 24/7 by debit or credit card, with no transaction fees.

b. PayPoint

You will be issued with a PayPoint card, which can be used to top up your child's account at your local PayPoint stores (there are 3 in Looe and 2 in Pelynt). Payments via PayPoint will take up to 48 hours to be credited. You can find your local stores at <http://www.paypoint.co.uk>

c. Cash

A dedicated paying-in machine is sited in the Canteen to top up a student's account using the finger/thumb sensor or by entering the 4 digit PIN code. The following tender is accepted:

Notes -£20, £10, £5

Coins - £2, £1, 50p, 20p, 10p, 5p (please note – copper coins are not accepted)

Q How can I check the credit on an account?

A Students - This can be done at the paying-in machine by the account holder placing their finger/thumb on the sensor or by entering their 4-digit PIN Code. The current balance will then be displayed.

Parents/Carers - This can be accessed online via a ParentPay account. You can have a ParentPay account to view purchases and balances, even if you do not wish to make online payments.

Q Can I change the daily spend limit?

A Yes. The daily spend limit has a default of £3.50, but this may be changed by written or telephone request to the Academy by parents/carers; we do not adjust the limit at the request of students.

Q What happens if my child's account is not in credit?

A You can set up an automated system message on ParentPay when the account balance gets low to help to keep the account in credit. You can add funds online at any time. We will allow your child to phone you should they find that they require additional funds.

Q How do free school meal entitlements work?

A All free school meal entitlements will be entered on to the system following confirmation of entitlement. The system will, on a daily basis, automatically allocate the appropriate accounts with the free school meal allowance of £2.30. Entitled students remain anonymous at all times as all student transactions are processed in the exact same manner at the tills. Any monies not spent from the daily free school meal allocation will not be carried over to the next day.

Q Can anyone else use my child's account?

A This is extremely unlikely. Due to the extensive security on biometric templates nobody will be able to access your child's account using their finger or thumb. As a secondary precaution, a photo image is allocated to each pupil's account. If your child is using a 4-digit PIN code, which someone obtains and attempts to use, the photograph shown on the payment terminal at the time of the transaction will not match and should alert the operator to a suspected fraudulent sale taking place.

Q My child has an allergy, how will this be monitored?

A All allergy records registered with the Academy will be automatically entered on to the cashless database. When students attempt to purchase an item that has ingredients that they are allergic to, the system will alert the operator and prevent them from selling the

chosen item. Please make sure the Academy is kept up to date on allergy and other conditions.

Q Can I request a printed report of my child's meal intake?

A Yes. In addition to looking online via ParentPay, the cashless catering system provides for advanced reporting facilities, which includes dietary habits. These may be requested by contacting the Academy in writing.

Q What are the technical specifications of the biometric information?

A The individual templates are encrypted using a 256 bit AES key that is built into the scanner's hardware. Also the persisted file is encrypted using a different 256 bit AES key built into the matching algorithm supplied by Secugen and generated by a unique license purchased for each site. This is more secure than the ANSI and ISO standards that government departments use as the Secugen Template is encrypted and the ANSI and ISO standards are not.

Outside of the cashless system the template data is useless and cannot be interpreted back into a usable fingerprint image. If this was not the case then there would be no world standards and performance measures for such technologies. The data is stored in an array in the RAM of the Biometric Controller and is also permanently stored on the hard drive of the Biometric Controller to be restored in the event of a reboot. Below is an example of a template code for an individual finger.

```
0X4177414141425141414144454151414151415341414D415A4141414141414174774541414C7  
14777346C5869656D6C574945494A764A6B42466D6837616C4E764D704F517874517A706A4A3  
95A31784935686C4177395366726E777645576357386C4573314B426F4744316669417067555970  
4C763168423642682A7043
```

The solution is secure because the matching can only be done by the individual's consent as the finger has to be presented to the device for matching. We do not hold images of fingerprints in our system. The technology provided for this method of identification meets with BECTA guidelines and also allows students the option to opt out of the scheme and use a PIN number instead.

Also under data protection legislation, the Academy or caterer (the originator of the data) cannot allow access to this data by anyone for any other means than for the purpose the data was collected and that is to identify an individual within the solution we supply. Any biometric data that belongs to an individual that leaves the Academy is purged, which also is in line with the BECTA guidelines.

Q Can we have information on data protection from Nationwide Retail Systems Limited?

A NRS is accredited with ISO 27001 - Information Security Management System - and is committed to ensuring that privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement.

NRS is registered as a data processor under data protection legislation and operate at all times under the data protection legislation guidelines.

The Academy's data will remain their responsibility and they remain fully in control of accessing, managing and updating all student data within the system. The Academy is operating as Data Controller under data protection legislation. All NRS Staff that may have administrator access to Academy data for support purposes are Criminal Records Bureau (CRB) checked.

Information collected to implement a cashless catering system is outlined below:

Essential information collected		Optional information that may be requested
Admissions Number	Gender	Unique Pupil Number
Surname	Date of Birth	Ethnicity
Forename	Year	
Tutor Group	FSM Allowance	
Current photograph	Allergies	

Nationwide Retail Systems Limited does not sell, distribute or lease your personal information to third parties.

NRS removes all data from servers one week after the cashless system has gone live within the Academy.

Under data protection legislation you may request details on personal information that we hold about you. If you believe that any information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible, at the address below.

Nationwide Retail Systems Limited
Whaley Road
Barugh Green
Barnsley
S75 1HT
01226 732 200
support@nrsLtd.com