



Enrolment Form

September 2023

General Data Protection Regulations & the Data Protection Act: The College is registered under the Data Protection Act 2018 for holding personal data. The College has a duty to protect this information and to keep it up to date. The College is required to share some of the data with the Local Authority and with the DfE. Further detail can be found in the Data Protection Policy & Privacy Notices on the College website (http://www.heathfieldcc.co.uk/?page_id=410816) The Privacy Notice is provided with this document.

Please complete this enrolment form by hand or on computer using the editable document. When complete please return to the College.

Student Details

Please ensure the following details are completed as per Birth Certificate

Legal Forename

Legal Surname

Middle Name(s)

Date of Birth

Gender

Preferred information can be used for College communication. Please complete below if different from above.

Preferred Forename

Preferred Surname

If you prefer to be identified using an alternative pronoun please state

If other please state:

Office use Only

Tutor Group

Courses

Checklist

- Statement of Results
- ICT acceptable use agreement
- Cashless Catering
- Identification

Student Details Continued

Student Home Number _____

Student Mobile Number _____

Student Address _____

Post Code _____

Previous School _____

Any information you provide below will be used solely to compile statistics on the school & careers and experiences of students from different ethnic backgrounds, to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual students to be identified and will be protected and used in line with the College Data Protection Policy and the Privacy Notice. The Privacy Notice is provided with this document and can be found on the College Website - http://www.heathfieldcc.co.uk/?page_id=410816.

Ethnicity (Please select from the list below)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> White British | <input type="checkbox"/> White Traveller or Irish Heritage | <input type="checkbox"/> White Irish | <input type="checkbox"/> White Gypsy/Roma |
| <input type="checkbox"/> White any other white background | <input type="checkbox"/> Mixed White / Black Caribbean | <input type="checkbox"/> Mixed White / Black African | <input type="checkbox"/> Mixed White / Asian |
| <input type="checkbox"/> Mixed any other mixed background | <input type="checkbox"/> Asian or Asian / British Indian | <input type="checkbox"/> Asian or Asian / British-Pakistani | <input type="checkbox"/> Asian or Asian British-Bangladeshi |
| <input type="checkbox"/> Asian or Asian British / other background | <input type="checkbox"/> Black or Black British Caribbean | <input type="checkbox"/> Black or Black British African | <input type="checkbox"/> Black or black British other Background |
| | <input type="checkbox"/> Chinese | <input type="checkbox"/> Refused by parent | |

First Language _____

Home Language _____

Nationality _____

Country of Birth _____

Religion _____

Does your child speak an additional language? Yes No

Please give details _____

Parent / Carer Details

Please give details of all persons who have LEGAL Parental Responsibility and anyone else you wish to be contacted in an emergency. Place them in the order you wish them to be contacted in an emergency.

Contact One

TICK FOR LEGAL PARENTAL RESPONSIBILITY

Title _____ Full Name _____ Relationship to Student _____
Email Address _____ Address _____
Home Phone Number _____
Work Phone Number _____
Mobile Phone Number _____ Post Code _____

Contact Two

TICK FOR LEGAL PARENTAL RESPONSIBILITY

Title _____ Full Name _____ Relationship to Student _____
Email Address _____ Address _____
Home Phone Number _____
Work Phone Number _____
Mobile Phone Number _____ Post Code _____

Contact Three

TICK FOR LEGAL PARENTAL RESPONSIBILITY

Title _____ Full Name _____ Relationship to Student _____
Email Address _____ Address _____
Home Phone Number _____
Work Phone Number _____
Mobile Phone Number _____ Post Code _____

Other Children of School / College Age

Name _____	Date of Birth _____	Current School / College _____
Name _____	Date of Birth _____	Current School / College _____
Name _____	Date of Birth _____	Current School / College _____

Medical Information

Please attach any further information or contact the College directly if required.

Practice Name _____ Telephone Number _____

Does your child have any medical conditions (inc. Allergies) of which you wish the College to be aware? Yes No

If yes, please give details _____

Does your child require any Epi-Pen? Yes No

If yes, please give details _____

Does your child require any on-going medication? Yes No

If yes, please give details _____

Does your child have any other medical factors (difficulties with speech, hearing, vision or dietary needs? Yes No

If yes, please give details _____

Emergency Treatment I consent to my child receiving emergency hospital treatment should it be considered necessary and to a member of College staff signing the consent form if I am unable to be contacted.

Parent / Carer Name _____ Signed _____

Student Name _____ Signed _____

Supporting your child

Please attach any further information or contact the College directly if required.

Has your child received access arrangements for their GCSE Exams? Yes No

If yes, please give details Reader Extra Time Scribe Access to Laptop

Other _____

Does your child have a Special Educational Need? Yes No

If yes, please give details _____

Does your child have any contact with outside agencies such as Speech Therapy, CAMHS, Social Services, ESBAS, Education Psychology Service? Yes No

If yes, please give details _____

Further Information

Please attach any further information or contact the College directly if required.

As part of our commitment to support all students through their transition to Sixth Form and beyond, we would like to collect the following information. This information will be used to develop academic support packages through the Sixth Form and to facilitate access to Higher Education for all interested students.

Has your child been adopted from care? Yes No

Is your child currently eligible for Free School Meals? Yes No

Has your child ever been eligible for Free School Meals? Yes No If yes... Start Date _____ End Date _____

Has either of the child's parents completed a degree at university? Yes No

Travel arrangements to and from College

Cycle Car / Lift Share Public Service Bus College Bus (Local Authority) College Bus (Sixth Form) Taxi Walk

If travelling by Local Authority or Public Bus please state route number _____

Does your child have internet access at home? Yes No

ICT Acceptable Use Policy

Cashless Catering

Further information about both of these documents is available on the [Sixth Form Enrolment Page](#) on the College Website.

STUDENT AND PARENT ACCEPTABLE USE AGREEMENT

Please read the accompanying letter before signing this agreement

Student Name: Tutor Group (if known):

Student Agreement

I agree to:

- use my own devices, in AND out of College, legally and responsibly in accordance with the College's Online Safety policy: https://www.heathfieldcc.co.uk/?page_id=445362).
- use the College's facilities in accordance with the College's Online Safety policy.
- keep my Network passwords secret & change them immediately if somebody else knows them.
- follow the College guidance on how to effectively & responsibly participate in remote learning

I understand:

- the Online Safety Code of Conduct and the meaning of "misuse" (see the attached letter).
- the meaning of responsible use of digital equipment - explained on the next page.
- that I WILL BE HELD RESPONSIBLE for misuse on my network account or from my own devices.
- that the College logs my internet usage & that my work and College email can be checked.
- that the College can withdraw access to the College's facilities if I misuse them.

Student Signature: Date:/...../.....

Parent or Guardian Agreement

I understand that:

- the College takes Online Safety very seriously and provides appropriate Online Safety education.
- my son/daughter must sign an acceptable use agreement in order to use College ICT systems.
- the college provides Online Safety help materials on the College website (http://www.heathfieldcc.co.uk/?page_id=445362)
- that students will be held responsible for any misuse on their account, or from their own mobile devices, and that this may lead to these facilities being removed.
- students' learning may involve: E-Mail; the Internet; Internet Enabled Mobile Devices; Digital Video; Still Cameras; and Video Conferencing technologies eg MS Teams, eg Zoom, Eg Facetime.
- although the College does manage and filter Internet access for students, it is impossible to guarantee that students will not be exposed to inappropriate material.
- the College cannot be held responsible for the nature and content of materials accessed on the Internet or whilst using mobile technologies on College ICT facilities.
- my child's own devices **ARE NOT** insured by the College either on College premises or whilst being transported to and from College and that it is my responsibility to insure them.

I agree to:

- support the College's Online Safety policy - see the URL near the top of the page.
- discuss the Online Safety Code of Conduct with my child.
- inform the College if I have concerns over my child's Online Safety.

The following consents are ALL recommended to help us to deliver a high quality education and to help keep you informed. However, you may opt out on any of them if you so wish. To withdraw consent after having already given it, please contact the College office: office@heathfieldcc.co.uk

I consent to:

- receive emails about College events, achievements, notices and opportunities

I consent to the child for whom I am responsible:

- using the Internet
- using Digital Video & Still Cameras on their iPad & on other devices
- using Video Conferencing or equivalent technologies eg MS Teams, eg Zoom
- having their image recorded, for learning purposes, using Digital Video or Still Cameras
- having their image used in the ways described in Appendix G of our Privacy Notice
- student name published electronically for student achievements

Parent's/Guardian's Name: Signature: Date:/...../.....

Responsible use of digital equipment includes, but is not restricted to, the following:

- not trying to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- not trying to use any programmes or software that might allow me to bypass the College filtering / security systems.
- reporting any unpleasant or inappropriate material or messages, or anything that makes you feel uncomfortable or that you think might be illegal when you see it online.
- not opening any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email as it may contain a virus or other harmful program.
- not installing or attempting to install or store programmes of any type on any school device.
- not changing or attempting to change any settings on any device that is used by other people.
- checking my privacy settings are safe and private.
- not trying (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- not use the school systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting / live streaming (e.g. YouTube), unless I have permission of a member of staff.
- not accessing or changing other people's files, accounts, or information.
- respecting others' work and property and not accessing, copying, removing or otherwise altering any other user's files, without the owner's knowledge and permission.
- being polite when I communicate with others; not using strong, aggressive or inappropriate language.
- not bullying or harrasing other people.
- not taking or distributing images of anyone without their permission.
- writing emails and online messages carefully and politely.
- not downloading or sharing inappropriate pictures, videos, or other material online. (It is against the law to take, save or send indecent (nude or semi nude) images of anyone under the age of 18.
- remembering before I post anything that ALL text, photos & videos can become public and impossible to delete.
- asking permission to use the original work of others before putting it in your own work
- not trying to download copies of work that is protected by copyright (including music and videos).
- if you are an administrator of a social media thread, to remove inappropriate or hurtful images or messages on it that I have been asked to remove in order to prevent further incidents.
- Remembering that remote learning lessons are expected to have the same high standards of behaviour as normal lessons.

CASHLESS CATERING

Please read the accompanying letter regarding School Gateway

At Heathfield Community College we operate a biometric cashless system in our dining room, Snackshack and 6th form for purchases at breakfast, break and lunch. The system uses the latest Biometric Technology, eliminates the need to carry a card or cash in school and facilitates a speedier service time at the tills.

Parents can access a full purchase history which means you can see what choices your son/daughter has made. After registration you can easily change the limit for the maximum amount your child can spend each day (see below) by contacting financeoffice@heathfieldcc.co.uk

Current legislation requires an 'opt in' arrangement and therefore we require you to give consent below even if your child will only occasionally use our catering facilities. The thumb image taken is a short string of encrypted numbers; it is not an actual finger print and no images are seen. The encryption information is kept within the College and it is not used for any other purpose.

If you choose not to have your child registered on the biometric system but still want your child to use the catering facilities a pin number will be issued. This number can be used at the till via a numeric pin pad. Please note that it is not possible to pay for any food/drink purchases using cash at the till.

Monies must be credited to your child's account before any purchases can be made, please ensure you top up the account prior to 10:00am to guarantee that purchases can be made that same day. You can do this by using our internet payment provider (School Gateway) and, in exceptional circumstances only, by cheque or cash to the College Finance Office.

Students in receipt of Free School Meals will have the funds credited automatically to their account.

This is only a brief overview but if you have any queries please feel free to contact the finance office by email financeoffice@heathfieldcc.co.uk or by telephone 01435 866066 who will be happy to help with any questions you may have.

BIOMETRIC CASHLESS SCHOOL MEAL SERVICE

Please complete the information below. This will allow us to enrol your child on the system in the new academic year.

Student's Name: _____

Maximum daily limit required (if different to the global amount of £5.00): £ _____

- I/We give consent for my child to be registered on the Biometric system
- I/We **DO NOT** give consent for my child to be registered on the Biometric system

Parent/Guardians Signature: _____

Date: _____

Enrolment Checklist

To confirm enrolment to Heathfield Sixth Form please ensure the following documents have been read and acknowledged. For students who are new to Heathfield please also provide any additional documents listed below.

Current Heathfield Students

- Student and Parent Acceptable Use Agreement
- Cashless Catering

New to Heathfield Students

- Student and Parent Acceptable Use Agreement
- Cashless Catering
- Identification (Passport / Birth Certificate)
- GCSE Exam Results (Copies of statement of results / certificates)

Parent / Carer Name

Signed

Student Name

Signed

Attachments

Please add any attached documents to the email when submitting the enrolment form. Please ensure all documents are clearly labelled.