



Student Admissions Pack
&
Important, Relevant Information

Please take the time to read this pack in its entirety, ensuring you complete in full, sign, and return before the start of term.

Once completed, please return this student pack in a sealed envelope, marked for the attention of: Louise Hayward.

Or email it to: louise.hayward@northleigh.co.uk



Dear Parent/Carer/Guardian

Welcome to Northleigh House School. I hope that your child settles well into our school community.

I would be grateful if you could read and sign the **attached paperwork** and then return it to school as soon as possible.

These forms need to be completed and submitted prior to your child's start date at Northleigh to ensure the wellbeing and safety of your child whilst they are with us.

As part of the registration process, we are required to verify the identity of our students, so please could you bring in either your child's original **Birth Certificate** or **Current Passport**, in order that we can make copies for our records.

We appreciate that some of the information you may provide us with is personal and as such it is treated with respect and filed in a secure place.

If you would like further information about school policies in relation to admissions, behaviour, bullying, complaints, curriculum, health, and safety, please visit our website for details.

We would like to inform you that Operation Encompass is a unique police and education early intervention safeguarding partnership, which involves the reporting to schools, prior to the start of the next school day, when a child or young person has been exposed to, or involved in, any domestic violence incident.

Should you have any queries please do not hesitate to contact me on the above school telephone number or my mobile 07789 597704 or email viv@northleigh.co.uk.

Alternatively, you can also contact our School Director, Elaine Simmons at elaine.simmons@northleigh.co.uk if you require assistance.

Yours sincerely

Viv Morgan
Chair of Trustees

STUDENT CONTACT INFORMATION

Student Information:

Full Name: Date of Birth:

Home Address:

Email Address (Parent/Carer/Guardian):

Please give details of whom to contact in an emergency in order of priority:

Priority 1:

Name: Relationship to Student:

Home Address:

Telephone Numbers:

Home Mobile Work.....

Priority 2:

Name: Relationship to Student:

Home Address:

Telephone Numbers:

Home Mobile Work.....

Signed **Date**.....



Northleigh House School prides itself on its student's achievements. As such we would like to publish this to the wider community on occasions.

We would be grateful if you would consider your child's photograph being published either on our website or in the local and national press. Their identities will not be revealed without your permission. However, on some occasions their face may be visible. If you have any objections to your child's image being used in relation to promotion in the media, please use the space provided below.

Would you please give your consent for your child to be interviewed (with a member of staff present) and with your child's consent.

If we have TV reporters or Radio presenters visit Northleigh House School, you will be notified.

I/we give permission / do not give permission (please delete as necessary)

For (Student's Name)

to be interviewed or photographed to help publicise Northleigh House School and its students' achievements.

Signed **Date**

Please use this space to advise of any conditions you would like to apply to your consent:

Absence Reporting

If your child is absent for any reason, please ensure you notify the school by **10:00am**. Please telephone 01926 958227 or email: absence@northleigh.co.uk

Mobile Telephones

Northleigh has a duty to keep students safe and this includes online. Many students have contracts which enable them to access the internet, via their mobile, which Northleigh is unable to police. School devices have restrictions in place so that students are unable to view inappropriate content.

Therefore, Northleigh operates a no mobile phone in school policy. This is to ensure students are engaging fully in their learning whilst in school. Therefore, if a student does bring in their mobile phone into school, they will be collected on arrival and returned at the end of the day. Students who do bring in their mobile phone, do so at their own risk. **Northleigh House School accepts no liability for students' mobile phones brought into school.**

Looked-After Children

Is the student in your care a Looked-After Child or has previously been or is in a Private Fostering Agreement?

If 'YES', please tick in the blue box.





MEDICAL DETAILS

Please read the following information carefully:

We need to obtain your formal permission to allow staff at Northleigh House School to treat your child for minor injuries and illnesses and to supervise the use of any prescribed medications brought into school. **It is important that prescribed medication is brought into school in its original packaging, clearly stating the dosage & timings required. Please also provide the leaflet included with the medication advising of any possible side effects.**

Should your child be taken ill at school we also need to be aware of any medication(s) taken at home.

Please complete and sign the following:

Student's Name:

Medical Condition(s):
.....

During School

Medication Dosage Time.....

Medication Dosage Time.....

Medication Dosage Time

Before/After School

Medication Dosage Time.....

Medication Dosage Time.....

Medication Dosage Time

(Please use 'Additional Information' if necessary)

Allergies if any:
.....
.....

Please Note: Students are not permitted to share any of their food to avoid any adverse reactions with others. Please do not send your child into school with food containing nuts. This is to avoid any issues with regard to students who have a diagnosed or non-diagnosed nut allergy.

Additional Information:
.....

.....
.....
.....
.....
.....

(Please Note: Any medication brought into school must be clearly labelled. If your child requires the use of an Inhaler/EpiPen, no matter how infrequently, then a spare must be kept at school. Treatment for minor illness/injures at school may include the use of Plasters, Micropore Tape, Antiseptic cream, Paracetamol, Piriton please advise if this is unacceptable).

I/we give permission for Northleigh House School staff to treat (insert students name below):
.....

for minor illnesses/injuries and to supervise the use of any prescribed medications brought into school.

I/we agree to inform Northleigh House School of any new medical ailments or medication which (insert students name)will need to bring into school.

I/we agree to inform Northleigh House School of any new medication which may be taken

By (insert students name) before or after school.

We need this information should your child have a reaction to the medication whilst at school.

Signed.....Date

Data Protection

Under the Data Protection Act 2018 it is our legal responsibility to inform you of:

1. The data that we hold on you or your child.
2. The purpose for which we hold that data.
3. Any third parties to whom the information may be passed.

That data must be:

1. Fairly and lawfully processed.
2. Processed for limited purposes.
3. Adequate, relevant, and not excessive.
4. Accurate.
5. Kept no longer than necessary.
6. Processed in accordance with your rights.
7. Secure.

You have the right to access the information we hold about you or your child. The data that we hold on to is your contact details, as you have given them to us via this Admissions Pack.

The data that we hold on all students is as follows:

1. Their contact details and birth date.
2. Any information passed on by their previous school/assessment officer.
3. Details of any medication they have been prescribed for current use.
4. Results of any assessments that we make.
5. Records of lessons/sessions written by their teacher's/support assistants.
6. Their current and previous Individual Learning Programme.
7. Their Educational Health Care Plan.
8. Reports sent by relevant people concerning work experience or annual review of Educational Health Care Plan.
9. A copy of each achievement record that they have been given.

The school has a comprehensive CCTV recording system operating throughout the school buildings and grounds to ensure the safety of both staff and students. Images are stored for a reasonable amount of time and in accordance with current legislation. Please see Data Protection CCTV Policy on our website (www.northleigh.co.uk).

The School Director keeps records of any grievance(s) filed. The School Director also keeps records of any action taken in accordance with the Behaviour Policy or the Child Protection Policy. All Policies can be found on the school website. The school has legal duty to keep all student data, as held in their EHCP Plan until the student reaches the age of 25 year as this is a legal document.

Should we wish to keep any other personal data/records etc. we shall seek your permission.

You will be asked for permission or informed, as appropriate, whenever we are requested to pass on any of these personal details to a third party.

Please sign below:

I/we accept the terms under which Northleigh House School receives, stores, processes and passes on personal data about (insert name of child)

..... and
parent/carer.

I/we know that we can ask to see any data held at any time.

Signed:

Date:



School Trips Annual Consent Form

- **This form is to be completed by the students' parent, carer(s), or legal guardian(s).**

Over the course of the Academic Year staff at Northleigh House School may take students on off-site visits to support education needs and/or the curriculum framework.

Therefore, we would like your full consent for your child to be able to partake in such off-site activities. If you are in agreeance, please complete the below.

I can confirm that I give full consent for staff at Northleigh House School to take (please insert students full name)
on trips that staff feel would benefit this students' development and support their learning journey and curriculum:

Parent/Guardian Full Name: _____

Signature: _____

Date: _____

If you need us to have additional information on allergies, food intolerance etc. please list below:

.....
.....

Please note - if consent is not received the student will not be allowed on any off-site activities.



Student Ethnic Origin Monitoring Form

Ethnic Origin as:

WHITE	Welsh/English/Scottish/Northern Irish/British Irish	
	Irish	
	Gypsy or Irish Traveller	
	Any Other White Background	
MIXED or MULTIPLE ETHNIC GROUPS	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any Other Mixed Background	
ASIAN or ASIAN BRITISH	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any other Asian Background	
	Chinese	
BLACK or BLACK BRITISH	Caribbean	
	African	
	Any Other Black Background	
OTHER ETHNIC GROUP	Arab	
	Any Other Ethnic Group	
PREFER NOT TO SAY		



Home-School Agreement

Mission Statement

Northleigh House School aims to produce:

Happy, re-engaged young people who are equipped to confidently move forward in their lives.

It seeks to promote this through: A truly personalised, student-led curriculum encompassing both academic and therapeutic support that embeds within it the school's core values.

The core values Northleigh House promote in students is as follows: Positive self-esteem; Confidence in one's own judgement; Self-reliance; Ambition and Compassion and Independence.

The school will:

- take care for your child ensuring their safety and happiness, fostering an approach of mutual respect.
- provide the widest variety of life-long learning experiences to enjoy and develop lively, enquiring minds.
- promote a healthy lifestyle, where children are encouraged to make informed choices.
- ensure that your child achieves their full potential as a valued member of the school community.
- provide a broad balanced curriculum and meet the needs of your child.
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- contact you if there is a problem with attendance or punctuality.
- share with you, your child's successes, and achievements.
- contact you promptly with any concerns that affect your child's behaviour or progress.
- arrange student progress meetings.
- keep you informed about school policies and activities.

We as parent(s)/guardian(s) will:

- see that my child attends school regularly, on time and properly equipped.
- notify school of reasons for any absences in a timely manner, in-line with the school Attendance Policy.
- work in co-operation with staff to resolve issues and problems that may arise and let the school know of any issues that might affect my child's work, behaviour, or attendance.
- support all and adhere to all the school's policies, rules, and expectations.
- support my child in all opportunities for learning at home.
- attend student progress meetings, as and when appropriate.
- take an active interest in my child's life at the school.
- support my child in those additional activities designed by the school to broaden and deepen educational development.

- participate in whatever way possible in school events.
- treat staff and other students with courtesy and respect.

I will (The Student)

- be punctual - attend regularly and on time to school and every lesson.
- be polite, helpful and respect others by following all school rules.
- be hardworking and do all my classwork and homework.
- engage willingly in those additional activities designed by the school to broaden and deepen educational development.
- be focused on making progress.
- be considerate - respect the rights and opportunities of others.
- behave following the school's code of conduct.

Elaine Simmons
School Director

Parent Name: _____

Parent/Carer Signature: _____ **Date:** ___/___/___

Student Name: _____

Student Signature: _____ **Date:** ___/___/___



Student Internet Acceptable Use Policy

Applies to: All STUDENTS both onsite and via external access to the ICT Network.

INTRODUCTION

Technologies have become integral to the lives of children and young people today, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open new opportunities for everyone. These technologies can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times. The educational benefits of internet access, allows users to explore thousands of sites with curriculum content, resources such as databases, videos, and online books.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use;
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users and adhere to this Policy.

Expectations placed upon YOU the user:

1. That I use the Internet sensibly and I take a responsible approach to any resources that I may have access to.
2. That I understand that access to the internet is a privilege and NOT a right and so may be withdrawn at any time.
3. That I should always feel safe whilst using the internet, if I do not, I will inform a responsible adult.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email, and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take a responsible adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a responsible adult.

RULES FOR RESPONSIBLE INTERNET USE

(Student) I agree that I will:

- Only access the internet using my own username and password.
- Only use the internet during lesson times when I have permission and/or are supervised by a responsible adult.
- Only use webmail or other email or instant messaging applications during lesson times when I have permission and/or are supervised by a responsible adult.
- Never under any circumstances anonymously email, or bulk email to any other email address or internet user.
- **NEVER** under **ANY** circumstances give out any personal information about me or any other person including names, family information, hobbies, journey to school etc.
- Not give my mobile number to anyone who is not a friend, or it is not appropriate.
- Not join a chat room or social networking site or attempt to access these without specific permission.
- **NEVER** show photographs of myself without checking with both a responsible adult and my parent/guardian(s).
- **NEVER** take or distribute images of anyone without their permission.
- Always show a responsible adult any message or any material that is sent to me that makes me feel uncomfortable.
- Ensure I show respect to others when sending messages.
- **NOT** to play computer games within lesson time without specific permission and/or being supervised by a responsible adult.
- **NOT** to attempt to access material that is unsuitable e.g., pornography, discrimination, racial or religious hatred, illegal acts, gambling, or other offensive material.
- Never download software or attempt to install software anywhere onto the school ICT Network.
- Never store copyrighted music or material on the network without receiving specific permission from the ICT Co-ordinator.
- Never attempt to bypass in anyway the security systems used within the ICT Network.

I understand that:

- Every website attempted to navigate to or searched for will be logged and can be viewed by authorised people and may be passed on to others including my parents/guardians and/or others e.g., the Police.
- Internet browsing is also logged by our Internet Service Provider (ISP) who will also have rules regarding suitability.
- That the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will act as I expect others to act towards me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the other user's knowledge and permission.
- I will be polite and responsible when I communicate with others: I will not use strong, aggressive, or inappropriate language and I appreciate that others may have different opinions.
- That once I post a message or item on the internet then I cannot take it back and it is completely out of my control who reads it.
- Mobile phones are collected on arrival at school and locked away. They can only be used in lessons with the permission of staff. The sending or receipt of phone or text messages during these times is forbidden. Students bringing in mobile phones, do so at their own risk. Northleigh accepts no responsibility for mobile phones.

- No photographs should be taken of staff or students using personal mobile phones or cameras without the explicit permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal handheld /external devices (mobile phones/ tablets/ USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download, or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering /security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software.
- I will not open any attachments to emails, unless I know and trust the person /organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognize that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

What will happen rules are broken?

Breaking the rules will involve a punishment of some form depending on how serious this is but includes:

- Temporary ban from internet access.
- Permanent ban from the Internet.
- Ban from using computers within school.
- Letters home with a copy of the screen showing what you did to break the rules.
- Meeting with you, your parent/carer(s) and a senior member of the management team with a copy of the screen showing what you did.
- Exclusion from school.
- Notification to others e.g., Police, Social Services.



User Agreement and Parental Consent Form

a. Student

As a school user of the internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions laid down by the school.

I understand that if I break any of the rules listed in the "Student Internet Acceptable Use Policy" document, I will be temporarily or permanently denied internet access at school.

Student Name: _____

Student Signature: _____ **Date:** ___/___/___

b. Parent

As the parent/carer or legal guardian of the student signing above, I grant permission for my son or daughter to use electronic mail and the internet.

I understand that students will be held accountable for their own actions and will face disciplinary action if they misuse or abuse the internet or electronic mail. I also understand that some materials on the internet may be objectionable, and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing, and exploring information and media.

Online Lessons:

It may be necessary for your child to be taught via Teams/Zoom on a one-to-one basis. If this is the case, online/virtual lessons will commence with the parent acknowledging the member of staff before each lesson and at the end of each lesson.

We ask parents/carers to ensure that a responsible adult remains in the room or in proximity. Staff will display the same standards of dress and conduct that they would as if working face to face in school, modelling appropriate behaviour and presentation to pupils and parents.

For further details please refer to the Staff Behaviour (Code of Conduct) Policy – full policy available on request.

Parent Name: _____

Parent/Carer Signature: _____

Date: ___/___/___



Wellbeing Mentoring at Northleigh School

The aim of the wellbeing sessions is to allow children to build trusting relationships with adults in a safe supportive environment.

This time is for students to discuss anything they want to, especially what may be making or contributing to their anxiety and/or barriers to learning.

Student mentors are there to support students through any difficulties and gives students permission and the opportunity to discuss any other issues or concerns that they may be struggling to cope with.

Our mentors will be available for weekly meetings, and if for any reasons they are unable to keep their scheduled appointment with your child, they will ensure they are available at another time in the week.

Weekly sessions will last for 45 minutes and will take place in the Wellbeing Hub. Brief confidential notes will be taken. However, the content of these meetings is confidential, unless considered a Safeguarding risk or someone is in danger, or there is suspicion of terrorism.

Mentors understand that students may find it difficult to discuss their feelings but will ensure students are given time to regulate with appropriate support, for them to continue their day.

The staff wellbeing team also meet once a week to discuss any relevant content from the student weekly meetings to ensure a collaborative staff approach to supporting wellbeing is adopted throughout the school.

We ask students to attend these wellbeing meetings on time to ensure they maximise their scheduled session.

Parental Declaration

I/we certify that I/we am/are the person/s with parental responsibility for the student and that the information given is true to the best of my/our knowledge and belief.

I/we also understand that any false or deliberately misleading information given on my/our application and/or supporting paperwork, or any relevant information withheld may render this application invalid and could lead to the withdrawal of an offer of a school place.

I/we will provide additional information or documentary evidence in connection with this application if requested.

I/we understand that Northleigh House School will thoroughly check all details I/we have provided against records held by the Local Authority and other agencies. Additional information may be requested. If it is discovered that a place has been offered based on a fraudulent or intentionally misleading application or supporting documents, the offer may be withdrawn and could lead to legal action.

I/we understand that the information collected by the Local Authority (LA) from my/our application will only be used to help arrange admission to school in line with the LA and schools' admissions criteria and processes in accordance with the Department for Education School Admissions Code and that my/our information will be processed in accordance with the Data Protection Act.

Name(s): _____

Signature(s): _____

Date: _____