THE
VI FORM
ACADEMY

AN ACADEMIC
SIXTH FORM

CSMS
CORNWALL SCHOOL OF
MATHEMATICS AND SCIENCE

STUDENT

ADMISSIONS FORM

If you would like assistance in completing this form, please contact 01209 712280

SECTION A - BASIC STUDENT DETAILS

LEGAL FORENAME

LEGAL SURNAME

MIDDLE NAME(S)

PREFERRED SURNAME

PREFERRED FORENAME

DATE OF BIRTH

PREVIOUS SURNAME

GENDER

MALE

CURRENT SCHOOL / COLLEGE

FEMALE

BROTHERS/SISTERS (including half/step brothers and sisters)
Please list in age order any siblings who are currently at this school.

SURNAME	FORENAMES	GENDER		DATE OF BIRTH	SAME ADDRESS	
		F	M		YES	NO
		F	M		YES	NO
		F	M		YES	NO

SECTION B - STUDENT ADDRESS

POSTCODE

HOUSE NUMBER/ NAME

STREET

TOWN/CITY

HOME TELEPHONE (IF APPLICABLE)

SECTION C - REGISTRATION (OFFICE USE ONLY)

☐ Yes ☐ No

If yes, please provide details

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

SECTION D - STUDENT MEDICAL INFORMATION

MEDICAL PRACTICE

PRACTICE ADDRESS

TELEPHONE

DOCTOR'S NAME

DIETARY NEEDS
(if applicable)

Artificial colouring allergy
Gluten Free
Kosher foods only
No dairy produce
No nuts of any type/quantity
No pork
Ramadan
Seafood allergy
Vegetarian

EMERGENCY MEDICAL CONSENT   (PLEASE TICK)

MEDICAL CONDITIONS/INFORMATION:
Please include details of any allergies/medical conditions e.g. asthma, and medications regularly taken.
(If you require more space please give full details on a separate sheet).
If none, please state NONE.

Does the student have any kind of disability which might restrict their access to the full breadth of the curriculum or their opportunities for personal development? e.g. problems of mobility, partial sight, hearing difficulty, etc.
If YES, please give brief details of disability: YES   NO

Do you or any other person with parental responsibility for the student have additional needs which could hinder your/their ability to visit the school or communicate with staff?
If YES, please give brief details of any assistance that you require: YES   NO

Is the student asthmatic?
Please give details of any medication/type of inhaler   YES   NO

I confirm that my child has a diagnosis of asthma and uses an inhaler when required.
In an emergency I give permission for my child to use a school emergency inhaler.
I give permission   YES   NO

To enable us to support your child in the most effective way, it would be helpful if we could contact your child's GP (or other medical staff) to discuss your child's health needs, as required.
I consent to my GP or other medical staff sharing information about my child with CSIA staff   YES   NO

PARENT/CARER
SIGNATURE   DATE

SECTION E - FAMILY/HOME

CONTACT 1

TITLE

FORENAME

SURNAME

POSTCODE

HOUSE NUMBER/NAME

STREET

TOWN/CITY

RELATIONSHIP

| Mother | Step Parent | Grandparent | Neighbour | Guardian |
| Father | Foster Parent | Other Relative | Other Contact | Social Worker |

Parental Responsibility (If not Mother or Father)

Tick one telephone number as the Main Day Time number for use in emergency

TELEPHONE: HOME

WORK/OTHER

MOBILE

EMAIL ADDRESS

CONTACT 2

TITLE

FORENAME

SURNAME

POSTCODE

HOUSE NUMBER/NAME

STREET

TOWN/CITY

RELATIONSHIP

| Mother | Step Parent | Grandparent | Neighbour | Guardian |
| Father | Foster Parent | Other Relative | Other Contact | Social Worker |

Parental Responsibility (If not Mother or Father)

Tick one telephone number as the Main Day Time number for use in emergency

TELEPHONE: HOME

WORK/OTHER

MOBILE

EMAIL ADDRESS

CONTACT 3

TITLE   FORENAME

SURNAME   POSTCODE

HOUSE NUMBER/NAME   STREET

TOWN/CITY

RELATIONSHIP

Mother	Step Parent	Grandparent	Neighbour	Guardian
Father	Foster Parent	Other Relative	Other Contact	Social Worker

Parental Responsibility (If not Mother or Father)

Tick one telephone number as the Main Day Time number for use in emergency

TELEPHONE: HOME   WORK/OTHER

MOBILE   EMAIL ADDRESS

SECTION F – EXAM ACCESS ARRANGEMENTS/SUPPORT

Is the student currently eligible for any Exam Access Arrangements? **If Yes please provide the details of exam access arrangements and/or support in place for your student**	YES	NO

Does your student have an Education Health and Care Plan (EHCP)?	YES	NO
Is your student on the record of need in their current setting?	YES	NO

Please provide details of any additional needs which have been identified

SECTION G - STUDENT ETHNIC/CULTURAL INFORMATION

The school is required by law to provide the information you give in this section to the DfES.
The school will not use this information for any other purposes.

ETHNICITY

White – Cornish	White and Black African	Black Caribbean
Other White British	White and Asian	Black – African
White – Irish	Any Other Mixed Background	Any Other Black Background
Traveller of Irish Heritage	Indian	Chinese
Gypsy	Pakistani	Any Other Ethnic Group
Any Other White background	Bangladeshi	Roma
White and Black Caribbean	Any Other Asian Background	Refused

First Language: ENGLISH   or OTHER (please specify)

....

NATIONALITY   COUNTRY OF BIRTH

Asylum Seeker   Refugee Status   Traveller Status

....

RELIGION

Anglican	Jewish	Other Religion
Buddhist	Methodist	Roman Catholic
Christian	Muslim	Sikh
Hindu	No Religion	

SECTION H - STUDENT ADDITIONAL INFORMATION

CHILD OF SERVICE PERSONNEL (Parent serving in Royal Navy, Army or RAF)   YES   NO

ADOPTION/SPECIAL GUARDIANSHIP ORDER

Schools are able to apply for additional funding to support the learning of adopted/SGO students.

Is your child adopted   YES   NO   Under a Special Guardianship Order   YES   NO

If Yes, please name the local authority responsible for the adoption/SGO process, *if this was not Cornwall Council*

Please note: If you have answered yes to the above, a member of school staff may contact you for further details.
Should you wish to discuss this before returning the form, please telephone Mrs Jill Carter on 01209 712280.

Is your child a young carer   YES   NO

A young carer is someone aged 18 or under who helps looks after a relative who has a condition, such as a disability, illness, mental health condition, or a drug or alcohol problem. Identifying young carers allows CSIA to offer students additional support, if needed.

IS YOUR CHILD CURRENTLY ENTITLED TO FREE SCHOOL MEALS OR PUPIL PREMIUM

FREE SCHOOL MEALS   PUPIL PREMIUM

For more information, and details of how to apply, please visit www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals/

SECTION I - STUDENT SCHOOL HISTORY

NAME & ADDRESS OF PREVIOUS SCHOOL

TELEPHONE   DATES ATTENDED

SECTION J – ANY OTHER INFORMATION YOU WISH TO BRING TO THE ATTENTION OF THE SCHOOL

Including details of any court orders.

SECTION K – USE OF IMAGES CONSENT

In order to comply with The General Data Protection Act (GDPR) 2018, the VI Form Academy and CSMS needs your consent before using images or recordings of your child for purposes which are not part of its core activities. Images or recordings taken may be used for purposes such as; in and around school, on social media, on the school website, external press releases and for wider marketing materials. Any image of your child will not include their full name alongside it.

PLEASE CONFIRM THAT YOU ARE HAPPY TO PROVIDE CONSENT FOR IMAGES AND RECORDS OF YOUR CHILD TO BE USED BY THE CSIA TRUST.   YES   NO

If this section is left blank, consent will be assumed. You can withdraw consent at any time.

SECTION L – USE OF BIOMETRIC INFORMATION CONSENT

This biometric information will be used for the purpose of enabling the pupils to use the biometric catering system used in school.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted.
If you wish to withdraw your consent at any time, this must be done in writing and sent to the Reception for the attention of the school Data Office.

I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE GUIDANCE LETTER ON BIOMETRIC CONSENT, ATTACHED   YES   NO

I CONSENT TO THE TAKING AND PROCESSING OF BIOMETRIC INFORMATION FOR THE BIOMETRIC CATERING SYSTEM   YES   NO

SECTION M

I confirm that the above information is true and accurate. I undertake to inform The VI Form Academy and CSMS if any of the above details change.

SIGNED   DATE

NAME (IN PRINT)

Please return the completed form to the VI Form Team or email enquiries@cambornescience.co.uk.

Get in touch

THE VI FORM ACADEMY

Cranberry Road, Camborne,
Cornwall, TR14 7PP

01209 712280

enquiries@cambornescience.co.uk

theviformacademy.co.uk

○ ◎ @theviformacademy

CORNWALL SCHOOL OF MATHEMATICS AND SCIENCE

CSMS, Nexus Campus, Trevu Road,
Camborne, Cornwall, TR14 7AD

01209 712280 opt2

reception@csms.co.uk

csms.co.uk

○ ◎ @cornwallschoolofmathsandscience

Cashless catering system at CSIA & Biometrics Frequently Asked Questions

We use cashless tills alongside a system known as Biometric Technology in all our food outlets here at CSIA, which improves our ability to serve food quickly and efficiently, reducing the amount of cash circulating within the school and making the process of getting a school lunch easier for those students eligible for free school meals. The system works by scanning the student's index fingerprint to generate a unique number, which is then used to identify the student and allow them to spend money from their cashless account. The finger print image cannot be used by any other system or in any other way in the school.

How does it work? Students choose their lunch items and scan their finger at the till point, this then displays their name, photo and account balance. The till operator then enters the food purchases on the till which deducts the total from the account and the transaction is complete. It is also possible to display detailed allergy information on an individual student basis, and restrict the sale of items containing specific allergens; if this is required please contact our Reception team to discuss.

Payment options: You can either pay online via the ParentPay icon on our website, or by students loading their cash into one of the three cash loaders in school to top up their account manually before going for lunch.

What about Free School Meals? Students eligible for Free School Meals (FSM) will be automatically allocated their daily lunch allowance (currently £2.40 per day) by the system. When students take their meal choice to the cashless tills and identify themselves with their biometric scan the system will deduct the cost of the meal from their daily allowance. Using the cashless system means that the FSM process is entirely confidential. Students eligible for FSM are of course welcome to top up their accounts using ParentPay/cash loaders should they wish to purchase additional items.

What is ParentPay? ParentPay is our easy to use online payments system which offers you the freedom to make online payments whenever and wherever you like, 24/7. The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind: payments can continue to be made by credit/debit card or also by cash through local shops offering PayPoint (Note: CSIA does also provide on site cash loaders for dinner money where parents/carers would prefer not to use ParentPay). Full payment histories and statements are available to you securely online at anytime: your children will not have to worry about losing money at school. In addition to cashless catering CSIA also use ParentPay for our trips and visits.

If you are new to the school then you will shortly receive a Parent Pay activation letter. For a reminder of your activation username and password, please contact the school Finance Office, or email Julia Atkins on atkinsj@cambornescience.co.uk.

Can I set a daily spending limit? Yes, the daily spending limit is automatically set at £5 per student per day, so you can top up as much or as little as you like in advance and be assured that it will last. Spending limits can be adjusted for individual students, if you wish to either increase or decrease the daily limit please contact Reception.

What is Biometric authentication? Biometric identification is simply one way of quickly and uniquely recognising users in a way that can't be forgotten or lost. The system relies on the unique biological characteristics (e.g. finger image, or other unique characteristic) of individuals to verify identity for secure access to electronic systems. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric reference data, the identity of a specific user is determined.

How does it work? By taking an scan of your child's index finger we can turn this information into a digital signature that can then be recognised by our systems. When the student places their finger on the scanner at the tills the software matches their biometric image with the unique digital signature held in the database. Students will then be able to purchase food and check account balances by simply placing a finger on a digital scanner.

What does the law that relates to school say about biometrics? The Information Commissioner considers all biometric information to be personal data as defined by the Data Protection Act 1998; this means that it must be obtained, used and stored in accordance with that act. The Protection of Freedoms Act 2012 changed the way that schools are allowed to use biometric data in schools and colleges when used as part of an automated biometric recognition system.

Are the fingerprints stored? No. The fingerprint is only used to generate a collection of data points which is then encrypted. The fingerprint reader looks for specific patterns and unique identifiers on the finger, assigning specific data to each point - the fingerprint is never actually recorded.

Can the secure data be reversed to produce a fingerprint? No. The data points produced by the algorithm can't be reversed to produce a full fingerprint. The data is fully encrypted to military grade standards and even if this was to be broken, trying to reproduce a fingerprint from the data points could never produce anything usable

Parental Consent: We hope once you have read the key facts that you will support this initiative and give consent on the attached admissions form. Please note that we are encouraging you to credit your child's Parent Pay account rather than them bringing cash into school. However we realise that some parents/carers would prefer to still give cash and that will be possible using the top up readers in school, as stated above.

I don't want my child to be entered in to the biometric database, what alternatives are there? Any pupil who wishes to opt out of our biometric database will be issued with a 4 digit PIN number as an alternative.

For any questions please contact the school Reception, or please visit the school's website for a full list of FAQs and additional information.