

Admissions Pack

Weavers Academy



Please fill in all the relevant forms within
this pack and return to Weavers Academy
Reception

**WEAVERS
ACADEMY**
*Creative
Education
Trust*

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You can find out more at:

www.weaversacademy.org.uk

www.creativeeducationtrust.org.uk

WEAVERS PUPIL ADMISSION FORM



To enrol your child, we require pages 2, 3, 4 & 5 to be FULLY COMPLETED and returned.

Forename		Surname	
Legal Forename (if different)		Legal Surname (if different)	
Middles Name(s)			
Date of Birth		Gender	

Parent/Carer Information			
Full Name and Title		Full Name and Title	
Address (Including Postcode)		Address (Including Postcode)	
Relationship to student		Relationship to student	
Mobile Telephone		Mobile Telephone	
Home Telephone		Home Telephone	
Email		Email	
Does the student live at this address? <input type="checkbox"/> If the student lives at both parental addresses, please tick the address where the child resides during the majority of the school week: <input type="checkbox"/>		Does the student live at this address? <input type="checkbox"/> If the student lives at both parental addresses, please tick the address where the child resides during the majority of the school week: <input type="checkbox"/>	
Does this parent/carers have parental responsibility?		Does this parent/carers have parental responsibility?	
Has a court order been issued to restrict access to the student?			Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Sibling Links	
Please name any siblings who are currently attending Weavers. This includes half-siblings and step-siblings or any other student who is living at the same address.	
Name:	Year:
Name:	Year:
Name:	Year:

Previous School Information		
Name of previous School		
County of previous School		
Contact number of previous School		
Name of previous Headteacher/Tutor (If known)		
Dates of Attendance	From: (Month & Year)	To: (Month & Year)
Subjects studied and Exam Board (If known)		

Emergency Contact Details: We require at least <u>TWO</u> contact numbers.					
Please list below all Parents/Carers and contacts and use the first column (priority number) to show in which order people should be contacted in an emergency. Please note that the priority 1 contact will receive text messages from our school communication systems.					
Priority	Title	Forename	Surname	Relationship to student	Contact numbers
1					Mobile:
					Home:
2					Mobile:
					Home:
3					Mobile:
					Home:

Medical and Dietary	
Name of Doctors Surgery	
Address	
Telephone number	
Does your child have any medical conditions or dietary needs that we should be aware of? Please provide details below:	
Details of any medication taken (for conditions above):	
EHCP?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> Issuing Authority:
My child is currently receiving free school meals	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Cultural				
Ethnicity (please tick)				
Bangladeshi	White – Irish			
Black Caribbean	White and Asian			
Chinese	White and Black African			
Gypsy/Roma	White and Black Caribbean			
Indian	Any other Asian background			
Other Black African	Any other Black background			
Pakistani	Any other mixed background			
Traveller of Irish Heritage	Any other White background			
Vietnamese	Other ethnic group			
White – British	Refused			
Language normally spoken in the child's home:	Refused			
Previous Country of Residence if applicable:				
Date of entry into the UK if applicable:				
Religion (please tick)				
Buddhist	Christian	Jewish	Sikh	Other
Catholic	Hindu	Muslim	No religion	Refused

Parental Consent	
You have the right to withdraw consent for any of the following at any time	
Photography and Video Recordings	
<i>Please tick if you consent to your child's image being used in digital photography and video recordings for the following purposes. More information is available on page 7.</i>	
In school presentations and displays about the work of the school, the trust, or collaborative third parties to share information, good practice, and celebrate achievements	
External presentations and displays about the work of the school or the Creative Education Trust to share information, good practice, and celebrate achievements	
The school's or Creative Education Trust's website	
The school's or Creative Education Trust's social media pages, for example Facebook and X	
In media (print and television) coverage of the school or Creative Education Trust	
The school's prospectus and other promotional material	
Classroom recordings used for training and best practice	
Collaborative third parties' websites or social media	

Cashless Catering System (Biometric)

Please tick if you consent to Weavers Academy taking your child's fingerprint as part of our recognition system (no fingerprint image is stored). **This will allow your child to purchase food during break and lunchtimes.** More information is available on pages 7 and 8.

I consent to Weavers Academy taking information from my child's fingerprint to use for Cashless Catering

University of Northampton National Collaborative Outreach Programme (NCOP)

The University of Northampton (UoN) is working to raise aspirations and application rates to Higher Education. The purpose of this programme is to provide students with a range of opportunities which will develop their motivation, knowledge, and resilience to consider applying for higher education courses. More information is available on page 8.

I consent to Weavers Academy sharing information about my child with UoN

GCSEPod

This is an award-winning resource to assist students in their GCSEs. This will become relevant from Year 10. More information is available on page 9.

I consent to my child using GCSEPod

Northamptonshire Youth Support Services

This is the careers service for Northamptonshire, making sure young people can access the guidance and support they need to move into education, employment, and training. More information is available on page 6.

I consent to my child's information being shared with Youth Support Services

Signature

The information you have given on this form will be held by the academy for use in educational administration. All information given will be held in the strictest confidence under the requirements of the General Data Protection Regulations.

I note the above statement and believe the information provided in this form to be correct as of this date. I will inform the Academy of any changes that may occur whilst my child attends the Academy.

Signature: _____

Date: _____

Relationship to student: _____

Transport

If the student lives in Mears Ashby or Earls Barton, they could qualify for a Northamptonshire County Council Bus Pass.

Your child may be able to get free travel assistance to school if:

- They are not in walking distance of their nearest school.
- You are on a low income.
- Your child has an Education Health and Care Plan (EHCP) and is 16 years old or under
- They are aged 16 to 24, have a disability and you are on a low income.

Please contact North Northamptonshire County Council on 0300 126 3000 or apply online at <https://www.northnorthants.gov.uk/school-travel-assistance/free-school-travel-assistance-4-16-year-olds>

Pupil Premium and Free School Meals

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn. Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
- National Asylum Seekers Support
- Guarantee Element of the State Pension Credit
- Employment and Support Allowance (income related)
- Universal Credit (income dependant)

Registering for free meals could also raise an extra £900 for your child's secondary school, to fund valuable support like extra tuition, additional teaching staff or after school activities. This additional money is available from central government to the school for every child whose parent is receiving one of the benefits listed above.

Apply online at https://northamptonshire-self.achieveservice.com/service/Apply_for_free_school_meals_NNC

Northamptonshire Youth Support Services

As a school we have a responsibility to work with a careers service to support our students.

Northamptonshire Youth Support Services provide careers information, advice, and guidance for young people on behalf of Northamptonshire County Council making sure young people most in need of specialist help can access the guidance and support they need to move into education, employment, and training.

WEAVERS ACADEMY GENERAL DATA PROTECTION REGULATION (GDPR) AND CONSENT



Photography and Video Recordings at Weavers Academy – Use of Images Consent

Photography and videography may be used (with your consent) at our school, the trust or by collaborative third parties for the purposes set out below. Only images of pupils in suitable dress will be recorded and shared. Staff are not allowed to take photographs or videos on their personal equipment. Collaborative third parties could mean other schools in the trust, local primary schools or companies providing a service to the Academy.

Please refer to page 4 for the specific permissions requested.

If we would like your child's image linked to their full name, we will contact you separately for permission (for example, your child being named in press/literature to celebrate an achievement).

Consent to Process Pupils Biometric Information (Cashless Catering)

We operate a cashless catering system that uses biometric data. This system allows pupils to pay for their meals electronically, without the need to carry cash into school.

The information from your child that we wish to use is referred to a 'biometric information'. This information is collected by taking an algorithm-based scan that takes measurements of your child's finger/thumb. It is not a fingerprint and is only for use in the cashless catering system.

Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

You should note that the law places specific requirements on schools and colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- (a) The school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s).
- (b) the school must ensure that the information is stored securely.
- (c) the school must tell you what it intends to do with the information.
- (d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is CRB Cunningham education solutions. This is necessary to provide cashless catering.

Providing your consent/objecting

As stated above, to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system for cashless catering.

Please note that when your child leaves the school, or if for some other reason ceases to use the biometric system, their biometric data will be securely deleted.

Further information and guidance

This can be found via the following links:

[Department for Education's 'Protection of Biometric Information of Children in Schools](#)

Advice for proprietors, governing bodies, head teachers, principals, and school staff - <http://www.education.gov.uk/schools/adminandfinance/schooladmin>

[ICO guide to data protection for organisations: Guide to data protection](#) | ICO.

[ICO guidance on data protection for education establishments: Education](#) | ICO.



University of Northampton widening participation programmes: National Collaborative Outreach Programme (NCOP)

Weavers Academy are working with the University of Northampton (UoN) to raise aspirations and application rates to Higher Education in students identified by OfS (Office for Students – Higher Education regulator within the Department of Education) from targeted areas in the county where progression into higher education is lower than expected. The purpose of this programme is to provide students from these targeted areas with a range of opportunities which will develop their motivation, knowledge, and resilience to consider applying for higher education courses.

An example of the type of event your child may participate in:

- Career based visits to UoN.
- Specific career-based activities provided by UoN/Third party in school.
- Revision techniques provided by UoN/Third party in school.
- Motivational talks during assemblies

In order for your child to participate in the programme, we need your permission to share some information about your child with the UoN. Listed below is the information that they have requested for each child that participates in the programme:

- School name
- Forename
- Surname
- Date of birth
- Home postcode
- Ethnicity
- Disability
- And whether the student is entitled to free school meals.

GCSEPod

Weavers Academy has purchased a subscription to GCSEPod, an award-winning educational resource, for your child to use.

In order for your child to use it, however, we need the consent of their legal parent or guardian. You are not obligated to give permission. Without the mandatory data, however, GCSEPod cannot function for your child, so by not ticking it, you accept that they will not be able to have access to the resource.

For more information, please view the website at www.gcsepod.com

You have the right to withdraw consent for your child at any time.

The data required for this resource and a summary of how it will be used is shown in the table below.

Data Type	Why
Student data	
MIS ID	<ul style="list-style-type: none"> - This is an auto-generated number given to a student when they are entered into the school database, and it allows GCSEPod to recognise the student if their data changes.
Date of birth	<ul style="list-style-type: none"> - Used when a student first activates their account to confirm their identity. - Reduces the chance of two students being confused for one another in the system. - Used when a student needs to recover a lost/forgotten password.
Surname	<ul style="list-style-type: none"> - Used when a student first activates their account to confirm their identity. - Reduces the chance of two students being confused for one another in the system. - Used when a student needs to recover a lost/forgotten password. - Used to identify a student when setting and marking assignments and monitoring usage of GCSEPod.
Forename	<ul style="list-style-type: none"> - Used when a student first activates their account to confirm their identity. - Reduces the chance of two students being confused for one another in the system. - Used when a student needs to recover a lost/forgotten password. - Used to identify a student when setting and marking assignments and monitoring usage of GCSEPod.
Admission number	<ul style="list-style-type: none"> - Reduces the chance of two students being confused for one another in the system when data is moved



Dear Parent/Carer

At Weavers Academy we want all students to be able to have specialist musical tuition and therefore we offer an extensive range of instruments for students to either begin or continue learning. Lessons are taught by specialist professionals who are employed by NMPAT. The following instruments are currently on offer but please do ask if something you wish to play is not on the list.

- Woodwind; Flute, Oboe, Clarinet, Bassoon, Saxophone (Alto/Tenor/Baritone)
- Brass; Trumpet, Cornet, Trombone, Horn (French/Tenor), Baritone, Euphonium, Tuba
- Strings; Violin, Viola, Cello, Double Bass
- Contemporary; Guitar (Electric/Acoustic/Bass), Piano, Drums, Percussion, Singing, Music Tech

The cost of lessons is very expensive, and the academy is charged £169 per student, per instrument, per term; however, we are striving to make it affordable for everyone. We have, therefore, heavily subsidised the initial cost of lessons and then offer further discounts to students who are committed to the music department's enrichment activities.

	Payment per term	Discounts available
Pupil Premium students	£35	£5 discount per term for each music group a student joins. So, a student joins 3 groups, £15 refund is deducted from the next terms invoice
Students studying a KS4 or KS5 music performance course	£60	
All other students	£85	

Discounts are available at the end of each term in recognition of the commitment of the student to the musical life of the academy. To qualify for this discount, students will need to attend at least 80% of rehearsals and all performances for the group.

The current contract of instrumental lessons is enclosed and provides more detailed information. If you would like your son/daughter to take up this opportunity, please return the attached invoice and payment as soon as possible.

If you have any questions or concerns do not hesitate to contact me.

Yours sincerely

Miss M. Reading
Assistant Principal & Head of Music

INSTRUMENTAL LESSON TERMS AND CONDITIONS

1. The cost of lessons is dependent on certain criteria shown in the table below. All discounted rates (Pupil Premium, and GCSE/sixth form music performance courses) are only available for a maximum of one instrument per student. Further instruments will be charged at the full rate.

	Payment per term
Pupil Premium students	£35
Students studying a KS4 or KS5 music performance course	£60
All other students	£55

All students will be eligible for a partial refund of £5 per term for each music co-curricular group they join, if they attend 80% of rehearsals plus all concerts. Refunds will be automatically deducted from the following terms bill. Any students not wishing to continue lessons will not be entitled to their refund.

2. Students receive a 20-minute lesson during the normal school day.
3. Students will receive at least 30 lessons per year assuming that payment is made on time each term. There is no discount for lessons missed due to late payments.
4. Students are responsible for providing their own resources for playing as guided by their teachers, i.e., Books, music, CD's, reeds, and strings.
5. Students are responsible for checking the time and day of their lesson on the notice board in the music department. This can change weekly. Peripatetic teachers will not be responsible for sending for students.

INSTRUMENTAL LESSONS

Students Name: _____ Tutor Group: _____

- 20-minute instrumental lessons @ £85.00 per instrument per term

List all instruments you wish to purchase lessons on
1.
2.
3.

- KS4 or KS5 music performance students 20-minute instrumental lessons @ £60.00 per instrument per term

List the instrument you wish to purchase lessons on
1.

- Pupil Premium students 20-minute instrumental lessons @ £35.00 per instrument per term

List the instrument you wish to purchase lessons on
1.

Total £ _____

This total will be set up on Parent Pay and lessons will commence once payment has been received.

Parent Signature: _____ Date: _____