

Name of Child:



Student Admission Pack

2026/2027

To be completed by the Parent/Carer:

Student Details

Legal Surname:	Middle Name(s):
Legal Forename:	Preferred name:
Date of Birth:	Age:
Gender:	Religion:
Nationality:	First Language: (spoken at home)
Second Language:	Country of Birth:
English as an additional language:	Yes or No
Date of entry into the UK (if applicable)	

Parental Responsibility – Family/Home Contacts

For all children we must have at least **two** emergency contacts who must be aged 18 or over (if possible at least one of the contacts should be able to speak English)

Contact 1:	Contact 2:	Contact 3:
Does this person have parental responsibility? Yes or No	Does this person have parental responsibility? Yes or No	Does this person have parental responsibility? Yes or No
Title: (e.g. Mr/Mrs/etc)	Title: (e.g. Mr/Mrs/etc)	Title: (e.g. Mr/Mrs/etc)
Surname:	Surname:	Surname:
Middle Name(s):	Middle Name(s):	Middle Name(s):
First Name:	First Name:	First Name:
Relationship to child:	Relationship to child:	Relationship to child:
Address:	Address:	Address:
Postcode:	Postcode:	Postcode:
Home No: Mobile No: Work No:	Home No: Mobile No: Work No:	Home No: Mobile No: Work No:
Email address:	Email address:	Email address:
Home Language: Interpreter required: Yes or No	Home Language: Interpreter required: Yes or No	Home Language: Interpreter required: Yes or No

Medical Information

We will treat what you have told us sensitively. None of the information will be shared with other parents, carers or pupils.

Doctor name:	Dentist name:		
Doctor telephone number:	Dentist telephone number:		
Doctor address:	Dentist address:		
In an emergency, do you give consent for the school to administer anaesthetic in your absence in accordance with medical practice?	Yes ☐	No ☐	

Looked after children

Is your child looked after by a person other than the biological mother or father? **Yes/No**

Please give further details if a child resides in the care of someone who is not their biological parent:

.....

.....

.....

Is there a court order relating to the Child (Custody order/section 8 Children's Act 1989) Adoption/Residence Order/Special Guardianship Order? (Please circle and provide additional written evidence)

Date of Order/Adoption:

Is your child or family involved with any outside agencies (e.g. social services, CAMHS etc.?)	Yes ☐	No ☐
YES, Please provide further details:		
Does your child have a CAF or Early Help Team or other support documentation?	Yes ☐	No ☐
YES, Please provide further details:		

Child's Previous Education

Name of current school:	
Address:	Postcode:
Is your child still attending this school? Yes or No	

If No, please state their last day of attendance: _____

Please state the names and addresses of any previous schools attended:

School name	Address	Dates attended	
		From	To

Ethnicity Details – Please tick only ONE box

To comply with the current race relations legislation we are obliged to monitor the ethnic groups of all pupils at London Enterprise Academy. The categories are ones the Department for Education have chosen and we are aware that there are some reservations about the groups. E.g. there is no space to say 'Black British'. We apologise for this but we must use the categories supplied. All information will be held to comply with the Data Protection Act and will be treated confidentially.

☐	Pakistani	☐	APKN	☐	Japanese	☐	OJPN
☐	Sri Lankan	☐	ASLT	☐	Korean	☐	OKOR
☐	Bangladeshi	☐	ABAN	☐	Kurdish	☐	OKRD
☐	Indian	☐	AIND	☐	Lebanese	☐	OLEB
☐	Chinese	☐	CHNE	☐	Yemeni	☐	OYEM
☐	Any Other Asian Background Please specify –	☐	AOTH	☐	Any Other Black Background Please specify –	☐	MOTH
☐	Asian and Any Other Ethnic Group Please specify –	☐	MAOE	☐	Any other Ethnic Group Please specify –	☐	OOTH
☐	Black – African	☐	BAFR	☐	Libyan	☐	OLIB
☐	Black - Angolan	☐	BANN	☐	Malay	☐	OMAL
☐	Black Caribbean	☐	BCRB	☐	Thai	☐	OTHA
☐	Black European	☐	BEUR	☐	Vietnamese	☐	OVIE
☐	Asian and Black	☐	MABL	☐	Albanian	☐	WALB
☐	Gypsy / Roma	☐	WROM	☐	Kosovan	☐	WKOS
☐	Serbian	☐	SWER	☐	Portuguese	☐	WPOR
☐	Turkish Cypriot	☐	WTUC	☐	Bosnian-Herzegovinian	☐	WBOS
☐	Turkish	☐	WTUK	☐	White – British	☐	WBRI
☐	White and Any Other Asian Background Please specify –	☐	MWAO	☐	Any Other White Background Please specify –	☐	WOTH

Additional Information

School Meals: How will your child get lunch in school? Please tick.

☐	Parent will pay via Parent Pay online account	☐
☐	Child will bring a packed lunch	☐
☐	Child entitled to a free school meal	☐
☐	Has your child ever been free school meals in the last 6 years?	Yes / No (Please circle)

Siblings (Brothers/Sisters already attending this school)

Name:	Date of Birth:	School or nursery attended if applicable:

Home School Agreement

As a school, we undertake to:

- Provide an appropriate programme of study broadly covering the National Curriculum guidelines and free school freedoms
- Monitor progress and achievement, give regular reports and hold annual parents' evenings during which progress can be discussed
- Set, mark and monitor work
- Implement a code of behaviour to ensure a safe and caring environment
- Make sure parents/carers are kept well informed about any developments regarding their child's work or behaviour

As a parent/carer you will:

- Ensure that your child attends school regularly and on time with necessary books and equipment
- Contact the school on the first day of absence and provide a note on the first day back
- Meet with the school, whenever appropriate, to support the progress of my child
- Encourage my child to do their homework
- Support the school's code of behaviour
- Ensure that school uniform is worn by my child

We expect students to:

- Attend school regularly and on time with their books and equipment
- Attend all their lessons including enrichment programmes
- Contribute to the 'Social Baccalaureate'
- Try their hardest to do all the work which is given to them
- Follow the school's code of behaviour
- Do nothing to prevent others from learning
- Wear their school uniform
- Help to provide a safe environment

School Guidelines

Please read and sign the following documents:

- Health Questionnaire
- ICT Acceptable Use Policy
- Chrome Book Policies and Procedures
- Biometric Cashless Catering System – Parent Pay

School Visits

During the academic year, it is expected that various trips will be organised during the school day to support the teaching of the National Curriculum as well as providing extra-curricular experiences. All trips will be subject to the general conditions set out below, unless specifically notified otherwise in writing.

1. I agree to my child taking part in local visits and day trips which may occur from time to time during the course of the school year.
2. I understand that the school and the organisers will take all reasonable and proper precautions for the care and safety of my child and of his/her personal property.
3. I agree to inform the school of any relevant medical or other special circumstances affecting my child, including any treatment required during the course of a visit.
4. I understand that if my child should need emergency medical treatment, every effort will be made to contact me before treatment is given. If, however, this is impossible, I give my consent to my child undergoing emergency medical treatment

I understand that I can withdraw this consent at any time by confirming in writing.

Photographs and Filming Consent

We would like to celebrate and promote the work we do here at London Enterprise Academy and would like parents/carers to support us to publish work of the school which can include photos of students. We are also intending to include photos of students in our new prospectus as well as newspapers, website and TV news coverage. If you **do not** want your child's photo to be included, please write to the school refusing consent.

Biometric Cashless Payment System – Parent Pay Account

Under new legislation we require the consent of at least one parent of each child in order that the biometric information of your child can be processed.

Please be assured that this information remains within the school and will be removed from our records when they leave school.

The preference of the school is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your cooperation with regards to this matter.

Consent for your child to be registered on the school's Biometric Cashless Catering system is until they leave the school.

Parental Agreement Form

I have read and understood the undernoted. I understand that the personal information provided will be recorded on the schools' information system and that by signing I am agreeing to the required consents listed below:

- Home School Agreement
- School Uniform
- School Visits consent
- Photographs and Filming consent
- Biometric Cashless Payment opt-in

Name of student: DOB:

Name of Parent/Carer (1): Signature:

Name of Parent/Carer (2): Signature:

Parents wishing to opt out of any of the above consents must do so in writing

Office Use Only

Documents	Tick
Most recent school report	
Photo ID Passport	
Birth Certificate	
Proof of Address (Utility Bill or Driving Licence)	
Doctor's name, address and telephone number	
Emergency contact name (relation or friend), address and telephone number	
Health Questionnaire	
ICT Acceptable Use policy	
Student Chromebook Policies and Procedures	
Biometric Cashless Payment System – Parent Pay	
LEA School Uniform	

Notes



HEALTH QUESTIONNAIRE

Name of Student: **DOB:**

Question	Yes	No
Has your child ever had an operation or serious illness?		
Does your child have a life limiting condition or require palliative care or have a care plan?		
Has your child been seen or treated by a doctor or any other health professional in the past two years (other than for minor ailments or vaccinations)?		
Does your child, have or have they ever had epilepsy, fits or blackouts?		
Does your child have or have they ever had arthritis, joint or limb problems?		
Has your child ever suffered from depression, anxiety or other psychological problems?		
Has your child ever been diagnosed with an eating disorder?		
Does your child have hearing loss or ear problems?		
Does your child have any eyesight problems (which is not corrected by glasses or contact lenses)?		
Is your child colour blind? (Colour blind students may require adjustments for exam purposes)?		
Does your child have any allergies such as hay fever, asthma, nuts or penicillin which may affect their breathing or a particular chest condition (please specify)?		
Does your child have dyslexia, asperger's or another specific learning difficulty?		
Has your child had TB or been in recent contact with open TB?		
Has your child ever had a skin problem, If so, which part of the body was/is affected? Have they ever reacted to rubber products (e.g. gloves or balloons)?		
Does your child have frequent diarrhoea or any other bowel disorder?		
Does your child take any tablets or medicines at present?		
Does your child have diabetes?		
Does your child have any generic disorder that requires medical intervention?		

If you have answered 'yes' to any of the questions above, please write about it in the box below. For specific conditions, please enclose relevant documentation from medical professionals to support.

All of the information written is accurate to the best of my knowledge.

Parent/Carer Name	Signature	Date



LONDON ENTERPRISE ACADEMY ICT ACCEPTABLE USE POLICY

1. Rationale

1.1. London Enterprise Academy provides a computer network with Internet and email access for students. The Internet offers access to a vast amount of information for use in studies but there are dangers. This policy details rules for the safe and legal use of the ICT resources in the school. The computer network is provided for the benefit of all students, and students are encouraged to use and enjoy these resources, and to help to ensure they remain available to all.

1.2. Students are responsible for good behaviour both when using the ICT resources and when using the Internet just as they are in other aspects of school life. It is important to remember that access to the computer network, Internet and email is a privilege, not a right. Inappropriate use will result in that privilege being withdrawn.

2. Aims

- 2.1. To keep all learners safe when in school.
- 2.2. To enable all learners to use ICT safely and effectively at London Enterprise Academy in order to support learning.
- 2.3. To eliminate any distractions to learning which might otherwise occur as a result of the misuse of ICT in school.
- 2.4. To maintain the efficient application of the ICT network and all ICT equipment around the school.

3. Policy detail

EQUIPMENT

- 3.1. Damaging, disabling or otherwise impairing the operation of computers and other ICT equipment will be considered as an act of vandalism.
- 3.2. Eating and drinking in ICT suites or near any computer equipment is strictly forbidden. This is necessary to protect the computers from accidental spillages which could cause serious damage and create the danger of electric shock.
- 3.3. Students should not use head-phones or ear-phones in a lesson, without the express permission of a member of teaching staff.

NETWORK

- 3.4. Students are given their own username and password to access the school network.
- 3.5. Students are responsible for the security of their own user area, and will be held fully accountable for any abuse of, or originating from, their account.
- 3.6. The creation, access and storage of pornographic, racist or other offensive material on the network is strictly forbidden.
- 3.7. Students must tell a member of staff immediately if they find materials which violate the ICT rules.

3.8. Playing games on school computers during lesson times is not permitted.

SECURITY

3.9 Students should always respect the security on the school computer network.

3.10 Students must never reveal their school name, home address, telephone number or provide a picture to people that they meet on the Internet unless specifically authorised to do so by a teacher as part of a planned lesson.

INTERNET

3.11 The school provides a filtered Internet connection for student use.

3.12 Students should use their internet access for educational purposes.

3.13 Students should not use proxy sites to access webpages.

3.14 The use of chat rooms and instant messaging during lessons is forbidden unless specifically authorised by a teacher.

3.15 The use of "YouTube" is restricted. Students should only access "YouTube" when directed to it by a teacher.

3.16 Copyright laws must be respected at all times.

EMAIL

3.17 All students will be provided with their own email account for educational use and this is the email address which should be used in school for the purpose of learning.

3.18 Students are responsible for the content of all emails sent and received by them.

3.19 If students receive any offensive or inappropriate emails they should report it to a teacher or to the ICT support office immediately.

3.20 Email attachments can contain viruses and should only be opened if they come from a known and trusted source.

USER RESPONSIBILITIES

3.21 All systems may be monitored and audited for administrative and management purposes so personal privacy cannot be assumed.

3.22 Logout or lock your computer if you leave your workstation unattended.

3.23 Users of notebooks and laptops must ensure that a password is required to use the device.

3.25 You must not use ICT facilities to access, transmit or share material that is confidential to London Enterprise Academy, or is confidential to an individual, without the appropriate permission.

3.26 You must obtain authorisation from the ICT Network Manager for the installation of additional software on London Enterprise Academy ICT equipment.

3.27 You must not change the configuration of installed ICT equipment unless authorised to do so.

3.28 You must not connect non London Enterprise Academy equipment to the London Enterprise Academy School network unless authorised to do so.

3.29 You must not remove school-based ICT equipment or software without authorisation from ICT Department.

3.30 You must make sure that all critical documents are held on a network drive via Office 365 rather than the PCs/laptop's hard drive.

REQUIRED STUDENT SIGNATURES

I understand and agree to the provisions and conditions of this agreement. I understand that any disobedience to the above provisions may result in disciplinary action and the removal of my privileges to access ICT facilities. I also agree to report any misuse of the system to a staff member and I understand that misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism inappropriate language, any act likely to cause offence.

NAME _____

SIGNATURE _____

DATE _____

PARENTS / GUARDIANS

As the parent or Guardian of I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst the Internet service provider operates a filtered service, it is impossible for London Enterprise Academy to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

I hereby give my permission to London Enterprise Academy to permit my child access to electronic information services and I certify that the information given on this form is correct.

NAME _____

SIGNATURE _____

DATE _____



STUDENT CHROMEBOOK POLICIES AND PROCEDURES

The purpose of this document is to outline school policies and procedures in the use of Chromebook technology at London Enterprise Academy. The policies and procedures highlighted in this document are intended to work alongside existing London Enterprise Academy policies and procedures and will act as a foundation for classroom requirements, which may be set by individual teachers.

The Chromebooks will remain the property of London Enterprise Academy.

All users will follow this policy.

1) Receiving and Returning Your Chromebook

Receiving Your Chromebook

- Chromebooks will be distributed to students for use during the regular school year once Student and Parent/Carer agreement form have been received.
- Students will receive a new Chromebook, and a power adapter.
- All Chromebooks are inventoried and labelled for identification. Students are not permitted to tamper or obstruct identification labels.
- London Enterprise Academy students are issued a Chromebook for the duration of their enrolment at the school.
- As the Chromebooks are school property, damage, loss, or theft of the property will be treated seriously and dealt with accordingly on a case-by-case basis. Users are expected to show reasonable care in the use of the technology (as outlined in the school Acceptable Use Policy).

Returning Your Chromebook

The Chromebook will need to be returned along with the charger back to the ICT Services team if you change school before end of year 11.

2) Using Your Chromebook at School and Home

- The main purpose of this Chromebooks are for online learning, but School may ask student to bring them to school as and when needed.
- Chromebook is still covered under the School Acceptable Use Policy and Online Safety Policy, even when it is used at home on a private network.
- Any damage, loss, or theft of a Chromebook must be reported to London Enterprise Academy ICT Services immediately. If theft of the Chromebook occurs, then a crime number will be required in order for a replacement to be issued.
- Any technical issues with the Chromebook must be reported to London Enterprise

Academy ICT staff immediately. This includes, but is not limited to: battery issues, loss of network connectivity, Chrome OS issues, screen display issues, malfunctioning USB ports, keyboard malfunctions, and other hardware problems.

- Any hardware or software repairs that have occurred during normal usage will be repaired without cost to the student.
- Any hardware damage through negligent will be charged accordingly.
- Any reports of theft will be referred to the police.

Incident (which pertains to Chromebooks, chargers, and any other equipment issued to students)	Necessary Actions (these guidelines and actions may vary depending on extenuating circumstances)
Normal Maintenance and Repair not Caused by Misuse or Accidental Damage.	Report immediately to London Enterprise Academy ICT Services. If repairs are required and determined to have been caused by normal use, the student must return the Chromebook and they will be issued with a daily loan Chromebook, until the repairs are complete. There will be no charge for these repairs.
Accidental Damage (First Incident)	Report immediately to London Enterprise Academy ICT Services. If repairs are required and determined to be accidental, the student must return the Chromebook and they will be issued with a daily loan Chromebook, until the repair is complete. There will be a standard £35.00 charge for these repairs.
Accidental Damage (Second Incident)	Report immediately to London Enterprise Academy ICT Services. If repairs are required and determined to be accidental, the student must return the Chromebook and they will be issued with a daily loan Chromebook, until the repairs are complete. There will be a standard £35.00 charge for these repairs.
Accidental Damage (All Subsequent Incidents)	Report immediately to London Enterprise Academy ICT Services. If repairs are required and determined to be accidental, the student must return the Chromebook. The student will not be issued a daily loan Chromebook. If the Chromebook is returned to the student after repair, limitations may be placed on its use. There will be a standard £35.00 charge for these repairs.
Damage Due to Misuse	Report immediately to London Enterprise Academy ICT Services. If repairs are required and determined to be caused by misuse, the student must return the Chromebook and appropriate sanctions will be determined. The student may not be issued with a daily loan Chromebook. If the equipment is returned to the student after repair, limitations may be placed on its use. There will be a standard £35.00 charge for these repairs.

Loss (of any equipment)	Report immediately to London Enterprise Academy ICT Services, which will examine each case and the circumstances leading to the loss. Depending on the findings, the student may be issued a daily loan Chromebook. If a replacement is provided to the student, a charge of £75.00 will be required before it is issued. For any subsequent losses £150.00 will be required before issue.
Theft (of any equipment)	Report immediately to London Enterprise Academy ICT Services, which will examine each case and the circumstances leading to the theft. Parent/Carer will be required to get a crime number and complete a School's claim form. A charge of £75.00 will be required before a replacement unit is issued. For any subsequent thefts £150.00 will be required before issue.

3) Care of your Chromebook

General Guidelines

- The Chromebook is property of the London Enterprise Academy School.
- The Chromebook is assigned to a specific individual to use. Other users, inside and outside the school, are not permitted to use the device.
- It is important that students take care in the use, transportation, and storage of the Chromebook to maximize its service.
- Students are responsible for having their Chromebook charged for class.
- All Chromebooks are marked with an asset number for identification. Students are not permitted to remove or distort these identifiers.
- Students are prohibited from marking the surface of the Chromebook and/or accessories in any manner, including the use of stickers or labels.
- Chromebooks and accessories should not be left unattended in an unlocked or unsupervised location.
- Cables and peripherals should be inserted and removed from the Chromebook with care.
- Only use a dry cloth to clean a Chromebook. Never use water or cleaners.
- Never expose a Chromebook to extreme cold or heat.
- Do not eat or drink around a Chromebook.
- Do not stack materials on top of a Chromebook, place it in a tight bag or space, or engage in any action that puts excessive pressure on the device.

6. Access to Digital Tools and File Storage

- As the Chromebook and the Apps are educational tools, students should ensure they follow the London Enterprise Academy Acceptable Use Policy and Online Safety Policy.
- Students should save their work to their One Drive space in their school office 365 account. The limited physical storage on the Chromebooks is not backed up and should only be used for educational purposes.
- The Chromebooks are managed virtually and it is the student's responsibility to backup locally stored data. The School is not responsible for lost data in the event the Chromebook is reset, updated, or reimaged.
Chromebook malfunctions are not an excuse for not submitting homework or

communications. Students will not be penalised in the event of a school-wide network loss and their school Office 365 account is unavailable.

- Students are not permitted to remove Chrome extensions/apps that are remotely loaded on their Chromebook by the London Enterprise Academy School.
- Any attempt to 'jailbreak' or alter the operating software of the Chromebook will result in sanctions being applied under Acceptable Use Policy and Online Safety Policy.
- London Enterprise Academy School has the right to limit the user's ability to install extensions and apps on the Chromebook.
- London Enterprise Academy School has the right to remove (with no responsibility for lost content) extensions, apps, and content deemed to be inappropriate.

Chromebooks must be made available for physical inspection upon request from staff or school ICT Services. Staff may also inspect and monitor devices virtually at any time, without notice, through the Chromebook Management system and other systems used by the school.

PARENTS / GUARDIANS

As the parent or Guardian of I have read this agreement and understand the responsibility of the device given to my child. I also understand that, whilst the Internet service provider operates a filtered service, it is impossible for London Enterprise Academy to restrict access to all controversial materials and will not hold the school responsible for materials acquired on home network. I also agree to report any misuse of the system to the school.

I hereby give my permission to London Enterprise Academy to permit my child a Chromebook and I certify that the information given on this form is correct.

NAME _____

SIGNATURE _____

DATE _____



CRB CUNNINGHAMS BIOMETRICS OPT- IN FORM

What is Biometrics?

Biometrics authentication is the automatic recognition of a living being using suitable body characteristics. 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. There are many different biometric features that can be used for authentication purposes these include finger image, signature, iris, retina, DNA or any other unique characteristic. Once a characteristic has been chosen the next stage in the Biometric process is authentication. A biometric feature is saved on to a database. Once the data has been stored, a new scanning of the biometric feature is taken. If the comparison is positive, access to the appropriate application is granted.

The history of Biometrics

Once the domain of the local constabulary, biometric technology is now being used at many locations around the country. Banks, supermarkets and now even schools and colleges are adopting this increasingly popular technology. Biometrics are not new, their roots have been traced back to ancient Egyptian times. The use of biometric images as a security device started with Chinese officials using them to seal documents in the second century BC. Over the last few years the technology has begun to find favour commercially.



Whilst the use of Biometrics has been steadily growing over the last ten years, the past couple of years have seen an explosion in development, interest and vendor involvement.

Impact Biometrics is coming to London Enterprise Academy

Biometrics and Security

Students, parents and staff can rest assured that the biometric images cannot be used by any other source for identification purposes. The system uses a biometric input to create a mathematical algorithm and then discards the biometric image; only the numbers remain and these cannot be reinterpreted back into a biometric image.

Frequently Asked Questions

[Why do you need to take my child's biometrics?](#)

By taking an image of your child's biometric we can turn this information into a digital signature.

[Can biometrics be used by any other agency?](#)

No, the software we use turns your child's biometric image in to a mathematical algorithm. The image of the biometric is then discarded. The information that is stored cannot be used to recreate an image of the child's biometric.

[What happens when my child leaves the School?](#)

When a student leaves school all data can be deleted very easily.

[How does it work?](#)

When the child places their biometric input on the scanner, the software matches their biometric image with the unique digital signature held in the database.



Impact Biometrics Opt-In form

*I **do** wish my child to be included in the Impact Biometric registration process*

Name of Pupil: _____

Year: _____

Class: _____

Name of guardian or parent: _____

Signed _____

Please fill in this form and return to the school office