



GLC Gateway Academy

All Different: All Equal: Together Improving Upon Our Best



# NEW ENTRANT FORM

STUDENT NAME:

NEW ADMISSION YEAR GROUP:

**7**

START DATE:

**SEPT 2023**

This booklet should be completed in full and returned to  
The Gateway Academy by **Friday 26 May 2023**.



GLC

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[www.theglc.org.uk](http://www.theglc.org.uk)

Please complete ALL sections in this form **IN BLOCK CAPITALS**

**Section 1: Student Information**

STUDENT DETAILS			
Student forename:		Legal Surname:	
Middle name(s)		Previous school:	
Date of Birth:		Gender (Please circle):	Male      Female
Address:			
		Postcode:	

**Information from Birth Certificate/Passport:**

*This information is a Department of Education requirement.*

Have you seen the Birth Certificate/Passport (Office use only)	Yes	No
Student country of birth:	Student Nationality:	
Religion:		
First language:	Languages spoken at home:	

**Section 2: Medical Information**

Doctor details:		
Name:		
Address:		
Any known medical conditions/needs (Please circle)?	Yes	No
If YES, please provide as much information as possible in the box below:		
Has your child any identifiable special needs (Please circle)?	Yes	No
If YES, please provide as much information as possible in the box below:		
Are there any professionals involved? If so, please give names:		
Does your child have any problems with their vision, speech or hearing (Please circle)?	Yes	No
If YES, has your child been referred to a specialist? Please provide us with any additional information:		

Any known dietary needs (Please circle)?	Yes	No
If YES, please provide as much information as possible in the box below:		

### Section 3: Contact Details

In case of a sudden illness or minor accident we require that you provide us with **AT LEAST ONE PARENTAL CONTACT** and one emergency contact (not the same person). You may provide us with additional contact details at any time.

CONTACT ONE DETAILS			CONTACT TWO DETAILS		
Relationship to child:			Relationship to child:		
Parent Responsibility (Please circle):	Yes	No	Parent responsibility (Please circle):	Yes	No
Forenames:			Forenames:		
Surnames:			Surnames:		
Occupation:			Occupation:		
Work address:			Work address:		
Work Phone No.			Work Phone No.		
Home Telephone No.			Home Telephone No.		
Mobile:			Mobile:		
Email:			Email:		
Is the student 'In Care'?			Yes	No	

Please give TWO names and emergency telephone numbers if parents/carers cannot be contacted:					
Name:		Relationship to person:		Telephone No.	
Name:		Relationship to person:		Telephone No.	

Information of any other children in the family/household and what school they attend:					
Name:		Date of Birth:		School:	
Name:		Date of Birth:		School:	
Name:		Date of Birth:		School:	
Name:		Date of Birth:		School:	

### Section 4: Additional Information

Travel Arrangements (Please circle only one box):						
Walk	Cycle	Car	Public Bus	Taxi	Train	Other

**Food Arrangements - Please circle the appropriate option below:**

Free School Meals*	School Meals	Packed Lunch
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\*Please can you complete the online application form, via the Thurrock Council website:

<https://www.thurrock.gov.uk/school-meals/free-school-meals>

**Online Learning**

Do you have access to the Internet?	Yes	No
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Devices Available for Online Learning				
Computer/Laptop	Tablet	Smart Phone	Other	None
Is the device shared between more than 1 person?			Yes	No

**PLEASE TICK ONLY ONE OF THE FOLLOWING BOXES**

<input type="checkbox"/> ANY OTHER ASIAN BACKGROUND	<input type="checkbox"/> GYPSY/ROMA
<input type="checkbox"/> ANY OTHER BLACK BACKGROUND	<input type="checkbox"/> INDIAN
<input type="checkbox"/> ANY OTHER ETHNIC GROUP	<input type="checkbox"/> INFORMATION NOT YET OBTAINED
<input type="checkbox"/> ANY OTHER MIXED BACKGROUND	<input type="checkbox"/> PAKISTANI
<input type="checkbox"/> ANY OTHER WHITE BACKGROUND	<input type="checkbox"/> REFUSED
<input type="checkbox"/> BANGLADESHI	<input type="checkbox"/> TRAVELLER OF IRISH HERITAGE
<input type="checkbox"/> BLACK – AFRICAN	<input type="checkbox"/> WHITE - BRITISH
<input type="checkbox"/> BLACK – CARRIBEAN	<input type="checkbox"/> WHITE - IRISH
<input type="checkbox"/> CHINESE	<input type="checkbox"/> WHITE & ASIAN
<input type="checkbox"/> BLACK EUROPEAN	<input type="checkbox"/> WHITE & BLACK AFRICAN
	<input type="checkbox"/> WHITE & BLACK CARRIBEAN

# PARENT / GUARDIAN AGREEMENT

## **Please tick boxes to grant permissions:**

- I confirm that I have received and read through the school admissions booklet including the appendices and have explained the following to my child:
- The Gateway Learning Community
  - Safe use of Internet in school

## **The Parent/Guardian Agreement - Appendix 1**

- I have read and understood The Gateway Learning Community Home/Academy agreement, and explained the contents to my child.

## **Internet Parent permission - Appendix 2**

- As the parent or legal guardian of the student signing below, I grant permission for my child to use electronic mail and the Internet. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media, and understand that the Local Authority maintains a filtered access to The Gateway Learning Community network.

## **Privacy Notice - Appendix 3**

- Privacy Notice – I am aware that student information is shared with relevant departments and regulated by the Data Protection Act.

## **Participation in regular activities - Appendix 4**

- I give permission for my son/daughter to be taken out of the school grounds under the supervision of a member of staff for the purpose of school activities.

## **Still and Moving images**

- I agree to allow my child to take part in photography (still & moving image) arranged by The Gateway Learning Community (or its agents).  
I understand that the images may be used for marketing, promotional and educational purposes by The Gateway Learning Community (or its agents), and may be published and broadcast in any media including the internet.

I waive all present and any future rights to the images, including copyright, artistic rights and intellectual rights.

**In making this application I/We agree that I/We will make every effort to ensure that I/We commit ourselves to The Gateway Learning Community/Parent Partnership**

Parent/Guardian Signature (1): ..... Print name: ..... Date: .....

Parent/Guardian Signature (2): ..... Print name: ..... Date: .....

## **Student Agreement**

- I have read/understood the student agreement in The Gateway Learning Community agreement.
- As a Gateway Learning Community user of the Internet, I agree to comply with the rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by The Gateway Learning Community.

Student Signature: ..... Print name: .....Date: .....

# THE GATEWAY LEARNING COMMUNITY

## HOME / ACADEMY CONTRACT

All members of the Gateway Learning Community: staff, parents and students will commit to working together to achieve the following mission: *The GLC mission is to offer everyone opportunities to develop as high achieving, resilient, healthy, aspirational, caring and fulfilled members of society.*

### **The Gateway Learning Community Academies will do everything to ensure that:**

- Positive relationships are promoted at all levels to reduce any barriers to learning;
- Teaching is of the quality that leads to outstanding progress for all students;
- The curriculum will be inspiring, meaningful, challenging and relevant, helping all students to develop aspiration, achieve their potential and prepare them for later life;
- A range of partners are engaged to provide a wide range of services and opportunities to students and their families.

### **We will:**

- Care for your child's well-being, support them to learn and provide opportunities for them to experience spiritual, moral, social and cultural growth;
- Robustly monitor your child's attendance and put actions in place if any concerns are raised;
- Inform you of any concerns we have related to your child's well-being, learning or behaviour and ensure that you are aware of your child's assessment weeks, events and key dates throughout the academic year;
- Have the highest expectations of your child.

### **Parents will do everything to ensure that:**

- Their child attends their GLC Academy every day; on time; in the correct uniform and with the correct equipment;
- Their child does not bring fizzy/power drinks [including Lucozade] to their GLC Academy;
- Any packed lunch provided is nutritionally balanced and appropriate;
- Their child attends Additional Learning Periods [ALPs] and Extended Progress Periods [EPPs] to catch-up their learning as necessary;
- They fully support all of the GLC Policies including the GLC Student Values;
- Their child has a suitable place at home, to complete homework;
- They attend their GLC Academy for their child's Parents' Evening;
- They take responsibility and pay for damage and breakages resulting from their child's actions;
- They do not phone or text their child during lessons; in emergency situations contact their GLC Academy reception;
- They will play an active role in promoting their GLC Academy's strengths and use the correct procedures to raise any concerns with regard to their child's education. Parents should not use social media as an outlet to damage the reputation of their GLC Academy.

### **Students will:**

- Work at all times to 'improve upon their best' and help others to do the same;
- Read regularly, take pride in their work and practice their maths;
- Attend same-day ALP's and EPP's; when arranged to support their progress;
- Complete all homework to the best of their ability and on time;
- Wear their uniform correctly, with pride and ensure they bring the correct equipment to their Academy every day;
- Attend their GLC Academy every day and on time;
- Adhere to the GLC's Student Values;
- Work with their GLC Academy to eradicate all bullying, including cyber bullying;
- Use their laptops appropriately and when in lessons as directed by their teachers;
- Mobile phones are **not** to be used throughout the Academy day.

By signing the Gateway Learning Community Home/ Academy Contract students and parents/ carers agree to the following:

If a student is underachieving	They will be expected to attend compulsory intervention activities such as catch-up classes, same day ALPs and EPP's; 1-2-1 intervention classes; holiday classes; academic mentoring or attendance monitoring.
If a student is seen with a mobile phone from the time they arrive	<ul style="list-style-type: none"> <li>• Mobile phones are not to be seen or used from the time students arrive at the Courtyard gate in the morning until the time they leave the Courtyard gate at the end of the day. This includes break and lunch times. If a student's mobile phone is used, seen or heard during these times it will be confiscated.</li> <li>• Confiscated phones will be stored in the SET (Student Engagement Team) room. The first time in an academic year a student's phone is confiscated, it can be collected from SET room by the student at the end of the day.</li> <li>• If a student has a phone confiscated more than once in an academic year, the mobile phone will only be returned, after 15:00 (when possible), to a parent or carer.</li> <li>• If students are rude to staff in an attempt to have their mobile phones returned, they will be sanctioned in accordance with the Academy's Behaviour Policy.</li> </ul>
If a student is found smoking.	<p>A letter will be sent home to the student's parents; the student will be isolated and be referred to a smoking cessation professional.</p> <p>A repeat case will result in a further call home; a meeting with parents and a series of sanctions will be put in place including but not exclusive of isolation, detentions, community service and/or a ban from certain areas on the Academy site.</p>
If a student swears directly at a member of staff	Depending on the circumstance, a referral will be made to SET and the student will be isolated for the remainder of the day. A phone call will be made to the parent to explain the situation. A restorative justice meeting will be convened before the student returns to normal lessons. Please note repeated incidents could result in the student getting excluded.
If a student physically assaults another person	Depending on the circumstance, a student will be isolated for the remainder of the day whilst the incident is investigated. The sanction will reflect the level of aggression used, in severe circumstances the Academy may involve the police and/or could result in the student being excluded.
If a student incites others to fight or bully or is engaged in bullying [including cyber-bullying]	<p>Students will be isolated and take part in a restorative justice process that, in some circumstances [particularly for racist incidents] will be referred to the police or other appropriate agencies.</p> <p>Students may be referred to off-site provision if deemed necessary. Please note that repeat incidents or in severe circumstances could result in the student being excluded.</p>
If a student consistently refuses to follow the student Values	Depending on the situation, students may lose privileges, be isolated or take part in community service activities on site. Parents will be expected to support the Academy in ensuring their child follows the student Values and attend meetings when requested. Please note that repeat incidents or in severe circumstances could result in the student being excluded.
If a student misuses Academy IT equipment and personal electronic devices	They may lose their IT privileges such as internet access for a specified period of time and have their use of computers and other equipment closely monitored. They may also be isolated for a period of time or excluded depending on the situation. In some circumstances a referral may be completed to social services, police or other appropriate agencies depending on the nature of the situation.

Member of the GLC Academy:

Mrs McLaughlin Head of School

Child's name: .....

Parent/ Carer signature ..... Date: .....

# THE GATEWAY ACADEMY UNIFORM

Dates for ordering uniform:

- **Tuesday 4 July 2023**
- **Wednesday 5 July 2023**

Both of these sessions will commence at midday and end at 5.00 pm

Orders can be collected or further orders made on:

- **Wednesday 30 August 2023**
- **Thursday 31 August 2023**
- **Monday 04 September 2023**

These sessions will commence at 9.00 am and end at 3.00 pm

**\*Please ensure you keep us updated with change of address, telephone numbers - landline, work, and very importantly – mobile and email address.**

**The way of contacting and corresponding with home has changed therefore emails and texts will be sent to parents/guardians of students instead of letters being posted.**

## FOR OFFICE USE ONLY:

File Requested: ..... Date received: ..... Reg group: .....

CTF Requested: ..... Date received: .....

Birth Certificate/Passport seen:    Yes        No

SEN: ..... Medical: ..... EAL: .....

**The Gateway Academy,**

**Marshfoot Road, Tilbury, Essex, RM16 4LU**

**Tel: 01375 489000**

**admin.gateway@theglc.org.uk**

**www.theglc.org.uk**

The GLC Trust is a company limited by guarantee, registered in England & Wales (Registered Number 5853746). Registered office at The Gateway Academy, Marshfoot Road, Tilbury, Essex RM16 4LU.

Chief Executive Officer: Viki Reid.

The GLC is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.

