

University Academy of Engineering South Bank



Create your future

Student Information Pack



University Academy of Engineering South Bank

Trafalgar Street, London SE17 2TP

E: hannah.dalton@uaesouthbank.org.uk W: www.uaesouthbank.org.uk T: 020 7277 3000

Student Information Pack for Academy Admissions

Please return this pack to:

University Academy of Engineering South Bank, Trafalgar Street, London,
SE17 2TP.

If you require further information please contact: office@uaesouthbank.org.uk

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Student Details:		
Student Forename:	Student Family Name:	
Date of Birth:	Female or Male (Circle one that applies):	
Home Address including Post Code:		
Name and Address of current school or academy attending:		
Does your child have a Statement of Special Educational Needs (SEN), or an Education, Health and Care plan (EHC)? YES/NO		
Please provide details:		
Does your child have any brothers or sisters presently at the Academy?		
Name:	Community:	Year:
Name:	Community:	Year:
Name:	Community:	Year:

Parent or Carer Details:		
Mr Miss Mrs Ms Dr Other (please circle)	Parent or Carer's Forename(s):	Parent or Carer's Family Name:
Relationship to Student:		Do you live with the student? Y / N
Home Address including Post Code (if different from student's address):		
Contact information:		
Home	Mobile	
Work	Email Address	



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Family Access/Court Order:

(Affecting the arrangements for the child, copies to be provided to the academy).

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Documents Required:

When submitting this info pack to the academy please present the following identification documents:

- Student's full birth certificate
- Proof of parent or carer's address (please see the table below)
- NHS number of student
- Child benefit/Child Tax credit letter
- Photo ID for parent or carer (please see the table below)

Acceptable forms of ID and proof of address:

Proof of ID	Proof of address
Current signed passport	Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months
EEA member state identity card	Local authority council tax bill for the current council tax year
Current UK or EEA photocard driving licence or full old-style driving license.	Current UK driving licence
Photographic registration cards for self-employed individuals in the construction industry -CIS4	Original mortgage statement from a recognised lender issued for the last full year
Benefit book or original notification letter from Benefits Agency	Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address
Residence permit issued by the Home Office to EEA nationals on sight of own country passport	Benefit book or original notification letter from Benefits Agency
National identity card bearing a photograph of parent or carer	HMRC self-assessment letters or tax demand dated within the current financial year
	Electoral Register entry
	NHS Medical card or letter of confirmation from GP's practice of registration with the surgery

Photocopies may be taken and stored for our academy records in compliance with the Data Protection Act.

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Students must provide two emergency contacts that are different from the primary contact given on the previous page:

Second Contact		
Mr Miss Mrs Ms Dr Other (please circle)	Parent or Carer's Forename(s):	Parent or Carer's Family Name:
Relationship to Student:		Do you live with the student? Y / N
Home Address including Post Code (if different from student's address):		
Contact information:		
Home	Mobile	
Work	Email Address	
Family Access/Court Order: (Affecting the arrangements for the child, copies to be provided to academy).		
Third Contact		
Mr Miss Mrs Ms Dr Other (please circle)	Parent or Carer's Forename(s):	Parent or Carer's Family Name:
Relationship to Student:		Do you live with the student? Y / N
Home Address including Post Code (if different from student's address):		
Contact information:		
Home	Mobile	
Work	Email Address	
Family Access/Court Order: (Affecting the arrangements for the child, copies to be provided to academy).		



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Pupil Premium/Free School Meal Eligibility

The pupil premium is additional funding given to schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

This information will also allow us to check for your child's eligibility for Free School Meals.

Full Name of Parent or Carer Checking for Pupil Premium Eligibility		
Parent or Carer's Date of Birth:		
National Insurance Number or Asylum Support Reference Number of Parent:		
Child(ren)'s Name(s)	1)	2)
	3)	4)

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Language Survey

Nationality:	
Student country of birth:	
Language(s) spoken at home:	
Religion:	

Please tick the box which best describes your child's ethnicity:

Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any Other Asian Background

Black or Black British

- Caribbean
- Ghanaian
- Nigerian
- Sierra Leonean
- Somali
- Other Black African
- Any Other Black Background

Chinese

Mixed/Dual Background

- White and Black Caribbean
- White and Black African
- White and Asian
- Any Other Mixed Background

White

- British
- Irish
- Greek
- Greek Cypriot
- Kosovan
- Turkish
- Turkish Cypriot
- Traveller of Irish Heritage
- White Eastern European
- White Western European
- White Other

Any Other Ethnic Group

- Japanese
- Kurdish
- Latin American
- Vietnamese
- Any Other Ethnic Group
(Please specify below)
-

- Do not wish to disclose

Has your child lived in another country?

Yes	
No	

If so, what country was it? How long?

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Continuation of Language Survey

Which language(s) can your child understand?

Which language(s) can your child read?

Which language(s) can your child write?

Does your child learn any languages outside school?

Ye s	
No	

Which language(s)? _____

Has your child been to school in another country?

Ye s	
No	

If so, was it a Primary or Secondary School? _____

How long did your child attend that school for?

Has your child had extra help with their reading, writing, or spelling?

Yes	
No	

Please provide details:



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Medical Health Care Plan

Clinic or Hospital Contact:

Name:		Department:	
Telephone Nos:			

General Practitioner:

Name:		Surgery:	
Telephone Nos:			

Student's Medical Symptoms, Allergies, and Needs:

Daily Care:

Emergency Situation & Care: (Description of what constitutes an emergency and action to be taken)

Follow up Care:



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Which emergency contacts should be contacted in the event of an emergency? (Please list in order)

Health Care Plan Agreement

Parent or Carer’s role & responsibilities:

- Advise the University Academy of Engineering South Bank (the Academy) regarding their child’s or young person’s condition, treatment, or care required and any changes as they occur in writing
- Supply medication, suitable snacks (under medical advice) or supplements to the Academy clearly labelled with child’s or young person’s details
- Ensure medication is available, in date and usable at all times
- Agree access to health care plan
- Ensure this child or young person is encouraged to self-manage their health care as appropriate

University Academy of Engineering South Bank’s role & responsibilities:

- Store medication safely
- Store snacks or supplements with easy access if needed
- Inform staff of medical condition, as appropriate
- Record administration of medication, snacks or supplements
- To keep original care plan in the Academy and give copies to Parent.

Health care professional’s role & responsibilities:

- Advise, support and train the Academy staff (where appropriate) in managing this medical condition in the Academy
- Support in drawing up health care plan in partnership with Parents, the Academy and child or young person, as appropriate

PARENTAL CONSENT FOR THE UNIVERSITY ACADEMY OF ENGINEERING SOUTH BANK TO ADMINISTER MEDICATION:

I consent to medication being administered to my child by staff who have received training and are willing to do so, as agreed in this care plan.

University Academy of Engineering South Bank staff, who have received appropriate training, will be covered by the indemnity within the Academy’s Insurance policy provided by Zurich Municipal.

WE, THE UNDERSIGNED, AGREE TO THIS HEALTH CARE PLAN:

Parent or Carer:

Print Name:	Signature:
Date:	

For and on behalf of the University Academy of Engineering South Bank:

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Print Name:	Signature:
Date:	Title:

Consent Form for Educational Visits and Other Offsite Activities

PARENT OR CARER CONSENT FORM Please note the following important information before signing this form:	
<p>The educational visits and activities covered by this consent include;</p> <ul style="list-style-type: none"> ● All visits (including residential trips) which take place during the holidays or a weekend ● Adventure activities at any time ● Off-site sporting fixtures outside the academy day. 	
<p>The Academy will send you information about each educational visit or activity before it takes place.</p>	
<p>You can, if you wish, tell the Academy that you do not want your child to take part in any particular Academy educational visit or activity.</p>	
<p>Written parent or carer consent will not be requested from you for the majority of offsite activities offered by the Academy – for example, year-group visits to local amenities – as such activities are part of the Academy’s curriculum and usually take place during the normal Academy day.</p>	
<p>Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above. Details of any medical condition that my child suffers from and any medication my child should take during offsite visits:</p>	
<p>Please sign and date the form if you are happy for your child:</p> <ul style="list-style-type: none"> a) To take part in Academy educational visit and other activities that take place off Academy premises; and b) To be given first aid or urgent medical treatment during any Academy trip or activity. 	
Parent or Carer’s Name:	
Signed:	
Date:	

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Photography consent form

Occasionally, we may take photographs of the children at our Academy. We may use these images in our Academy prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for Academy-to-Academy conferences, monitoring or other educational use.

From time to time, our Academy may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the Academy.

Please circle your answer

May we use your child's photograph in the Academy Prospectus and other printed publications that we produce for promotional purposes?

Yes / No

May we use your child's image on our website?

Yes / No

May we record your child's image on video or Webcam?

Yes / No

Are you happy for your child to appear in the media?

Yes / No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Please note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Parent or
Carer's signature: _____ Relationship to student: _____



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Print name: _____ Date: _____

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Continuation of Photography Consent Form

Conditions of use

This form is valid for five years from the date you sign it, or for the period of time your child attends this Academy. The consent will automatically expire after this time.

We will not re-use any photographs or recordings after your child leaves this Academy.

We will not use the personal details or full names (which means first name/s and family name) of any student in a photographic image on video, on our website, in our Academy prospectus or in any of our other printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our Academy prospectus or in other printed publications.

If we use photographs of individual students, we will not use their name in the accompanying text or photo caption.

If we name a student in the text, we will not use a photograph of that child to accompany the article.

We may include pictures of students and teachers that have been drawn by the students.

We may use group or class photographs or footage with very general labels, such as 'a Science lesson' or 'University Engineering Academy South Bank students visiting the London South Bank University'.

We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

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3000

Checklist:

Please ensure you have completed all sections before returning this pack to the Academy.

Declaration

I have read and completed this form in full and I understand that any false or deliberately misleading information given may render this application invalid or lead to the offer of a place being withdrawn.

Parent or Carer's Signature: _____ Date: _____

Thank you for taking the time
to complete this pack.



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