



APPENDIX A: SIXTH FORM THIRD PARTY ENROLMENT FORM 2020

This Form **MUST** be handed to the Sixth Form team **BEFORE** enrolment day

SECTION A

Student Name: _____

Student Declaration: *I give permission for the below relative/friend to enrol me into Kings Norton Sixth Form on my behalf. I confirm that, it is the responsibility of my representative to provide accurate enrolment information to Kings Norton School Sixth Form and myself.*

Signature of Student: _____

Date: _____

SECTION B

Name of Relative/Friend enrolling you on your behalf:

Relationship to student: *e.g. Mother, Sister, Friend*

Enroller Declaration: *I confirm I am happy to accept all responsibility for the student's enrolment and other information provided during this process. I confirm I will bring photographic identification* in order to be able to act on the named student's behalf.*

* *e.g. Driver's License or Passport.*

Signature of Third Party Enroller: _____

Date: _____

APPENDIX B: SIXTH FORM ENROLMENT FORM 2020

Please complete and hand in on enrolment day **BEFORE** your interview.

SECTION A:

FORENAME(S): _____ **SURNAME:** _____

RECORD YOUR EXAMINATION GRADES: If a subject is NOT included in the list write it in one of the spaces. Give the names of exams other than GCSE's, and the dates of exams taken before the last May/June exam period. If you took a short course GCSE tick in the column.

SUBJECT	SHORT COURSE (tick)	EXAM GRADE	POINTS	ADMIN USE ONLY
GCSEs ONLY				
ENGLISH LITERATURE				
ENGLISH LANGUAGE				
MATHEMATICS				
ADDITIONAL SCIENCE				
CORE SCIENCE				
BIOLOGY				
CHEMISTRY				
PHYSICS				
ART & DESIGN				
BUSINESS STUDIES				
DANCE				
DESIGN TECHNOLOGY				
DRAMA				
FOOD TECHNOLOGY				
FRENCH				
GEOGRAPHY				
GERMAN				
D+T GRAPHICS				
HISTORY				
IT / COMPUTER SCIENCE				
MEDIA STUDIES				
MUSIC				
PHOTOGRAPHY				
PHYSICAL EDUCATION				
RELIGIOUS STUDIES				
SOCIOLOGY				
SPANISH				
TEXTILES				
BTECs/OTHER SUBJECTS TAKEN	Double Award (tick)			
AVERAGE POINT SCORE (Teacher to complete)				

SECTION B: CHOSEN SIXTH FORM COURSES

Year 12 Level Option Blocks 2020 – 21

Option 1	Option 2	Option 3	Option 4	Option 5
PE	English Literature	Chemistry	Psychology	Chemistry
Physics	English Lang/Lit	Biology	Geography	French
Drama	Maths	History	Computer Science	Sociology
Religious Studies		Media	Photography	Art
Politics		Business Studies	Biology	Music
German			Textiles	
Spanish		Spanish		

*If you choose to study **SPANISH** you **MUST** choose it in option 1 AND option 3

Entry requirements met for all A levels? YES/NO

(For internal use, if 'No', refer student to Desk 3)

Staff initials conducting interview: _____

U.I. Number: _____ (For external students only; this number will be on student examination slip)

Previous School (up to last Summer): _____

Have you studied in Year 12 previously? YES/NO (For internal use, if 'Yes', refer student to Desk 3)

SECTION C: STUDENT INFORMATION

Forename(s): _____ **Surname:** _____

Full Address (including postcode)

Home Tel. No: _____ **Mobile Tel. No:** _____

Date of Birth: _____

Have either of your parents/carers got a University (or College) degree:
YES/NO (please delete)

APPENDIX C: SIXTH FORM DATA COLLECTION SHEET AND PHOTOGRAPHY CONSENT

SECTION A: STUDENT DETAILS

Surname:		Middle name:	
Forename:		Preferred forename:	
Date of birth:			
Address:			
Postcode:			

SECTION B: CONTACTS

Please give details of **all** persons that have parental responsibility. Is your family a split family? **Y** or **N**

We allocate a priority ranking which indicates the order in which adults are contacted should there be an emergency. In the case of split families both parents can be classed as priority 1, this will also ensure that both parents receive all communications, including messages via our text and email service.

Please indicate your chosen priority ranking in the boxes below for each contacted listed (1 being first priority contact). We legally have to have a **minimum of 2 contacts** for each student.

Priority	Contact Information	Home address	Work address		
1	Title:	Address:	Address:		
	Forename:				
	Surname:				
	Relationship to student:				
	Home:				
	Mobile:			Postcode:	Postcode:
	Work: Email:				
2	Title:	Address:	Address:		
	Forename:				
	Surname:				
	Relationship to student:				
	Home:				
	Mobile :			Postcode:	Postcode:
	Work: Email:				
3	Title:	Address	Address:		
	Forename:				
	Surname:				
	Relationship to student:				
	Home:				
	Work:			Postcode:	Postcode:
	Mobile : Email:				

SECTION C: TRAVEL TO SIXTH FORM

Travel Arrangements	please tick the appropriate choice
<input type="checkbox"/> Bicycle <input type="checkbox"/> Train <input type="checkbox"/> Car/Van <input type="checkbox"/> Walk <input type="checkbox"/> Taxi <input type="checkbox"/> Public Bus <input type="checkbox"/> Car Share <input type="checkbox"/> Other	

SECTION D: DIETARY

Dietary requirements:						
Meal Arrangement Please note below your preferred options for each day (this is just a guide)						
Type of meal	Mon	Tue	Wed	Thu	Fri	
School Meal						
Packed Lunch						
Home						

SECTION E: MEDICATION AND GP DETAILS

Medical Practice/Surgery:	
Name of Doctor:	
Address:	
Postcode:	
Telephone Number:	
NHS number:	
Does your child have a medical condition	YES or NO
Does your child have a special education need?	YES or NO
Does your child have a disability?	YES or NO
If you answered YES to any of the three questions, please give details below:	

SECTION F: ETHNICITY MONITORING

Ethnicity:		First Language:	
Religion:		Home Language:	

SECTION G: PHOTOGRAPHY CONSENT

General Data Protection Regulations (GDPR) came into effect in May 2018. To ensure we are meeting these requirements we need your consent to take and use photos of your child. We value using photos of students, to showcase their work and life as a KNGS student. We can use these photos in the school's prospectus, on the website, on display boards around school, in our parent newsletters and on our social media platforms. They can also be with other students via our Student Shared area of our network.

If you're not happy for us to take and use photos of your child, that's no problem, we will accommodate your preferences. Please be aware that when your child reaches the age of 13, they are able to give us their consent directly. We will write to you in Year 9 to look at consent again, as this will also include your child's preferences.

Please tick the relevant box(es)

I am happy for the school to take photographs of my child.	
I am happy for photos of my child to be used on the school website.	
I am happy for photos of my child to be used in the school newsletter.	
I am happy for photos of my child to be used in the school prospectus.	
I am happy for photos of my child to be used in internal displays.	
I am happy for photos of my child to be used on the school social media platforms.	
I am happy for photos of my child to be used on the Student Shared area of the school network.	
I am NOT happy for the school to take or use photos of my child.	

If you change your mind at any time, you can let us know by emailing enquiry@kngs.co.uk, or by changing your preferences via the SIMS Parents App.

SECTION H: SIXTH FORM CONSENT FOR OFF SITE EDUCATIONAL VISITS

- I agree to my child taking part in offsite activities whilst she is a student at KNGS and will read the information in the letter(s) from the organiser regarding each particular activity.
- I will impress on them the need to behave responsibly and to help the leaders to ensure the safety of everyone on the offsite activity.
- I am aware that I will be asked to fund the early return of my child should their conduct give cause for concern
- I am aware that there is a detailed policy on the safe running of offsite activities, which I can obtain from school and that particular attention is paid to health and safety issues.

- I understand that there can be no absolute guarantee of safety, but appreciate that the school organiser of the offsite activity retain the same legal responsibility for students as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone.
- I have declared on the data collection sheet any relevant medical conditions/allergies & any associated medicines required (if applicable)
- I will give details of any dosages/frequency of medication taken, in writing, to the offsite activity organiser along with all medicines clearly labelled with my child's name before the activity.
- I will inform the offsite activity organiser as soon as possible of any changes in the medical or other circumstances between now and the commencement of any visit.

DECLARATION

I understand that whilst the school staff responsible for supervision duties during the activity will take all reasonable care and precautions, they cannot be held responsible for loss, damage or injury suffered by my child as part of the activities described or journey to/from the site of the activities.

I understand that it is my responsibility to ensure that my child arrives on time at the correct departure location. I also understand that, where applicable, it is my responsibility to arrange and ensure their safe journey home and that the designated responsible adult should arrive in good time to meet them on their return to school after the visit/activity.

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, as considered necessary by the medical authorities present.

I agree for information held by the school that relates to my child's medical history, to be shared with 3rd parties in an emergency situation, e.g. health care professionals.

In September, parents/carers must connect with the SIMS Parent App, any updates to personal details can be amended through this.

SECTION I: SIGNATURE/DECLARATION

Name of person signing form:	
Signature:	
Relationship to student:	
Date:	

APPENDIX D: EXPECTATIONS OF ALL SIXTH FORM STUDENTS

STUDENT NAME: _____

Strive to achieve your best and endeavour to meet your own, staff and the Sixth Form's expectations at all times.

ATTENDANCE

- Aim for 100% attendance and punctuality.
- Attend all lessons, tutorials and assemblies.
- Attend subject clinics and organised activities as required
- Inform school of any know absence with as much notice as possible.
- Following an absence, catch up on all missed classwork, homework and learning.

POSITIVE BEHAVIOURS FOR LEARNING

- Take a real interest in chosen subjects, be actively engaged in lessons, making contributions and taking subject related opportunities outside lessons.
- Complete all work and homework to the best of your ability ,meeting all criteria and expectations outlined by staff
- Seek support or clarification of understanding from teaching staff as soon as you need it, be open and honest and act positively on advice given.
- Prepare for each lesson by making sure that you remember and understand what was covered in previous lessons.
- Keep all of your work organised, with titles and dates on every piece of work and stored neatly in ring binders. Exercise books are available on request.
- Study periods must be used for directed study (e.g. Homework) or independent study .

HOMEWORK AND INDEPENDENT STUDY

Homework: *work set and directed by a teacher to be completed in your own time*

Independent study: *work completed in your own time but you plan and decide what you spend this time on, for example regularly revising previous work, wider reading and completing past papers.*

- Start homework as soon as it is set so any issues can be addressed. Be willing to take risks and attempt even the most challenging parts of the homework.
- You should spend at least 5 hours a week on homework for each subject.
- You should spend a minimum of 2 hours a week per subject on independent study, by year 13 this should have increased to 5 hours per week.
- Review your work regularly, revising and learning previously studied units of work. You must revise past content whilst learning new content.
- Year 12 students will study in school during all non- taught lessons in year 12 during the first autumn half-term. Students who have developed good study habits will be allowed to study in an environment of their choice, after the first half-term, which may be off site.

ENGAGING WITH ASSESSMENT: *All formal assessment will be taken into account in decisions regarding continuation of A level study.*

- All assessments (formal and informal) are important and should be approached as such.

CONTRIBUTING TO THE ETHOS OF THE WIDER SCHOOL AND 6TH FORM

- Show respect for your environment and be responsible for keeping the Sixth Form common room clean and litter free
- Dress in appropriate smart business dress.
- Behave in a manner in which you are a positive role model for younger students
- Check school emails, plasma screens and notice boards on a daily basis.
- Be a respectful member of the Sixth Form and wider school community

Study for A levels **MUST** be a priority over part-time work/driving lessons etc. Part time jobs and driving lessons must not take place in term time between 8.30 am and 3.05 pm. Period 6 will take priority over out-of-school activity until 4.05pm where required.

DECLARATION STUDENT

I agree to the terms outlined in the Student Expectations above

STUDENT NAME: _____

SIGNED (STUDENT): _____

DATE: _____

DECLARATION PARENT/CARER

We have discussed the expectations of all students and I have helped my son/daughter to understand the rules outlined.

PARENT/CARER NAME: _____

SIGNED (PARENT/CARER): _____

DATE: _____

APPENDIX E: SIXTH FORM STUDENT INTERNET AGREEMENT

The school has a computer network with internet access to help enhance the education of all students. The rules outlined below will keep students safe and help the school to be fair to others. Please spend time together at home to read through and discuss the points outlined below as being a student at Kings Norton Sixth Form School, you are bound by the terms in this agreement:-

- I will only access the system with my own login and password, which I will keep secret and secure
- I will not access other people's files as I am aware that this could breach General Data Protection Regulations
- I will only use the computers for school work and homework
- I will only use my school email to contact people I know, or my teacher has approved
- The messages I send will be polite and responsible
- I will not visit internet sites that I know may contain material of an unsuitable nature
- I will respect copyright rules whilst using the computer systems
- I will not post or forward anonymous messages on the Network or Internet
- I will take care not to infect the computer systems with viruses and I shall always use the anti-virus software on a memory stick
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent/ carer or teacher has given permission
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other students and myself

I understand that the school may check my computer files and may monitor the internet sites I visit, and that the use of the computer systems without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990. Furthermore, I understand the school reserves the right to administer its own sanctions if part or any of the above agreement is broken.

DECLARATION STUDENT

I agree to the terms outlined in the Student Internet Agreement

STUDENT NAME: _____

STUDENT SIGNATURE: _____ **DATE:** _____

DECLARATION PARENT/CARER

We have discussed the Student Internet Agreement and I have helped my child to understand the rules outlined.

PARENT/CARER NAME: _____

SIGNED (PARENT/CARER): _____ **DATE:** _____

APPENDIX F: CONFIDENTIAL BURSARY FUND APPLICATION FORM **2020 - 2021**

APPLICATION DEADLINE: Friday 11th September 2020

This form should be completed using the accompanying Guidance Notes. If you need any help, please ask Miss Jennifer Brookes, Sixth Form Administrator

The bursary will be paid via BACS payment each month. In addition to this, you will be able to claim daily bursary meals up to the cost of £2.50 a day. This cost is automatically added to your account when you purchase food. It is your responsibility to ensure your bursary award is used exclusively for costs related to your education. You will need to plan and budget accordingly to make sure your award meets your needs. If you find your payment is not sufficiently covering your expenses in relation to travel to sixth form, trips, or other educational costs we may be able to top up your monthly payment with one off payments.

PART 1: STUDENT DETAILS (all students to complete)

Your Name: _____ M/F: _____

Your Date of Birth: _____ Age (at 31/08/20): _____

Your Address: _____

Post Code: _____

Home Tel No: _____ Student Mobile: _____

Have you been resident in the UK or EU/EEA for the last 3 years? Yes No

PART 2: COURSE DETAILS (all students to complete)

Full Name of Course _____

(list subjects) _____

Are you in your: 1st Year 2nd Year 3rd Year

PART 3: ELIGIBILITY FOR A GUARANTEED BURSARY (£1,200) (students to complete)

You will only be entitled to receive a bursary of £1,200 per year if you are in any of the categories below. Please tick any that apply and submit the relevant evidence.

<input checked="" type="checkbox"/>	Category	Evidence Needed
<input type="checkbox"/>	I am in care/a care leaver	Letter from your key worker or local authority
<input type="checkbox"/>	I am in receipt of Income Support/Universal Credit	Letter confirming benefit from April 2019
<input type="checkbox"/>	I am in receipt of both Employment Support Allowance and Disability Living Allowance (or Universal Credit and Personal Independence Payment)	Letter confirming benefit from April 2019

If you have ticked any of the categories above you do not need to fill in Part 4 or 5 – go to Part 6 (Declaration).

PART 4: ELIGIBILITY FOR A DISCRETIONARY BURSARY

Income/Benefit Details:

This section should be completed by the parent(s)/carer(s) you live with.

Applications cannot be processed without proof of benefit/income

Parent/carers name:

Please indicate whether Married/Separated/Divorced/Widowed/Single/Co-habiting

How many other dependent children are there in your household?

Are you eligible for free school meals? Yes No

Have you made an application for free school meals? Yes No

Please tick ✓ ALL benefits you and/or your partner receive

Name of Benefit	✓	Evidence Needed
Free School Meals		Certified letter from your local authority confirming receipt
Income Support		Letter confirming benefit from April 2019
Universal Credit		Letter confirming benefit from April 2019
Employment Support Allowance (ESA)		Letter confirming benefit from April 2019
Jobseeker's Allowance		Letter confirming benefit from April 2019
Pension Credit (Guarantee credit)		Letter confirming benefit from April 2019
Child/Working Tax Credit + annual income under £21,000		ALL pages of 2019/20 Tax Credit Award (TC602)
Other benefit/s (not included above)		Letter confirming benefit from April 2019

Employment/Self-Employment	Adult 1	Adult 2
Are you and/or your partner working?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please state Gross Annual Income	£	£

You must attach a copy of ALL pages of 2019/20 Tax Credit Award or P60 or Self-Assessment Tax Calculation for 2019/20 for each adult.

Financial Assessment – Income

To be completed by the person(s) responsible for the household bills

Family income per annum – please tick appropriate box		
Less than £10,000	Between £10,001 - £20,000	Between £20,001 - £30,000

PART 5: BANK DETAILS

Instruction for the payment of bursary

Full Name	
Date of Birth	
Signature	
Date	

Please find below the details of my bank account to which my monthly bursary should be placed:

Name of Bank/Building Society	Full Address of Branch	Branch Sort Code	Account Number (8 digits)

Certain Building Societies receive credits via a clearing back. If you wish your salary to be paid into a Building Society, it is advisable to check with your branch to confirm the exact details to be quoted when crediting via BACS transfer. The information collected in this form will be used in compliance with the General Data Protection Regulations 2018. This information is collected by KNGS for the purpose of administering 16-19 bursary payments. Please refer to our Student Privacy Notice for more information on how this data is processed and who we share your information with.

PART 6: DECLARATION

(all students to sign)

- I declare that the information I have given is accurate and correct to the best of my knowledge
- All income/benefit sources are shown and documents requested are enclosed
- I understand that any assistance is subject to maintaining satisfactory levels of attendance, behaviour and progress/attainment
- I will inform Jennifer Brookes immediately if the details I have given on this form change
- I understand that all or part of any payment may be repayable if I withdraw from my course for whatever reason during this academic year. The amount to be repaid will be determined by the College
- I am aware that the funding covers only this academic year and that I must re-apply next year. There is no guarantee that I will receive funding for future years even if I am eligible of the current year.

Student signature **Date**

Parent/Carer signature **Date**

Returning your application

Completed applications and supporting evidence can be handed in to Jennifer Brookes, Kings Norton Girls' School

Please note

Applications for 2020/21 should be returned by Friday 11th September 2020. Applications after this date will be welcome and will be considered in the light of funds available.

SIXTH FORM USE ONLY

APPROVED

REJECTED

Authorised by **Date**

Additional notes

Appeal received **Appeal Decision**