

April 2022

Dear Parents/Carers

YEAR 7 NEW STUDENT ADMISSION FORM – JOHN O'GAUNT SCHOOL

Now that you have accepted the place offered to your child at an Excalibur Academy it is necessary for you to complete our Admission Form.

In order to ensure that our records are as accurate and up-to-date as possible, please complete all fields on the application form. Please note it is essential that your postcode is correctly shown. The information provided and held on your child's student records will be used by the academy for educational purposes. Further information can be found in the Academy's Privacy Notice which is available on the John O'Gaunt [Website](#).


Each medical condition is to be listed separately, with an additional space for you to add further information in the DETAILS/MEDICATION box where necessary, i.e.: "Carries Ventolin Inhaler". If your child has a health problem, particularly in the case of asthma, it is essential that you provide us with as much information as possible and indicate how severe or frequent the attacks are likely to be. Please indicate on the form if your child currently has a Care Plan.

All generic correspondence from John O'Gaunt (generic letters, notices, newsletters etc.) as well as student reports are sent home electronically via Weduc. Therefore, it is essential that you include a primary email address where indicated on the form. If you do not wish to receive correspondence in this way, please notify the Academy.

It is Excalibur Academies Trust policy to direct all communications to the person with whom the child normally lives. Please be aware that an absent parent/carer has the right to see this information if they ask. If the child is the subject of a Court Order, of any kind, please notify us immediately. We will ask to see such Orders as are in force.

I should be grateful if you could sign and date the Declaration at the end of this document in addition to providing your consent for photographs, and finally taking note of the information statements also listed.

Yours sincerely



Mr R Hawthorne
Head of School



Mrs N J Edmondson
Chief Executive Officer