



Bexley Grammar School  
Danson Lane, Welling, Kent, DA16 2BL  
A Specialist Language College  
and IB World School  
Tel: 020 8304 8538  
e-mail: [enquiries@bexleygs.co.uk](mailto:enquiries@bexleygs.co.uk)

Headteacher: S C Elphick

### BEXLEY GRAMMAR SCHOOL

**Please ensure that the following documentation is returned to the school by Friday 5<sup>th</sup> April 2019** (Approximate postage for A4 envelope £1.40 First Class or £1.26 Second Class). If you would like to receive an acknowledgement, please enclose a Stamped Addressed Envelope.

**Addressed to:**  
**Mrs L Triggs**  
**Sixth Form Admissions**  
**Bexley Grammar School**  
**Danson Lane**  
**Welling**  
**Kent DA16 2BL**

Alternatively you can hand the forms in at Reception.

**NAME OF STUDENT:** .....

Documentation Required	Enclosed (Please tick)
Conditional Offer Acceptance Form	
Admission Form	
Contact Form	
Permission for use of photographs	
Biometric Consent Form	
Permission for participation in day trips	
Copy of Birth Certificate	

If you would like to receive an acknowledgement, please enclose a Stamped Addressed Envelope.





Headteacher: S C Elphick

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**Offer Acceptance Form for September 2019**

**To be returned to Mrs Triggs, School Office, Bexley Grammar School, Danson Lane, Welling, DA16 2BL no later than Friday 5<sup>th</sup> April.**

**NAME:**

**CURRENT SCHOOL:**

- Please indicate either A or B

**(A)** I would like to accept your offer of a place in the Sixth Form at Bexley Grammar School for September 2019.

**(B)** I no longer wish to be considered for a place in the Sixth Form at Bexley Grammar.

Are you holding a place at another school or college for September 2019?

YES/NO

I understand that the school cannot guarantee to meet my specific combination of subject choices, until the school's curriculum provision is decided (normally by Induction Day in June.)

Signed (Student): ..... Date .....

Signed (Parent): ..... Date .....

*(If you are unable to follow your original courses and your choice of alternative courses cannot be accommodated, you may not be admitted to the Sixth Form.)*

**Please return as soon as possible to:**

Mrs Lesley Triggs  
Bexley Grammar School  
Danson Lane  
Welling  
Kent  
DA16 2BL

**If you do not return your form by Friday 5<sup>th</sup> April your place will be offered to another applicant.**



Bexley Grammar School ~ Admission Form



Please complete both sides of this form without delay and return immediately to Mrs Triggs, School Office, Bexley Grammar School, Danson Lane, Welling, Kent, DA16 2BL

PLEASE COMPLETE IN BLOCK CAPITALS

Surname of student: \_\_\_\_\_

Legal Forename(s): \_\_\_\_\_

Preferred Forename: \_\_\_\_\_

Address of student: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Main parental email address: \_\_\_\_\_

(Please advise main e-mail address as this will be used for school to home communications)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: (M / F) \_\_\_\_

Name and address (with dates) of:

(a) school last attended: \_\_\_\_\_

(b) other schools attended during the last two years: \_\_\_\_\_

In order to comply with 'Student Registration Regulation', please complete the following in respect of your son/daughter:

**\*Father/Step Father/Guardian** (\*Please delete as necessary)

**\*Mother/Step Mother/Guardian**

Name: Mr: \_\_\_\_\_

Mrs/Ms: \_\_\_\_\_

Address: \_\_\_\_\_  
(if not as above) \_\_\_\_\_

\_\_\_\_\_

Phone number (home): \_\_\_\_\_

\_\_\_\_\_

Phone number (work): \_\_\_\_\_

\_\_\_\_\_

Mobile number: \_\_\_\_\_

\_\_\_\_\_

**Siblings**

If there are older brothers or sisters in the school please give their name and Tutor Groups:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

(Please complete all sections overleaf)



<b>Student's Country of Birth:</b>	
<b>Nationality of Student:</b>	

## ETHNIC GROUP

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those students aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves.

## ETHNIC BACKGROUND (Please tick only ONE box in sections 1-5)

### 1. White

British	
Irish	
Traveller of Irish Heritage	
Gypsy / Roma	
Any Other White background	

### 3. Mixed

White and Black Caribbean	
White and Black African	
White and Asian	
Any Other Mixed background	

### 2. Asian or Asian British

Indian	
Pakistani	
Bangladeshi	
Any other Asian Background	
Chinese	

### 4. Black or Black British

Caribbean	
African	
Any Other Black Background	

### 5. Other

Please specify other Ethnic Background	
I do not wish an Ethnic Background category to be recorded	

## Religion

Buddhist		Muslim	
Christian		Sikh	
Hindu		Other	
Jewish		No Religion	

## Ethnic data information was provided by:

Parent	
Pupil	

## Languages

<b>Home Language (s) of your son/daughter</b> <b>Home Language</b> is literally the language or languages used at home between family members. Your son/daughter may use this language at home to communicate with family members or may just understand the language without using it themselves.	
<b>First Language of your son/daughter</b> <b>First Language</b> is literally the first language learnt by your child.	
Is your son/daughter bilingual?	

<b>Special Additional / Educational Needs</b> Please outline in the box below any additional or educational needs of your son/daughter	<b>Medical Details:</b> (Please provide any relevant medical details regarding your son/daughter that the school should be aware of)

I declare that the particulars given above are correct

Signature of parents/guardians: Mr/Mrs/Ms \_\_\_\_\_

Date: \_\_\_\_\_ Mr/Mrs/Ms \_\_\_\_\_

## DATA PROTECTION ACT

Information supplied will be held in a computer system which is registered with the Data Protection registrar, and will be used for the sole purpose of the school's administration for your son/daughter. It may also be used for the supply of information to other authorities should there be a transfer to a school elsewhere. Information may be disclosed to bona-fide authorised council employees, councillors, school governors and the Department for Education for administrative and statutory reasons.



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**Medical Details:**

(Please provide any relevant medical details regarding your son/daughter that the school should be aware of)

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Doctor's Name: ..... Tel No .....

Address:

.....

.....

**School Attendance:** Except for reasons of ill-health, I understand and accept that a student may not be absented from School unless the permission of the School Governors has been sought and granted in advance.

**PLEASE COMPLETE SECTIONS 1 – 5****1. Lunch Arrangements** ~ Please tick one of the following

School Meal	<input type="checkbox"/>	Sandwiches	<input type="checkbox"/>	Free Meal ( <i>Local Authority approved</i> )	<input type="checkbox"/>
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**2. Travel to School**

Tick one of the following:

Public Bus	<input type="checkbox"/>	Car Share	<input type="checkbox"/>	Car / Van	<input type="checkbox"/>	Train	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Other	<input type="checkbox"/>

**3. Service Children**

Please indicate if your son/daughter has a parent or parents who are Service personnel, serving in regular military units of all forces and exercising parental care and responsibility. Yes / No

**4. Asylum Status** ~ Asylum Seeker / Refugee (Please tick if relevant)

**5. Local Authority:** Bexley / Bromley / Greenwich / Lewisham / Other (please state) .....  
(Please delete)

**Signature of Parent/Guardian:**..... **Date:** .....

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Information supplied will be held in a computer system which is registered with the Data Protection registrar, and will be used for the sole purpose of the school's administration for your son/daughter. It may also be used for the supply of information to other authorities should there be a transfer to a school elsewhere. Information may be disclosed to bona-fide authorised council employees, councillors, school governors and the Department for Education for administrative and statutory reasons.





## **Photograph Policy**

The School is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The school will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed. Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

If you wish to express a preference for the school to avoid taking or publishing photographs of your child in certain circumstances then please indicate your preferences using the attached form. If no preferences are expressed then we will act in accordance with the principles expressed in this policy.

Ordinarily the following rules will apply to photographs in this school:

### **Photographs for Internal Use**

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the school wants to use named photographs then it will obtain specific consent first. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.

### **Media Use**

- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.



- Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
- If the media entity wants to publish named photographs then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

### **Family Photographs at School Events**

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs for the family album will not be covered by Data Protection legislation.
- Where the School decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.



## Photographs: Expression of Parental Preferences

Name of Child: .....

### **Photograph Policy**

I have read the Photograph Policy and understand that the school will act in accordance with the principles expressed in the policy.

Most parents are satisfied by the provisions outlined in the policy. However, if you wish to add any particular preferences please tick any that apply:

### **Unnamed Photographs:**

- ☐ I would prefer that unnamed photographs of my child are not used in school (e.g. Wall display of sports team photo)
- ☐ I would prefer that unnamed photographs of my child are not used by the school for wider publication (e.g. Group photo in Newsletter / website)

### **Named Photographs:**

- ☐ I would prefer that named photographs of my child are not used in school. (e.g. Individual Prize winners on a wall display)
- ☐ I would prefer that named photographs of my child are not used by the school for wider publication (e.g. Individual prize winning display in Newsletter / Website)

**I understand that the school will try to take my preferences into account but that the school must comply with Data Protection Act 2018 which will give my child rights in his / her own data when he / she has adequate capacity and understanding to make decisions about the publication of his / her photographs for him / herself.**

Signed: .....

PRINT NAME: .....

Relationship to child: .....





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Dear Parent or Guardian

**Re: Automated Biometric Recognition System**

As you may be aware, we use a voluntary biometric recognition system at the school. This is currently used with teaching and administration systems, such as cashless catering and library management. It is also used with door access and e-registration for Sixth Form students.

We find this provides the school with a number of very significant benefits including:

- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs
- Reduction in opportunities for bullying as there is nothing that can be stolen for use by another student
- Reduction in the need for cash handling
- Students do not have to remember to bring a card
- Reduction in queuing time

In order to comply with the provisions of the Protection of Freedoms Act 2012 we need written permission from a parent in order for students to use the biometric system. Please complete the permission slip below.

We will continue to offer an opportunity to opt out for those pupils who would prefer to use alternative forms of identification.

If you would like more information or the chance to discuss this further, please feel free to contact me.

Yours faithfully

**S C Elphick**  
**Headteacher**



## IMPORTANT NOTES FOR PARENTS

### Background to the use of biometrics in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we currently record **a biometric measurement taken from a finger, but not a fingerprint image**. The information is stored in a highly secure database and is only used by the school to confirm who is using a range of services.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

### Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to continue processing biometrics for their son/daughter.
- Allow students to choose an alternative way of being identified if they wish.

If you do not wish your son/daughter to use the biometric system or your son/daughter chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to your son/daughter continuing to use the biometric system, it is important that you return the signed consent form below as soon as possible. Please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school.



## CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to your son/daughter continuing to use biometric systems at Bexley Grammar School for current or future use of cashless catering, library management, door access (Sixth Form only) and e-registration systems (Sixth Form only) until he/she leaves the school.

Once your son/daughter ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by the school.

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I give consent to the school for the biometrics of my son/daughter:

..... (insert name)

to be used by Bexley Grammar School for use as part of a recognition system as described above.

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

**Name of Parent:** .....

**Signature:** .....

**Date:** .....





## **Bexley Grammar School**

Dear Parent/Guardian,

### **Participation in day trips**

From time to time your son/daughter will be given the opportunity to take part in day excursions to places of interest, using different methods of travel (see below). There will also be evening theatre trips for students in Years 12 & 13.

Please note that individual letters will still be sent giving details (including any payment required), of all trips throughout the year.

Currently these letters include permission slips and much time is spent ensuring that these are returned from every student. Obtaining advance permission for these trips will save a considerable amount of time. All payments for school trips are made online via ParentPay and you will need to tick the permission box in order to make your payment which will also be taken as parent permission for a day trip.

If at any time you do not want your son/daughter to participate in a particular trip, then a reply to that effect will be needed.

**Coach Travel:** we use a local coach company, DJ coaches in Gravesend and their Health and Safety document is printed on the reverse of this letter.

**Public Transport:** Students may not always be accompanied by staff.

**On foot:** Pupils may not always be accompanied by staff.

Yours faithfully,

Finance Office  
Bexley Grammar School  
[bgstrips@bexleygs.co.uk](mailto:bgstrips@bexleygs.co.uk)





**Permission for Participation in day Trips – 6<sup>th</sup> Form**

**To:                    Mr S Elphick, Bexley Grammar School**

Pupil's name:.....Form:.....

I agree that my son/daughter may take part in any day excursions or evening theatre trips which may be arranged during his/her time at the school and that these could take place on foot, by coach, or public transport. I give permission for my son/daughter to travel independently on public transport.

Please give details of any medical conditions that staff should be aware of:

.....  
.....  
.....  
.....  
.....  
.....

Contact number/s: .....

Student's Mobile number:.....

**I understand that I need to inform the school (via the Finance Office or [bgstrips@bexleygs.co.uk](mailto:bgstrips@bexleygs.co.uk)) of any changes in my son/daughter's health and also of new contact and student mobile number/s**

Signed:..... Name (please print):.....

Date:.....