

## Application Form

Please complete this form in as much detail as possible. We need this information to be able to process the application for the student.

Information that is mandatory for the student to provide is indicated below with a \*

If you do not complete the mandatory sections in full this may jeopardise or delay your application.

### The Student

|                                  |                          |
|----------------------------------|--------------------------|
| <b>Surname of the Student*</b>   |                          |
| <b>First Names*</b>              |                          |
| <b>Preferred Name</b>            |                          |
| <b>Title*</b>                    | <b>Date of Birth*</b>    |
| <b>Nationality*</b>              | <b>Country of Birth*</b> |
| <b>Mobile Number*</b>            | <b>Email*</b>            |
| <b>Permanent Address*</b>        |                          |
| <b>UK Address (If different)</b> |                          |

### Course details *(please tick)*

|  |  |   |   |
|--|--|---|---|
| <b>Type of Place*</b>  |  |   |   |
| <b>Two Year A level Course</b><br><input type="checkbox"/>                       | <b>One Year Intensive A level Course</b><br><input type="checkbox"/> | <b>One and a Half Year A level Course</b><br><i>(January Start)</i><br><input type="checkbox"/> | <b>One Year GCSE and IGCSE course</b><br><input type="checkbox"/> |
| <b>Two Year GCSE and IGCSE Course</b><br><input type="checkbox"/>                | <b>Private Tuition A level and GCSE</b><br><input type="checkbox"/>  | <b>University Foundation Programme (UFP)</b><br><input type="checkbox"/>                        |   |
| <b>Proposed month and year of entry*</b>   |  |   |   |
| <b>Subjects to be studied</b>  |  |   |   |
| <b>Is the Student's name registered at any other school(s) and if so, which?</b> |  |   |   |
| <b>Please outline the student's future education/career plans*</b>               |  |   |   |

## Signatories

|  |      |      |
|--|------|------|
| <b>First Signatory</b> (Parent/Guardian) |      |      |
| Title* (e.g. Mr, Mrs, Ms)                |      |      |
| Name in full* (please include all names) |      |      |
| Relationship to student                  |      |      |
| Telephone*                               | Home | Work |
| Email*                                   |      |      |
| Address* (including postcode)            |      |      |
| Occupation                               |      |      |

|  |      |      |
|--|------|------|
| <b>Secondary Signatory</b> (Parent/Guardian) |      |      |
| Title* (e.g. Mr, Mrs, Ms)                    |      |      |
| Name in full* (please include all names)     |      |      |
| Relationship to student                      |      |      |
| Telephone*                                   | Home | Work |
| Email*                                       |      |      |
| Address* (including postcode)                |      |      |
| Occupation                                   |      |      |

If someone other than the first and second signatories is to pay the College fees for the student please provide below their full name and address and their relationship to the student.

|   |      |      |
|---|------|------|
| <b>Title*</b> (e.g. Mr, Mrs, Ms)                |      |      |
| <b>Name in full*</b> (please include all names) |      |      |
| <b>Relationship to student</b>                  |      |      |
| <b>Telephone*</b>                               | Home | Work |
| <b>Email*</b>                                   |      |      |
| <b>Address*</b> (including postcode)            |      |      |

## Connection to the College

|  |                                       |  |   |
|--|---------------------------------------|--|---|
| <b>Please mention here the names of any other members of the family attending the College or registered for entry; or any other connection with the College.</b> |                                       |  |   |
| <b>Please indicate how you first heard of the College*</b>   |                                       |  |   |
| <b>Online</b> <input type="checkbox"/>   | <b>Agent</b> <input type="checkbox"/> | <b>Social Media</b> <input type="checkbox"/> | <b>Advertisement</b> <input type="checkbox"/> |
| <b>Friend/Family</b> <input type="checkbox"/>  | <b>Other</b> (please give details)    |  |   |

## Schools Information

|   |
|---|
| <b>Please state the name and address of the present school</b> (with dates of attendance) |
| <b>Name and address of school*</b>  |
| <b>Dates of attendance*</b>   |
| <b>Qualifications taken/achieved with subjects*</b>                                       |

|   |
|---|
| <b>Please state the name and address of the prior school</b> (with dates of attendance) |
| <b>Name and address of school*</b>  |
| <b>Dates of attendance*</b>   |
| <b>Qualifications taken/achieved with subjects*</b>                                     |

## Medical & Special Educational Needs (SEN) (if applicable)

|  |
|--|
| <b>Medical and SEN matters the College should be aware of - please state below</b> |
| <b>Medical Condition</b>   |
| <b>SEN / SEMH*</b>   |

\*SEN : special educational need / SEMH: Social, Emotional and Mental Health

## Interests

|   |
|---|
| <b>Please outline any of the student's artistic, dramatic, musical or sporting skills or experience (if applicable)</b> |
| <i>Please provide details below:</i>  |
| .....   |
| .....   |
| .....   |
| <b>Please give an outline of the student's other hobbies or interests (if applicable)</b>                               |
| <i>Please provide details below:</i>  |
| .....   |
| .....   |
| .....   |

## Accommodation

|  |            |           |
|--|------------|-----------|
| Do you require the College to arrange accommodation? | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|

## Confidential Information

All information received in this form will be treated in confidence.

**Please complete the Confidential Information Section below in order to assist us with making any special arrangements which are required for College visits and / or entrance assessments.\***

Please disclose any medical condition, health problem or allergy affecting the student.

|  |            |           |
|--|------------|-----------|
| Please tick yes or no for each of the below:             |            |           |
| <b>Medical Condition, health problem or allergy</b>      | <b>Yes</b> | <b>No</b> |
| <b>Mental health condition</b>                           | <b>Yes</b> | <b>No</b> |
| <b>Learning difficulty</b>                               | <b>Yes</b> | <b>No</b> |
| <b>Special educational need</b>                          | <b>Yes</b> | <b>No</b> |
| <b>Disability</b>  | <b>Yes</b> | <b>No</b> |
| <b>Behavioural, emotional and / or social difficulty</b> | <b>Yes</b> | <b>No</b> |
| <b>Safeguarding / child protection matters</b>           | <b>Yes</b> | <b>No</b> |

If you have selected 'yes' for any of the above, please provide details on the next page.

The information provided in this form will enable the College to consider any adjustments that it may need to make to assist the student to partake in the College's admissions procedure or when he / she enters the College.

Please provide us with as much detail as possible in the space below. Where possible, please provide any relevant documentation such as medical reports, assessments etc.

Prior to the commencement of the admissions process, we will contact you about any special arrangements required.

The information requested on this form is needed because the College has contractual and statutory duties towards the student. For more information about how the College will use your information, and the student's information, please see our student privacy notice and our parent privacy notice. Both of these documents are provided with the letter of offer and published on the College's website:

[• <https://www.davidgamecollege.com/11/privacy-notice>].

*Please provide details below:*

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Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the College at the time offers are made. A copy of the College's *Terms and Conditions* will be supplied on request.

**How we will use the information provided in this form**

This information will be used by the College during the admissions process in order to manage and assess your application and the student's suitability for a place at the College.

For example:

- A) we may contact the student's current or previous school to ask for a reference including information on safeguarding;
- B) we may contact other people with parental responsibility to check that they consent to the student (if under 18 years) joining the College;
- C) the Confidential Information Form will be used to ensure that we have made any reasonable adjustments / suitable arrangements for the student when they visit the College or during any entrance assessments and subsequently if they are offered a place;
- D) we may share your information with credit reference agencies.

We may also need to share information with UKVI if you require the College to sponsor a visa.

If the student is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

For more information about how the College will use your information, and the student's information, please see our student privacy notice and our parent privacy notice. Both of these documents are published on the College's website: [• <https://www.davidgamecollege.com/11/privacy-notice>]. Please show him / her a copy of the student privacy notice and discuss it with him / her.

## Safeguarding and child protection

David Game College is committed to safeguarding and promoting the welfare of students and young people and expects all stakeholders to share this commitment. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Safeguarding and Child Protection Policy which can be viewed in the Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a student's welfare. We will ensure that our concerns about our students are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the student's welfare.

We actively support the measures to counter radicalism and extremism.

The designated safeguarding leads in the College are Ms Nedaa Belal (Head of GCSE) and Dr Julia Cushnir (Head of Sixth Form). If you have a concern that a child may be at risk of harm you must speak with the designated safeguarding lead immediately.

## Declaration

I/We have read and understood how we the College will use the information provided on this form and the College's duty to safeguard students.

I / We request that I am/the student is named above is registered as a prospective student.

(\*Please delete as applicable)

|  | <b>First Signatory</b> | <b>Secondary Signatory</b> |
|--|------------------------|----------------------------|
| <b>Signature*</b>                                      |                        |                            |
| <b>Name in full*</b> <i>(please include all names)</i> |                        |                            |
| <b>Relationship to the student</b>                     |                        |                            |
| <b>Date*</b>   |                        |                            |