

Pre Admission Booklet

2022-2023



The Levett School

Positivity | Determination | Reflection | Integrity

Pupils Name:

D.O.B:

U.P.N:

Admission Date:

Year Group:

Class:

Registration Status:

Registration Details

Surname:	First Name:	Chosen Name:
Child's Address:		
Name of Mother:	Name of Father:	

The following adults live with the child and act as a parent (to include carers)		
Name	Relationship to child	Parental responsibility

The following adults have contact but do not live with the child		
Name	Relationship to child	Parental responsibility

The pupils sibling/siblings		
Name	DOB	School

Will your child require a taxi Choose an item.	
Is your child a Free/Paid School Dinner:	
Does your child require special dietary requirements	
Ethnicity:	Traveller:
Religion:	Home Language:
Previous School:	

Contact Details

Please give details of all persons who have legal responsibility for this child – Parent(s)/Guardian(s) and anyone else who can be contacted should an emergency arise when you are unavailable. You should use the contact priority number to indicate the preferred order in which contacts should be attempted in an emergency.

Surname:	Forename:	Title: Choose an item.
Home Tel No:		Mobile No:
Home Address:		
Work Tel No:	Relationship to Child:	
Legal Responsibility: Choose an item.		Priority No: Choose an item.

Surname:	Forename:	Title: Choose an item.
Home Tel No:		Mobile No:
Home Address:		
Work Tel No:	Relationship to Child:	
Legal Responsibility: Choose an item.		Priority No: Choose an item.

Surname:	Forename:	Title: Choose an item.
Home Tel No:		Mobile No:
Home Address:		
Work Tel No:	Relationship to Child:	
Legal Responsibility: Choose an item.		Priority No: Choose an item.

The Levett School
Medical Information Form 2022-2023



Name of Doctor:	Tel No:
Address:	
Medical Conditions or Information	
1. Does your child suffer from fainting attacks or blackouts?	Choose an item.
2. Does your child suffer from fits/epilepsy?	Choose an item.
3. Does your child suffer from any allergy or hay fever?	Choose an item.
4. a) Does your child have asthma?	Choose an item.
b) If yes, to above do they have a prescribed inhaler?	Choose an item.
5. Does your child suffer from diabetes?	Choose an item.
6. Does your child suffer from ear trouble?	Choose an item.
7. Does your child suffer from incontinence or bowel problems?	Choose an item.
8. Are your children's teeth in good health?	Choose an item.
9. Is your child on medication for any of the above? <u>If yes, please give details:</u>	Choose an item.
10. Does your child suffer from any medical condition not mentioned above? <u>If yes, please give details:</u>	Choose an item.
11. Is your child receiving medical treatment at the present time? ... <u>If yes, please give details:</u>	Choose an item.
12. Has your child a diagnosis of ASD or associated?	Choose an item.
13. Has your child a diagnosis of ADHD?	Choose an item.
14. Does your child have any food allergies <u>If yes please give details:</u>	Choose an item.
Other relevant information:	

Completed By:

Signed:

Other Agencies Involved

- Social Worker

Name:	
Number:	

- Parent + Family Support Worker (PAF)

Name:	
Number:	

- EPIC

Name:	
Number:	

- Team Around the Family

Name:	
Number:	

- CAMHS

Name:	
Number:	

- Any other agencies

Name:	
Number:	

Privacy Notice – General Data Protection Regulation (GDPR)

The Levett School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purpose for which, and in the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed the Local Authority to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. The contact details are:

Data Protection Officer – Schools & Education

Phone 01302 737978

Address Floor Two, Civic Office, Waterdale, Doncaster, DN1 3BU

Email [schoolataprotectionofficer@doncaster.gov.uk](mailto:schooldataprotectionofficer@doncaster.gov.uk)

Website www.doncaster.gov.uk

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. *If you are enrolling for post 14 qualifications, we will be provided with your unique learner number by the Learning Records Service and may obtain from them details of any learning or qualifications you have undertaken.*

The full Privacy notice can be found on the school website.

<http://levett.doncaster.sch.uk/about-us/policies/>

If you want to see a copy of the information, we hold and share about you then please contact the School Business Manager in the first instance.

Complaints

If you are unhappy with the way in which your information has been handled you should contact the Council's Data Protection Officer so that we can try and put things right.

Alternatively, and if we have been unable to resolve your complaint, you can also refer the matter to the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them. They can be contacted via the methods below:

Website: www.ico.org.uk

Telephone: 0303 123 1113

Post: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Key School Staff

Executive Headteacher: Mrs Karen Kellett

Head of School: Mrs Claire Whitehead

SENDCo and Transition Lead: Miss Emma Place

Assistant Headteacher/Leader of Curriculum Development: Miss Hannah Buchanan

Safeguarding Managers: Miss Hayley Johnson

Safeguarding Officer: Mrs Karen Short and Miss Rachel Kelly

Business Manager: Mrs Bev Jones

Teachers:

Mrs Sara Rook, Mrs Rachel Franklin, Miss Lydia Sables, Miss Helen Megaw, Mrs Amanda Brown and Mr Ian Duffy

Learning Mentors: Mrs Bev Craswell

HLTA: Mr Alex Brown

Cover Supervisor: Nadya Zbiec

Home Tutor: Ms Kerry Tucker

Teaching Assistants:

Miss Xena Needham, Miss Amanda Jones, Mrs Amanda Goddard, Miss Rachael Pino, Miss Ashleigh Camm, Miss Caitlin Herbert, Miss Cody Marriott, Ms Stacey Holmes, Mrs Donna Cotton, Miss Kc Farthing, Mrs Kathryn Stanley.

Apprentice Teaching Assistants: Miss Scarlett Hall, Miss Mis Chambers

Admin:

Mrs Bev Evans, Miss Fiona Mooney, Ms Cherie Gill, Mrs Shelly Evans

Building Manager/Caretaker: Mr Neil Dyson

Agreed Contract

Transition School will:

Signed:

Dated:

- Support the admission procedures for.....
- Attend the admission meeting
- Determine agreed outcomes and success criteria
- Identify the behaviours to be tracked during placement
- Provide present and previous academic levels
- Provide the expectations for the end of the school year and key stage (based on their own assessment and tracking)
- Provide The Levett School with any other relevant documentation
- Maintain dual roll status until it is agreed for this to be changed (if applicable)
- Keep in regular contact with The Levett School as to progress made
- Ensure that a member of staff visits the The Levett School at least twice a term (x6 per year)
- Attend all review meetings (6 weekly)
- Take responsibility for TAC meetings during Dual Rolled Status
- Take responsibility for SEND documentation and referrals with support from The Levett School
- Call immediate SEN interim review for pupil with statement if required
- Provide additional support during any transition back to the school

The Levett School will:

Signed:

Dated:

- Admit..... following admission procedures
- Arrange transport if required
- Agree outcomes and success criteria
- Agree the identified behaviours to be tracked during placement
- Agree and complete baseline assessments
- Assess progress against agreed identified behaviours
- Assess and track progress against academic expectations
- Assess and track progress against outcomes and success criteria
- Hold Pupil Review meetings to discuss progress towards transition (every 6 weeks)
- Support the transition school to complete and submit paperwork for SEND (EHCP) where applicable
- Host SEN interim review where applicable
- Identify appropriate outside additional support or intervention
- Offer support to parents/carers during placement
- Update/Return Pupil to Panel to discuss transition when appropriate

Parents/Carers will:

Signed:

Dated:

- Support all admission procedures
- Attend all pupil reviews (every 6 weeks)
- Attend SEND reviews/TAC meetings if appropriate
- Provide any relevant information to the school whenever appropriate
- Maintain links with school through daily communication book or by phone/email
- Agree to the school behaviour policy
- Support school with uniform and code of conduct
- Ensure good attendance of their child
- Attend school events where appropriate to support their child

For further information, please contact:

Executive Headteacher – Mrs Karen Kellett

The Levett School (Lower)

Melton Road

Sprotborough

Doncaster DN5 7SB

Tel: 01302 390761

Email: admin@levett.doncaster.sch.uk

The Levett School (Upper)

Former East Dene Centre

Lansdowne Road

Intake

Doncaster

DN2 6QN

Tel: 01302 390761

Email: admin@levett.doncaster.sch.uk