



North Road Academy Ltd, North Road, Cobridge, Stoke on Trent, Staffordshire, ST6 2BP

Tel: 01782 829870 Email:admin@northroadacademy.com

2024-2025 ADMISSION FOR PRIMARY PUPILS

Key Stage 1 & 2 Pupil Application

1. Pupil Details	
Surname:	
First Name:	
Date of Birth:	
Age on 01-09-2024:	
Nationality:	
Gender M/F:	
Languages spoken at home:	
Other languages spoken:	
Previous Schooling (including home schooling):	
Name & Address of Nursery:	
Period Attended:	
2.1 Family Information	
Father's Name:	
Father's Occupation	
Father's Date of Birth:	

Address:			
Town:		Post Code:	
Home Telephone:		Mobile:	
Work Telephone:			
Email:			
2.2 Mothers Details:			
Mother's Name:			
Mother's Occupation			
Mother's Date of Birth:			
Address 1.			
Town:		Post Code:	
Home Telephone:		Mobile:	
Work Telephone:			
Email:			
Any special family situation (e.g. one parent family, divorced, step-parents)			
3. Details of other children in the family:			
1. Name:		Date of Birth:	
2. Name:		Date of Birth:	
3. Name:		Date of Birth:	
4. Name:		Date of Birth:	
4. Emergency Contact Details: (PLEASE PROVIDE 2 EMERGENCY CONTACTS)			
Emergency Contact 1 Name:			
Relationship to pupil:			
Telephone Number:			
Address:			

Emergency Contact 2 Name:	
Relationship to pupil:	
Telephone Number:	
Address:	

5. Medical Details

Name of GP:			
Practice Name and Address:			
Post Code:			
Telephone Number:			
Has your child had: Chicken Pox Y/N		Has your child had: Mumps Y/N	
Has your child had: Measles Y/N		Any Major accidents or injuries:	
Has your child had or been treated for COVID_19 symptoms. Y/N			
Any Operations:			
Any Physical problems (headaches, travel sickness, physical habits, etc.):			
Is your child receiving any medication? (give names of medication):			
Has your child ever visited a psychiatrist or psychologist (if so give details);			

6. Special diets:

Details of any dietary needs. (Please describe – i.e. gluten free diet, dairy intolerance..etc..)	
---	--

7. Allergies

Details of any medical conditions or allergies (please describe below - i.e., asthma, diabetes, or other short or long-term illnesses. Please provide details of any medications used):

8. School Fees

How do you intend to pay the school fees? Annually/Termly/Monthly

KS1 School Fees for the 2024-2025 Academic Year are £4000.00* per child Payment

Option 1: Annually - One Single Payment - £4000.00

Payment Option 2: Termly - Three Termly Instalments of £1333.33

****Payment Option 3:** Monthly – 11 Monthly Payments (please see break down below) to be **paid** on the **1st of every Month.**

The above fees do not include VAT (Please see & read in conjunction with and alongside the addendum form: Implementation of VAT Rules)

Please note that this Parent Contract/Admissions Form should be read in conjunction with and alongside the Addendum Form: Implementation of VAT Rules.

In signing this Form, you acknowledge that you have read and fully understood both the Parent Contract/Admissions Form and the Addendum Form: Implementation of VAT Rules.

Please note: This annual fee does not include the cost of GCSE examinations or GCSE text Books.

Please note: If your child is absent from school for a short or long period of time (during term) – The annual fee of £4000.00 for 2024-2025 will still be payable upon return.

****Upon admission or upon leaving **part way through an academic year**, calculations are made using Payment Option 2 as option 3 will no longer apply.**

8.1 Admissions / Leavers Part Way through any Academic Year

PLEASE NOTE: IF AN ADMISSION IS MADE OR A CHILD LEAVES PART WAY THROUGH ANY ACADEMIC TERM, PARENTS/GUARDIANS WILL BE EXPECTED TO PAY FULL PAYMENT FOR THE **WHOLE TERM IN WHICH THE CHILD IS BEING ADMITTED OR THE TERM IN WHICH THE CHILD IS LEAVING (I.E. **PAYMENT OPTION 2 - ABOVE WILL BECOME PAYABLE**)**
PAYMENT OPTION 3 WILL NO LONGER BECOME PAYABLE IN THESE CIRCUMSTANCES

(IF YOU ARE UNSURE ON HOW THIS WILL EFFECT YOU, PLEASE SPEAK TO THE SCHOOL OFFICE BEFORE ADMISSION)

9. Administration Charge

PLEASE NOTE A £100.00 NON-REFUNDABLE ADMINISTRATION CHARGE IS PAYABLE UPON RETURN OF THIS APPLICATION

(Please make all cheques payable to 'North Road Academy')

10. Any Additional Information:

(Please use this space to provide any other relevant information about the pupil)

11. School Permissions

Please note: Once permission has been given – this will not expire for the whole duration of your child being present at North Road Academy, unless we receive written notice withdrawing this permission.

Photographs:

During the day-to-day running of the Academy, it is sometimes necessary to take observations in the form of photographs and video & audio recordings of your child. These observations are used to record events, activities, and the children's progress, alongside this the School may also wish to utilise the photographs as promotional material such as the prospectus, website or social media. Every effort will be made to avoid or blur your child's face.

Parents who **do not** want such photographs or images to appear in any of the School's promotional material must make sure that the Student knows this and **must write immediately to the Head Teacher** requesting an acknowledgement of their letter.

Please sign to indicate your permission for us to do so.

Signature(1):..... Signature(2):..... Date:.....

External Agencies:

During our day-to-day observations of your child, it is sometimes necessary for us to contact external agencies in order to support your child's education.

Please sign to indicate your permission for us to do so.

Signature(1):..... Signature(2):..... Date:.....

Outings:

The Academy may go on outings occasionally, and staff may take the children on transport that is organised by the school or as a walking bus to the local park, local library or to visit the local amenities as part of their curriculum. Parents and carers are usually advised prior to the outing, but, from time to time, a year group may attend without prior notice.

Please sign to indicate your permission for us to do so.

Signature(1):..... Signature(2):..... Date:.....

Physical Education:

The Academy frequently utilises the playing fields at the local park for various activities such as P.E. and 'Sports Day', similarly children may be taken to the local football ground at 'Port Vale' so that they can utilise their facilities.

Please sign to indicate your permission for us to do so.

Signature(1):..... Signature(2):..... Date:.....

Professional Sport:

Children at the Academy participate in curricular activities such as controlled Archery and non-contact boxing, a Risk Assessments is carried out prior to the commencement of the sport.

Please sign to indicate your permission for us to allow your child to participate.

Signature(1):..... Signature(2):..... Date:.....

Terms & Conditions:

Please ask at the school office for a copy of our terms and conditions.

12. Parent/Guardian Declaration - *Please delete as necessary

I/We have completed this form as accurately and fully as possible. The information provided is truthful to the best of my/our* knowledge. I/We* understand that any misleading or inaccurate information may lead to my/our* application being rejected and/or* child(ren) being permanently excluded from the school. I/We* also understand that under these circumstances any paid fees are not refundable.*

I/We fully agree with the Terms & Conditions of acceptance at North Road Academy. (please ask at the school office for a copy of the Terms & Conditions)*

Name and signature
parent/guardian (1):

Date:

Name and signature
parent/guardian (2):

Date:

Next Steps:

1. Please return this form by - email: admin@northroadacademy.com or by post to:
Pupil Admissions, North Road Academy, North Road, Stoke-on-Trent, Staffordshire, ST6 2BP
2. After receipt of the application you will be contacted to attend an interview, and you will be asked to bring the following original documents with you:
 - Child's/Children's Birth Certificate
 - Child's End of Year Report from previous school
 - Passport or certificate of naturalisation of child
 - Parent: Any two from the following: Driving Licence/Utility Bill/Council Tax Bill/Passport

If successful, your child will be offered a provisional place at the end of the interview - written confirmation will be given once fees have been paid.

DATA PROTECTION:

North Road Academy collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations.

I give my consent for my child's _____ personal information to be used for the purpose described above. Please note you have the right to withdraw this consent at any time and you can do this by contacting us at address given below.

Tick Here To Confirm Consent

Print Name of Parent/Guardian (1):

Signature of Parent/Guardian (1):

Date:

Print Name of Parent/Guardian (2):

Signature of Parent/Guardian (2):

Date:

For more information on how North Road Academy uses data we hold about you and your child, how long we keep it and you rights over relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your records go to our website at www.northroadacademy.com or contacting: Ustaadh Rayaan, the schools GDPR Officer for more information or enquiries.

The schools policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

Thank you for taking your time to complete this application form





**Schedule of the Tuition Fees for (Key Stage 1 & Key Stage 2)
2024 / 2025 (£4000.00) Excluding VAT**

First Name		Surname	
------------	--	---------	--

Date of Birth			
---------------	--	--	--

Please tick your payment option:

<input type="checkbox"/>	Option 1	One Yearly payment of £4000.00
--------------------------	-----------------	---------------------------------------

<input type="checkbox"/>	Option 2	3 Termly Payments:
--------------------------	-----------------	---------------------------

<input type="checkbox"/>	Payment 1	£1333.33 -
--------------------------	-----------	------------

<input type="checkbox"/>	Payment 2	£1333.33 -
--------------------------	-----------	------------

<input type="checkbox"/>	Payment 3	£1333.33 -
--------------------------	-----------	------------

<input type="checkbox"/>	Option 3	11 Monthly Payments to be paid on:
--------------------------	-----------------	---

<input type="checkbox"/>	Payment 1	£363.70 -
--------------------------	-----------	-----------

<input type="checkbox"/>	Payment 2	£363.63 -
--------------------------	-----------	-----------

<input type="checkbox"/>	Payment 3	£363.63 -
--------------------------	-----------	-----------

<input type="checkbox"/>	Payment 4	£363.63 -
--------------------------	-----------	-----------

<input type="checkbox"/>	Payment 5	£363.63 -
--------------------------	-----------	-----------

<input type="checkbox"/>	Payment 6	£363.63 -
--------------------------	-----------	-----------

<input type="checkbox"/>	Payment 7	£363.63 -
--------------------------	-----------	-----------

<input type="checkbox"/>	Payment 8	£363.63 -
--------------------------	-----------	-----------

<input type="checkbox"/>	Payment 9	£363.63 -
--------------------------	-----------	-----------

<input type="checkbox"/>	Payment 10	£363.63 -
--------------------------	------------	-----------

<input type="checkbox"/>	Payment 11	£363.63 -
--------------------------	------------	-----------

A Non Refundable £100 Registration fee is payable upon initial registration.

(Please make all cheques payable to 'North Road Academy')

The above fees do not include VAT (Please see & read in conjunction with and alongside the addendum form: Implementation of VAT Rules)

North Road Academy Payment Details:

Our Bank Details:

Name of Bank:	Lloyds Bank
Account Name:	North Road Academy Ltd
Sort Code:	30 93 83
Account Number:	366 552 60