**Colours Academy – School Admission Contract**

As of February 2020, any parent/ legal Guardian **must** Sign the *School Admission Contract* before their child is admitted to the establishment. This includes parents of children who have or are currently admitted to school on or before the 1st of February 2020.

Please thoroughly read all sections of this contract and sign with your name and date at the end.

**Part A – School Fees and Payments**

1. I have read and understood the school’s Fees Policy (Colours Academy School Fee Policy, Updated January 2020, [www.colours.academy/fees](http://www.colours.academy/fees)) and have a fully comprehended understanding of how to pay fees, how fees are structured and the time limits and procedure(s) in late or unpaid educational fees
2. Additionally, to paragraph (1) I understand that my child may not attend a school trip if the cost of the excursion is not paid before the trip day
3. I understand that school fees are non-refundable and have revised the ‘*Refund or Waiver of School Fees’* section in the School Fees Policy.
4. I understand that if my son/daughter is witnessed or takes ownership of breaking school property, then I will take full responsibility in funding the replacement and/or repair of school property
5. I understand that I must give a term’s notice before wishing to withdraw my son/daughter from Colours Academy
6. In addition to paragraph (5) I understand that if I disagree to this timeframe or withdraw my son/daughter before the end of the notice period, I agree to paying a full term in advance to leaving
7. I will pay a continual agreed rate for any after school clubs that my child is attending and understand that the details previously mentioned in paragraph (3) apply.

**Part B – Particulars of admitting my son/daughter to Colours Academy**

1. I understand that, as of February 2020, my son(s) and/or daughter(s) must individually achieve attending 3 full days per school week and that 3 days is, from the aforementioned date, the minimum number of days pupils can attend. This paragraph of agreement only applies to pupils who are admitting after the 13th of February 2020.
2. Further to Paragraph (1) I understand that there is an option to integrate to 3 full days per week and that this must be achieved within the first term of admission
3. I will complete all required forms and sign a *Technology Agreement* upon Admission
4. I understand that if my child leaves the school and wishes to return, then the Admission procedure applies again (in routine cycle)

**Part C – Travel Arrangements**

1. I understand and am aware that the school take no responsibility in organising my child’s travel to and from school and that I am wholly in charge of arranging transport for my son/daughter
2. I fully understand that the distance of travel involved in coming to school is not a valid reason for being late and/or absent

**Part D – Accommodating requirements**

1. I will fully equip and supply my child in what school equipment they may need, including pencil case necessities and additional equipment required for education. For example; food technology ingredients.
2. I will ensure my best to prevent my child from bringing in any of the prohibited items on the school’s *Behaviour Policy*
3. If my child requires medication during the school day, I will **not** personally provide it to my child, I will hand it in to the school office and will give accurate instruction about dosage. I will provide evidence of if medication is required, for example; a prescription. I understand that I have full responsibility for supplying the medication to the school and do not expect the school to personally provide additional medication when my child has exhausted their individual required supply.
4. I understand that if my child has no packed lunch, then I will provide lunch by delivering it later in the day. I furthermore understand that it is of no responsibility of Colours Academy to go shopping for a child who has not got their lunch.
5. I will ensure that my child’s attire follows the guidelines outlined within the school *Behaviour Policy*
6. I will not encourage the usage of my child using their mobile phone during the school day and understand that if I may wish to communicate with them, it must be done through the school landline via the Reception.
7. I understand that I have a responsibility to pick my child up, earlier if required, from school when they are too unwell or unfit to continue the day

**Part E – Attendance and notification of absences**

1. I will notify the school of any absences that my child has; this includes children who attend on a ‘flexi’ basis, and that I will do so before 8:30am each day (or other appropriate beginning of period in the school day)
2. I have read and understood the school’s *Attendance Policy*
3. I understand that, if my child does not attend school, un-notified, for 5 consecutive days, the school will report this absence to my Local Authority EWO (Educational Welfare Officer)
4. I understand that, if my child is attending the school full time and is absent from school for 20 days on unauthorised grounds, then Colours Academy will deregister them from the Admission Register.
5. Further to paragraph (4), I have read and understood the School Admission and Attendance Regulations (2006), available on the Government website.
6. I will inform Colours Academy of any additional days that my child may be attending and understand that this is something that must be agreed with the Head Teacher
7. I understand that, I my child attends full time, I have a responsibility to request and/or inform of an absence that I wish to have off. I furthermore understand that the school may decline the absence request and it is for the benefit of my child’s education.

**Part F – Provision of Information**

1. I will disclose and accurately provide all relevant information regarding;
* Pupil details (Full name, DOB etc)
* Parent Details
* Primary and Emergency Contact Information
* Information about current and previous education status and provision
* Relevant SEN information
* Relevant Medical Information
1. I will ensure that all information provided is accurate and to the best of my knowledge. The information I have provided is not false or ‘made up’.
2. I will not provide Medical or SEN information without evidence of diagnosis
3. If my son/daughter has an EHCP and/or SEN statement, then I will provide the school with information about the plan

**I agree to all the above parts, and their sub paragraphs (A-F)**

**Parent Signature: ....................................................... Date: / /**

**Print Name: .................................................................**