



Admissions 2026 required information and consents

This document provides guidance on the following:

- **Section A:** Sign up and access the Admission Form
- **Section B:** Submit all required enrolment information
- **Section C:** Optional application for Free School Meals

Section A: Accessing the Admission Form

To complete these actions, you must first register for My Child at School account.

My Child At School (MCAS) is an online portal for parents that enables them to view their child's pupil information at school in real-time via the MCAS app or a [web browser](#). You can download the MCAS app via the Apple AppStore or Google Play.

The facility allows the child's attendance, assessment, exams, timetable, behaviour, reports and announcements to be accessed at any time. As well as pupil performance data, the portal also provides general information about school, such as the school calendar and any important announcements.

How you access your account: Accounts are accessible for individuals listed with parental responsibility using parents/carers email address that Oxford Spires has sent all emails to.

To register for a new account:

Using this link: <https://www.mychildatschool.com/MCAS/MCSParentSignUp>, please enter the school ID: **14835** and the email address used for your secondary school application. This will prompt you to provide a password for your account.

Already have a My Child At School Account (MCAS)?

If you already have a child at any school with the same email address they you do not need to sign up, they should appear automatically on your profile – just click '*change student*' on the left hand side of the homepage.

If you have a problem with your account, please immediately contact us using this form:

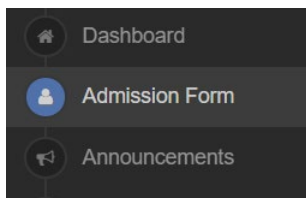
[Click Here](#)



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Navigating My Child At School (MCAS)

1. Once you have logged in you can select Admission Form on the left-hand side of the page



2. You will then see the documents that need to be reviewed:

Documents		
OSA Mobile Phone Policy	Open	<input type="checkbox"/> <i>I confirm that I have read and understood this document</i>
OSA Behaviour and Ethos Policy	Open	<input type="checkbox"/> <i>I confirm that I have read and understood this document</i>
OSA Data Protection Policy	Open	<input type="checkbox"/> <i>I confirm that I have read and understood this document</i>
OSA Home School Agreement	Open	<input type="checkbox"/> <i>I confirm that I have read and understood this document</i>
OSA Uniform Policy	Open	<input type="checkbox"/> <i>I confirm that I have read and understood this document</i>

There are three areas to navigate (found on the right-hand side of the page). All three sections must be completed.

[View Parental Consents](#)

[View Your Personal Details](#)

[View Student Details](#)

Please remember to 'Submit Changes' (top left-hand side) once you have completed each section to ensure the information is saved.

Admission Form *Admission Form*

[Submit Changes](#)



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Section B: Submitted all required information

There are **five actions** that are required to complete the registration process prior to induction in June.

Five actions required via My Child At School online portal (MCAS)		Please complete by	Supporting document
1	The Home School Agreement <i>Parents & carers are required to complete the Home School Agreement prior to September 2026</i>	22 nd May	<i>The Behaviour Policy</i>
2	The OSA Mobile Phone Policy <i>Please confirm you have read this important policy</i>		<i>The Mobile phone acceptable use policy</i>
3	The Uniform Policy <i>Please confirm you have read this important policy</i>		
4	Parental Consents <i>One parent must tick the appropriate box (I give consent/I do not given consent) even if consent is not given</i>		<i>The Data Protection Policy</i>
5	Emergency Contact & Welfare Profile <ul style="list-style-type: none"> <i>Please fully complete your child's Emergency Contact & Welfare Profile.</i> <i>Complete the online Free School Meals application form</i> 		

Remember if you require any support using the Admission Form please contact us: [Click Here](#)

ACTION 1: PLEASE CONFIRM YOU AGREE TO THE HOME SCHOOL AGREEMENT

This agreement confirms the three-way expectations that must be adhered to as a condition of being a member of the school community. Please read through thoroughly before signing and be aware that the contents may be referred to in any communication/ meeting.

ACTION 2: PLEASE CONFIRM YOU AGREE TO THE OSA MOBILE PHONE POLICY

We are proudly committed to ensuring that Oxford Spires is a **Smartphone-Free School** for students in Year 7 to Year 11. Students are **not** permitted to carry a smartphone on the school site, including breakfast clubs and any afterschool clubs. Students may bring a simple basic phone this must have no camera and no internet access and must remain switched off and out of sight throughout the day.

We understand that the move to secondary school is often a moment when children begin to ask for a smartphone, and when parents may feel increased pressure—socially or practically—to provide one. Many families tell us this pressure comes from concerns about safety, friendships, or the desire for children to “fit in.”

Our Smartphone-Free policy is designed to remove that pressure. By creating a consistent expectation for all students, families no longer need to worry about whether their child will be the “only one” without a smartphone.

Why this policy?

We have taken this step to protect student wellbeing and ensure a calm, focused learning environment. Evidence shows that smartphones contribute to rising anxiety, disturbed sleep, distraction, and online conflict for young people. Our community overwhelmingly supports a



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move towards healthier, safer habits for children. For more information we recommend the following resource for parents and carers: <https://www.smartphonefreechildhood.org/>

ACTION 3: PLEASE CONFIRM YOU AGREE TO THE OSA UNIFORM & EQUIPMENT

We require only two pieces of branded items:

1. The OSA House Blazer – with house colours
2. The OSA House PE Polo Shirt – with house colours

All other items can be purchased from any retailer. House allocation will be confirmed in mid June, and students will complete a uniform fitting as part of the transition day, this will give plenty of time to order the OSA House Blazer and OSA House PE Polo Shirt ahead of September.

ACTION 4: PARENTAL CONSENT

[View Parental Consents](#)

To help us support your child’s welfare, safety, and participation in school life, please ensure you review and complete the Parental Consent section. These consents allow us to respond appropriately to medical needs, operate essential school systems, and include your child in routine activities and opportunities. They can be updated at any time by contacting the school.

Save

Parental Consent

	YES, I give consent	NO, I do not give consent
Administering Medicines Ibuprofen Ibuprofen can be administered to my child as they have not suffered an adverse reaction to the medication in the past. OSA will always call home prior to administering this type of medication.	<input type="radio"/>	<input type="radio"/>
Administering Medicines Paracetamol Paracetamol can be administered to my child as they have not suffered an adverse reaction to the medication in the past. OSA will always call home prior to administering this type of medication.	<input type="radio"/>	<input type="radio"/>
Biometrics Recognition Consent to your child having a thumb scan to create a unique numerical code for the academy biometric recognition system.	<input type="radio"/>	<input type="radio"/>
Local trips/ educational visits within school hours Permission to go on local trips, educational visits within normal school hours.	<input type="radio"/>	<input type="radio"/>
Media Consent Consent for Oxford Spires Academy (OSA) to use the photographs/interviews in ways which may include: Newsletters, Internal displays, printed publications produced by OSA, prospectus, OSA website, social media, and advertising. Full names will never be used in conjunction with photographs.	<input type="radio"/>	<input type="radio"/>

**Please call the school or visit reception to revoke any parental consent.*

Media Consent

Any child under 16 needs to have parental consent to have their photograph taken or be filmed. Once a child is 16 years of age they can give their own consent and a parents’ consent does not need to be sought or given.

As part of school activities, we may take photographs and record images of individuals within our school.



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By providing consent we may use photographs and videos of your child engaging in school activities for communication, marketing and promotional materials. When using photographs and videos in this way we will not accompany them with any other personal information about the student, to ensure they cannot be identified.

When the school/Trust takes photos or videos, uses may include:

- Within schools on noticeboards and in school magazines, brochures, newsletters, etc.
- Outside of school by external agencies such as the school photographer, newspapers, campaigns.
- Online on our school websites or social media pages.

Any photographs and videos taken by parents/carers at school events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other students are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers have agreed to this.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further as soon as is reasonably practicable.

Consent for Biometrics

OSA is a cashless school environment. Students' biometric data is used as part of an automated biometric recognition system. Students use fingerprints to receive school dinners (instead of paying with cash). Storage and use of this data complies with the requirements of the Protection of Freedoms Act 2012.

There are many advantages to using this system to cover all these aspects of school life. You will be able to pay for your child's lunches using an online payment engine. For those without internet access an alternative will be available and there will also be cash loaders to allow pupils to top up their accounts with cash during the course of the day. In the near future, this recognition system will integrate with our new ICT network and printing solution, providing ease of access and functionality.

The system works by using several points on a person's thumb to create a unique numerical code. It is the numerical code which is security stored and not the image of the prints on the person's thumb. It is impossible to create a diagram of the points on the thumb from the numerical code. **This system does not create or store an image of the fingerprint.**

Further information can be found here:

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

We require consent from at least one parent or carer before we take any biometric data and first process it. Parents/carers and students have the right to choose not to use the school's



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biometric system(s). We will provide alternative means of accessing the relevant services for those students. Parents/carers and students can withdraw consent, at any time, and we will make sure that any relevant data already captured is deleted. As required by law, if a student refuses to participate in, or continue to participate in, the processing of their biometric data, we will not process that data irrespective of any consent given by the student's parent(s)/carer(s).

Administering medications (ibuprofen and paracetamol)

Please provide permission to provide pain relief. We will always call parental contacts before administering any medication.

ACTION 5: PLEASE STUDENT DETAILS & YOUR PERSONAL DETAILS

To enrol onto the School Information Managements System (Bromcom), we require the following details: basic pupil information, family home/contact, ethnic/cultural, medical and current school.

Holding this information has several purposes:

- It provides the school with the information needed to quickly contact a parent or other responsible adult in the event of an emergency concerning the student.
- It assists the school staff or emergency medical services in the event the student requires medical services for illness or injury.
- The contact information is also used to send the parent/legal guardian school communications relating to the student from school announcements to attendance issues.
- Many communications are issued via email, so we request that at least one contact email is provided for a contact with legal parental responsibility (we will not send school emails to a student's personal home email address).

View Student Details

[View Student Details](#)

It is a legal requirement for the school to hold each student's legal surname and forename on our records and is the name that will be displayed on school reports and exam certificates. Please ensure that the information supplied in these sections matches the name displayed on the birth certificate for your child.

Medical

- **Doctor's Practice/Surgery Name, Address & Contact Information** – Please supply the name and full address of the student's doctor, including the surgery telephone number.
- **Medical Condition**



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- Please detail **all** medical conditions which effect the student (you can select more than one option). If the condition is not listed please select: *'Medical Condition'* and we will use this information to follow up with individual families to build robust individual health care plans. Please include any medical condition or medication that is taken even if this is not taken in school or does not necessarily impact day to day school life.
- Please also use this box to document any dietary requirements (regardless of if they are linked to a medical condition).

View Your Personal Details

View Your Personal Details

It is important that the school has contact information for at least **two** responsible adults who can be contacted in the event of an emergency. The school staff know that anyone detailed on this section is allowed, by the parent/guardian, to collect the student from the school during the school day in both emergency and non-emergency situations. Please ensure all information is completed clearly taking care when writing telephone numbers and email addresses as this is the data that will be used by the school staff for communications.


CONTACT 1 (PRIORITY 1) Parent/Legal Guardian - This Priority 1 Contact must have legal parental responsibility for the student and reside at the same address as the student.

They will be the primary contact for the school in any matters relating to the student. The Priority 1 Contact will also receive all communications that the school sends out. This includes everything from notifications relating to the student's studies; student's attendance; school news and termly grade reports.

CONTACT 2 (PRIORITY 2) & CONTACT 3 (PRIORITY 3) Considerations need to be made on the order of the next two contacts and an understanding of how the school utilises this information is important. If the school was unable to reach the Priority 1 Contact, school staff will then attempt to reach Contact 2. Contact 3 will only be contacted if the school is unable to reach the previous two contacts.

REMINDER!

Please remember to 'Submit Changes' (top left-hand side) of the Admission Form once you have completed each section to ensure the information is saved!

 Admission Form Admission Form

Submit Changes



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Section C: Optional Application for Free School Meal

Oxford Spires would like to ensure all eligible families are in receipt of free school meals. We will share your application form with the Oxfordshire County Council Free School Meals Checking Service and inform you of the outcome as soon as possible.

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Please complete the form below if you would like to apply for Free School Meals at Oxford Spires. This will not automatically carry on if your child received free school meals at primary school. [Application for Free School Meals - Oxford Spires – Fill in form](#)

We are here to support you through this enrolment process, please do reach out using the following link and we will be in touch: [Click Here](#)

We look forward to meeting your child in June!