

Data Collection on Admission to School:

Please provide as much of the following information as you can. Should you need help in completing the form, please ask the School Administrator. Please return this form to the School to which you are applying.

Basic Details of Pupil

Legal Surname:

Legal Forename:

Gender: Male / Female *(Please delete as applicable)* Date of Birth:

Middle Name(s):

Preferred Surname *(if different)*

Preferred Forename *(if different)*

Full Address – Including Postcode:

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Contacts

Please give details of everyone who has parental responsibility (see note below) and anyone else to be contacted in an emergency. Please give details of parents / carers first, but give a low number in the contact priority box if there are other people who should be contacted in an emergency. (Contact priority 1 i.e. the first person to contact in an emergency, contact priority 2 i.e. the second person to contact in an emergency etc)

Parental Responsibility

Parental responsibility can be shared between a number of people and section 576 of the Education Act 1996 defines in the following terms:

- All natural (biological) parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through:

- Being granted a residence order
- Being appointed a guardian

- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- Adopting a child
- A local authority can acquire parental responsibility if it is named in the care order for a child

Your Details

Parent / Contact / Priority 1

Surname: Forename:

Gender *(Please delete as applicable)*: Male / Female Title: *(e.g. Mr, Mrs, Miss, Ms, Rev, Dr. etc)*

Relationship to child *(Please delete as applicable)*: Mother / Father / Step-Parent / Other Relative /
Other Family Member / Self* / Childminder / Foster Parent / Carer / Social Worker / Religious/Spiritual

Contact / Other Contact * *Self i.e. you are completing this form on your own behalf – being of legal age.*

Does this person have 'Parental Responsibility'? *(Please delete as applicable)* Yes / No
Is there a court order relating to this child? *(Please delete as applicable)* Yes / No

Address: *(If different from address given for child)*

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Contact Information

Telephone Number (s) *(with STD, EXT numbers, where appropriate)*

Home: Please indicate priority
1 2 3

Work: 1 2 3

Mobile: 1 2 3

Email:

The College also communicate by text and e-mail.

If you do not wish to receive communications by this media please tick the box.

Parent / Contact / Priority 2

Surname: Forename:

Gender *(Please delete as applicable)*: Male / Female Title: *(e.g. Mr, Mrs, Miss, Ms, Rev, Dr. etc)*

Relationship to child *(Please delete as applicable)*: Mother / Father / Step-Parent / Other Relative /
Other Family Member / Self* / Childminder / Foster Parent / Carer / Social Worker / Religious/Spiritual

Contact / Other Contact * Self i.e. you are completing this form on your own behalf – being of legal age.

Does this person have 'Parental Responsibility' ? (Please delete as applicable) Yes / No
Is there a court order relating to this child? (Please delete as applicable) Yes / No

Address: (If different from address given for child)

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Contact Information

Telephone Number (s) (with STD, EXT numbers, where appropriate)

Please indicate priority

Home: 1 2 3

Work: 1 2 3

Mobile: 1 2 3

Parent / Contact / Priority 3

Surname: Forename:

Gender (Please delete as applicable): Male / Female Title: (e.g. Mr, Mrs, Miss, Ms, Rev, Dr. etc)

Relationship to child (Please delete as applicable): Mother / Father / Step-Parent / Other Relative /
Other Family Member / Self* / Childminder / Foster Parent / Carer / Social Worker / Religious/Spiritual

Contact / Other Contact * Self i.e. you are completing this form on your own behalf – being of legal age.

Does this person have 'Parental Responsibility' ? (Please delete as applicable) Yes / No
Is there a court order relating to this child? (Please delete as applicable) Yes / No

Address: (If different from address given for child)

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Contact Information

Telephone Number (s) (with STD, EXT numbers, where appropriate)

Please indicate priority

Home: 1 2 3

Work: 1 2 3

Mobile: 1 2 3

Parent / Contact / Priority 4

Surname: Forename:

Gender *(Please delete as applicable)*: Male / Female Title: *(e.g. Mr, Mrs, Miss, Ms, Rev, Dr. etc)*

Relationship to child *(Please delete as applicable)*: Mother / Father / Step-Parent / Other Relative /
Other Family Member / Self* / Childminder / Foster Parent / Carer / Social Worker / Religious/spiritual
Contact / Other Contact * Self i.e. you are completing this form on your own behalf – being of legal age.

Does this person have 'Parental Responsibility' ? *(Please delete as applicable)* Yes / No

Is there a court order relating to this child? *(Please delete as applicable)* Yes / No

Address: *(If different from address given for child)*

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Contact Information

Telephone Number (s) *(with STD, EXT numbers, where appropriate)*

	Please indicate priority		
	1	2	3
Home:			
Work:			
Mobile:			

General Principles for Schools

Everyone who is a parent, whether they are a resident or non-resident parent, has the same right to participate in decisions about a child's education and receive information about the child.

School staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility.

Individuals who have parental responsibility for, or care of, a child have the same rights as natural parents, for example:

- To receive information e.g. pupil reports.
- To participate in activities e.g. vote in elections for parent directors.
- To be informed about meetings involving the child, e.g. a directors' meeting on the child's exclusion.

Individuals who require information

Please complete the required parts below for individuals who require information, but not living at the child's address

Surname: Forename:

Title: Relationship to Child:

Address:

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Medical Details

Emergency Consent: *(e.g. the school has permission to give/arrange emergency treatment)* Yes / No

Dietary Needs: *(Please circle any that apply)* Artificial colouring allergy / gluten free / halal / kosher foods only / no dairy produce / no nuts of any type or quantity / no pork / seafood allergy / vegetarian / other *please specify below:*

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Doctor's name, surgery address and surgery telephone no:

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Does this child have any known disability? *(If yes, please specify below)* Yes / No

Medical information or nature of disability:

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Ethnic / Cultural

Our ethnic background describes how we think of ourselves. This may be based on many things, for example, our skin colour, language, culture and ancestry or family history. **Ethnic background is not the same as nationality or country of birth.** The Information Commissioner recommends that young people aged 11 years old or above have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision wherever necessary.

Ethnic / Cultural information was provided by: Parent Pupil

Please tick one box only, in each of the ethnicity and religious affiliation categories and provide the information on pupil's first language.

Ethnicity

White		Chinese		Mixed	
British	<input type="checkbox"/>	Hong Kong Chinese	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Other Chinese <i>Note 4</i>	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>

Traveller of Irish Heritage	<input type="checkbox"/>		White & Asian	<input type="checkbox"/>
Gypsy / Roma	<input type="checkbox"/>	Any Other Ethnic Background	Any other mixed background	<input type="checkbox"/>
Greek / Greek Cypriot	<input type="checkbox"/>	Afghan	Japanese	<input type="checkbox"/>
Turkish / Turkish Cypriot	<input type="checkbox"/>	Arab <i>Note 5</i>		
Western European <i>Note 1</i>	<input type="checkbox"/>	Filipino	Asian or Asian British	
Eastern European <i>Note 2</i>	<input type="checkbox"/>	Iranian	Indian	<input type="checkbox"/>
Other <i>Note 3</i>	<input type="checkbox"/>	Malay <i>Note 6</i>	Pakistani	<input type="checkbox"/>
		Thai	Bangladeshi	<input type="checkbox"/>
Black or Black British		Any other Ethnic group <i>Note 7</i>	Any other Asian background	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>			
African	<input type="checkbox"/>			
Any other Black background	<input type="checkbox"/>			

I do not wish an ethnic background category to be recorded:

Notes:

- 1 **Western European** includes: Italian, French, German, Spanish, Portuguese and Scandinavian.
- 2 **Eastern European** includes: Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian and Romanian.
- 3 **Other White Background** includes: any white category not previously mentioned e.g. Albanian, Australian, Bosnian-Herzegovinian, Canadian, Croatian, Kosovan, New Zealander, North American, Serbian / Yugoslavian.
- 4 **Other Chinese** includes: Mainland Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese any other non-Hong Kong Chinese
- 5 **Arab** includes: Palestinian, Kuwaiti, Jordanian and Saudi Arabian
- 6 **Malay** includes: Malaysian other than Malaysian Chinese (*see Note 4*)
- 7 **Any other ethnic group** includes: Any ethnic group not previously mentioned e.g. Egyptian, Iraqi, Korean, Kurdish (inc. Kurdish pupils from Iraq, Iran and Turkey), Latin / South / Central American (inc. Cuban and Belizean) Lebanese, Moroccan, Polynesian (inc. Fijian, Tongan, Samoan & Tahitian), Vietnamese, Yemeni

Pupil's First Language

What was the first language your child understood / spoke?

English
 Other *Please specify below*

Asylum Status *(please tick if either of the following apply)*

Is this pupil seeking asylum? Is this pupil a refugee?

Religious Affiliation

Baha'i	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Other *	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
Decline to answer	<input type="checkbox"/>				

*Please specify

Additional Details

Meals

Please tick to indicate which of the following your child is most likely to have:

Free School Meal Home Sandwiches School Meal

Mode of Travel

Please tick to indicate which of the following your child is most likely to use to get to school:

- | | | | | | |
|---------------------|--------------------------|-----------------------|--------------------------|-----------------------|--------------------------|
| Bicycle | <input type="checkbox"/> | Car / Van | <input type="checkbox"/> | Car Share | <input type="checkbox"/> |
| Public Service Bus* | <input type="checkbox"/> | Dedicated School Bus* | <input type="checkbox"/> | Bus (type not known)* | <input type="checkbox"/> |
| Taxi | <input type="checkbox"/> | Train | <input type="checkbox"/> | Walk | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | | | |

*Route (if known)

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Does this child have a parent or parents in regular HM Forces military units? Yes / No
(Applies to children whose parents are Pstat Cat1 or Pstat Cat2)

Linked Agencies

It is important that all agencies who are working with a child work together to ensure better outcomes for that child. In order to do that, please identify any other agencies working with your child for example Social Care (i.e. Social Services)*, Youth Offending Team, Child and Adolescent Mental Health Services. Please list any agencies below:

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* If you indicated above that Social Care (Social Services) are involved in the care of your child, please tick if this child is 'In Care' (sometimes known as being 'Looked After') and state which local government authority is responsible for this child e.g. Devon, Torbay etc below:

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Please tick if this child has Special Educational Needs (i.e. has a Statement of Special Education Needs or is currently being assessed for a statement)

Previous School

School last attended with telephone number (if known) (this includes nursery schools / units or pre-school / playgroup)

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Date of arrival at previous school*..... Date of leaving previous school*.....

*An approximate date would be helpful if the exact date is not known e.g. September 2009

Other Information

Reason for leaving previous school: *(e.g. moved house, normal school transfer age etc)*

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Please give details of any other children in your family with their dates of birth:

Name

Date of Birth

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Signed:

Date:

Parental Consent

Do you agree to the Academy publishing photographs of your child together with their name on appropriate occasions?

Yes / No

What we do with the information you have provided (Data Protection)

Schools hold information of pupils and parents in order to run the education system, (i.e. to support the pupil's teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing*) and in doing so have to follow the Data Protection Act 1998. This means, among other things that the data held must only be used for specific purposes allowed by law. From time to time the school is required to pass on some of this data to the Local Authority (LA), to another school to which the pupil is transferring, to the Department for Children, Schools and Families (DCSF), Connexions (formerly the Careers service), Department of Health (DH) and the Primary Care Trusts (PCTs), the Office for Standards in Education (OFSTED), Learning and Skills Council (LSC), Youth Offending Teams and other organisations working with Schools to provide a service to pupils, and to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

Pupils have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, please contact the relevant organisation in writing:

- The School
- The LA's Information Compliance Officer at DCC, Strategic Intelligence, Room L10, County Hall, Topsham Road, Exeter, Devon, EX2 4QZ
- The QCA's Data Protection Officer at QCA, 83 Piccadilly, London, W1J 8QA
- The Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London, WC2B 6SE
- The LCS's Data Protection Officer at Cheylesmore House, Quniton Road, Coventry, Warwickshire, CV1 2WT
- The DH's Data Protection Officer at Skipton House, 80 London Road, London, SE1 6LH
- The PCT's Information Governance Officer, Devon PCT, Dean Clarke House, Southernhay East, Exeter, Devon, EX1 1PQ
- The DCSF's Data Protection Officer at DCSF, Caxton House, Tothill Street, London, SW1H 9NA

** This information also includes contact details, national curriculum assessment results, attendance information.*