

PARENTAL REQUEST FOR ADDITIONAL CORRESPONDENCE

Please complete the following details if you are a parent **who has parental responsibility** for a child who does not currently live with you and for whom you would like to receive a copy of their college reports, school communications and correspondence regarding your child's attendance.

Name (incl. Title) _____ Date: _____

Home address: _____

Email Address: _____ Mobile Number: _____

Child's Name: _____ Relationship to child: _____

Do you have parental responsibility? (*See below*) YES/NO

Is there any court order relating to this child? YES/NO

Please provide evidence of parental responsibility, this may include a Court Order or Child's birth certificate.

Parental responsibility:

'Under The Children Act 1989, the concept of parental responsibility replaces the concept of 'parental rights. Parental responsibility can be shared between a number of people, i.e.

- *both parents of a legitimate child even if not living with the child.*
- *both divorced or separated parents of a legitimate child.*
- *the mother of an illegitimate child.*
- *the father of an illegitimate child when he has acquired parental responsibility through a parental responsibility agreement or a Court Order.*
- *any person appointed guardian by a Court.*
- *any person who has a Residence Order in respect of the child.*
- *any person who receives the child under an Emergency Protection Order.*
- *the County Council through its Social Services Department if the child is the subject of a Care Order. Foster parents do not have parental responsibility.*

Anyone who does not have parental responsibility but who is caring for a child may do what is reasonable in the circumstances for the purposes of safeguarding or promoting the child's welfare.

I declare that the information given in this form is true to the best of my knowledge and belief.

Signed _____ Date _____

Please return this form to: **Chulmleigh Community College, Chulmleigh, Devon EX18 7AA**

Chulmleigh Academy Trust complies with the Data Protection Act 2018 and any data provided by parents and pupils will be processed in accordance with our Data Protection Policy which can be found at www.chulmleigh.devon.sch.uk/GDPR

In addition, information on the lawful basis for collecting data, how long we intend to keep the data, who we share the information with and so on is included in our privacy notices and retention schedule which are available on the same web page.

As parents you have a right to withdraw consent at any time. This can be done by contacting the Trust at admin@chulmleigh.devon.sch.uk and further details are explained in the Parents' privacy notice.

Admin Use only

Date Form Received:

Date Form to SLT:

Authorised: Yes

Authorised by:

Date:

Authorised: No

Parent advised by:

Date: