

PUPIL DATA COLLECTION SHEET

PRIVACY NOTICE

As the school holds information on your child, we are obliged to tell you what we do with it and who we share it with. This is called a Privacy Notice. If you have not received a Privacy Notice, please speak to the school as soon as possible.

NOTES TO HELP YOU FILL IN THE FOLLOWING FORMS

Contact information

- The information in this section relates to the details the school needs to hold on contacts for each pupil.
- **The school must be informed about everyone who has legal Parental Responsibility for a child or young person, as well as any court orders in place in relation to them.**
- As a minimum, a name should be provided for all contacts with Parental Responsibility, even if address or telephone numbers are not known. A copy of any court order should be provided to the school.
- If you are unsure of what legal Parental Responsibility is, please speak to the school.
- The Contact Priority field indicates the order in which contacts will be telephoned should the need arise and can be amended if required.
- If we have not already obtained this information from you, please give details of all relevant contacts below (continue on a separate sheet if necessary).

Dietary requirements

- This section is for you to record any food allergies or specific dietary requirements relating to cultural or religious reasons.
- If your child is vegetarian or vegan, please be specific about whether your child can eat eggs, cheese, fish etc.

Dinner arrangements

- This part of the form enables us to keep track of the meal arrangements for your child in school.
- It is important to the school to be aware of all pupils who are entitled to free school meals, even if your child brings sandwiches or pays for dinner. This is because the proportion of pupils entitled to free meals can affect our funding and the judgement of our progress by Ofsted.
- If you think you may be eligible to receive free school meals, please ask in school for an application form. If parents are in receipt of any of the following benefits, they may be entitled to claim free meals for their child:
 - Income Support
 - Jobseekers Allowance (income-based)
 - Child Tax/Pension Credit
 - Income related employment and support allowance
 - Support under Part VI of the Immigration and asylum Act 1999

Please be aware that all information remains confidential and at no time are other pupils made aware of who has a free meal.

Parents in military service

- The school is required to collect information on pupils with parents who are Service personnel serving in regular HM Forces military units of all forces and exercising parental care and responsibility.
- This information is used by the Department for Education to identify the impact that being a Service child has on their education.
- Information of this nature will remain completely confidential.

Pupil information

Please answer all questions as accurately as possible and inform the school as soon as possible if any of this information changes.

Legal Forename:

Home address:

Middle name:

Legal Surname:

Preferred Forename:

Preferred Surname:

Date of Birth:

Telephone:

Gender:

Male/Female

Email:

Contact information

Please give details of all those who have legal parental responsibility for this pupil, as well as any other adults who have permission to collect the pupil from school and anyone else who could be contacted in an emergency (continue on a separate sheet if necessary).

Priority	Name, Relationship	Home Address	Work Details	PR and court orders
1		Home tel: Mobile: Email:	Tel:	Does this person have legal PR for this child? Yes/No Is there a court order in place for this child? Yes/No
2		Home tel: Mobile: Email:	Tel:	Does this person have legal PR for this child? Yes/No Is there a court order in place for this child? Yes/No
3		Home tel: Mobile: Email:	Tel:	Does this person have legal PR for this child? Yes/No Is there a court order in place for this child? Yes/No

Priority	Name, Relationship	Home Address	Work Details	PR and court orders
4		Home tel: Mobile: Email:	Tel:	Does this person have legal PR for this child? Yes/No Is there a court order in place for this child? Yes/No

Siblings in school (if applicable)

Name:	Reg Group:	Name:	Reg Group:

Medical and dietary requirements

Please indicate below any medical or special dietary arrangements for your child.

Dietary Needs:	
Medical Practice:	
Address:	
Telephone Number:	
Medical Condition(s):	

Ethnic origin

Please indicate the ethnic origin of your child below by ticking the relevant box.

White:

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other white background

Mixed or Dual Background:

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or Black British:

- African
- Caribbean
- Any other Black background

Other ethnic groups:

- Chinese
- Any other ethnic group

- I do not wish this information to be recorded

Country of Birth: Date of Arrival in UK (if applicable):

Nationality (as stated on child's passport):

This information was provided by:

 pupil

 parent

Religion

Please indicate your child's religion below by ticking the relevant box.

<input type="checkbox"/>	Baptist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Salvation Army
<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Seventh Day Adventist
<input type="checkbox"/>	Church of England	<input type="checkbox"/>	Jehovah's Witness	<input type="checkbox"/>	Sikh
<input type="checkbox"/>	Christian	<input type="checkbox"/>	Methodist	<input type="checkbox"/>	United Reform Church
<input type="checkbox"/>	Congregational	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Other religion
<input type="checkbox"/>	Christian (Ecumenical)	<input type="checkbox"/>	Quaker	<input type="checkbox"/>	No religion/faith
<input type="checkbox"/>	Free Church	<input type="checkbox"/>	Roman Catholic	<input type="checkbox"/>	I do not wish this
<input type="checkbox"/>	Greek Orthodox	<input type="checkbox"/>	Russian Orthodox		information to be recorded

First Language

Many families are multilingual and for the purpose of this form, please indicate your main family languages.

First languages are languages to which a child was first exposed during early development and continues to be exposed to in the home or community.

My child's first languages are: _____

My child has been speaking English for:

<input type="checkbox"/>	Up to 1 year
<input type="checkbox"/>	1 to 2 years
<input type="checkbox"/>	2 to 5 years
<input type="checkbox"/>	5 to 7 years
<input type="checkbox"/>	7 years +

Language spoken by Parents: _____

Dinner arrangements

Please indicate your child's dinner arrangements in school by ticking the relevant box:

<input type="checkbox"/>	School dinners (free or paid for)
<input type="checkbox"/>	Sandwiches
<input type="checkbox"/>	Home

Travel arrangements

Please indicate how your child usually travels to school by ticking the relevant box.

<input type="checkbox"/>	Bicycle	<input type="checkbox"/>	Car/van	<input type="checkbox"/>	Car share with other pupils	<input type="checkbox"/>	Public bus	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	Walk
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Parents in military service

Are either of this pupil's parents in military service (Personnel Categories 1 or 2 only)? **Yes/No**

Name and location of previous school

Name: _____

Location: _____

Consent for photographs

During their time at school, your child may be involved in plays or other events at which photographs are taken. Please indicate by ticking the box below whether you agree for any photographs of your child to be used by the school (e.g. on its website or in newsletters):

- I agree to photographs of my child being used for the School website
- I agree to photographs of my child being used on Facebook or Twitter
- I agree to photographs of my child being used for displays within School
- I agree to photographs of my child being used by local newspapers
- I agree to photographs of my child being used for sporting events
- I agree to photographs of my child being used on the Family App

Consent to administer creams

During their time at school young children in nappies or toilet training may need to have nappy rash cream applied. During periods of hot weather young children may need help to apply their own sun cream.

- I agree to staff helping my child apply sun cream
- I agree to staff applying labelled nappy cream supplied by parent/carer

