

S11/1 Data Collection on Admission to School: Pupil Information

This form is for completion by the Parent/Carer of every child **once** they have been given a place at the school.

Parents/Carers must complete the whole form giving **your** contact details as well as information on people to be contacted in the event of an emergency.

Please provide as much of the following information as you can. If you need help in completing the form, please ask the School Administrator/Secretary/Bursar. The shaded boxes are for school's use. Please return this form to the school.

School:

For Schools Use (Optional):

Admission No: UPN:

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*)

For Schools Use:

Birth Certificate Seen? Admission Date:

Address of Pupil (*incl. Postcode*)

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*

Doctor's Name, Surgery Address and Surgery Telephone No:

Does this child have any known disability? Yes/No If so, please specify below.

Medical Information or nature of disability:

Ethnic/Cultural

Our ethnic background describes how we think of ourselves. This may be based on many things, including, 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		Black or Black British	
British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Asian or Asian British	
Greek/Greek Cypriot	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Turkish/Turkish Cypriot	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Western European <i>Note 1</i>	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Eastern European <i>Note 2</i>	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
Other <i>Note 3</i>	<input type="checkbox"/>	Any Other Ethnic Background	
Mixed		Afghan	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>	Arab <i>Note 5</i>	<input type="checkbox"/>
White & Black African	<input type="checkbox"/>	Filipino	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>	Iranian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>	Japanese	<input type="checkbox"/>
Chinese		Malay <i>Note 6</i>	<input type="checkbox"/>
Hong Kong Chinese	<input type="checkbox"/>	Thai	<input type="checkbox"/>
Other Chinese <i>Note 4</i>	<input type="checkbox"/>	Any other Ethnic group <i>Note 7</i>	<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, Ukranian, 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, Croatia, 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*

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

Is this pupil seeking asylum?

Is this pupil a refugee?

Religious Affiliation

Baha'i

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other *

No Religion

Decline to answer

* *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
- Car/Van
- Car Share
- Public service bus*
- Dedicated school bus*
- Taxi
- Train
- Walk
- Other

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

Recoupment:

The following information is required so that the Local Education Authority can recover the cost of educating children who are not its responsibility, mainly because the child's normal place of residence falls within a different Local Authority.

Please tick the appropriate box if you pay Council tax to one of the following Councils:

- | | | | |
|----------|--------------------------|--|--------------------------|
| Cornwall | <input type="checkbox"/> | Somerset | <input type="checkbox"/> |
| Dorset | <input type="checkbox"/> | Torbay | <input type="checkbox"/> |
| Plymouth | <input type="checkbox"/> | Other <i>(i.e not Devon or one of the others listed)</i> | <input type="checkbox"/> |

Please tick if this child is in the care of Social Services *(sometimes known as being 'Looked After')*
and state which Local Government Authority is responsible for this child e.g. Devon, Torbay etc below:

Please tick if this child has Special Educational Needs *(i.e. has a Statement for 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)*

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 2003*

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

Other

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

Name:	Date of Birth:

Signed:

Date:

Please complete S11/2 Data Collection on Admission to School - Contacts

If your child is entitled to Free School Meals or to free transport or if you would like to find out, please contact the Student Office.

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

Schools hold information on pupils and parents in order to run the education system,(ie 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 Department for Education (DFE), Careers Southwest (formerly the Connexions), Department of Health (DH) and 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 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, then please contact the relevant organisation in writing:

The School

The LA's Information Compliance Officer at Devon County Council, Coaver Offices, County Hall, Topsham Road, Exeter, Devon EX2 4QD

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 LSC's Data Protection Officer at Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT

The DH's Data Protection Officer at Skipton House, 80 London Road, London SE1 6LH

The PCT's Information Government Manager, Devon PC, Dean Clarke House, Southernhay East, Exeter, Devon EX1 1PQ

The DCSF's Data Protection Officer at DCSF, Caxton House, Tothill Street, LONDON, SW1H 9NA

The DFE's London Office, Sanctuary Buildings, Great Smith Street, LONDON SW1P 3BT

**This information also includes contact details, National Curriculum assessment results, attendance information,*

ATTENDANCE:

Parents are responsible in law for ensuring that children of compulsory school age receive full-time education. Failure to do so could result in a fine or prosecution.

Parents do not have the right to take children on holiday in term time. Leave of absence will only be granted in exceptional circumstances and in advance by the College using a holiday form available from the student office. The request will be considered in the light of the student's existing attendance record and Year group. If a holiday is unavoidable in College time leave may be granted up to a maximum of 10 school days in an academic year. Further holiday absence in that academic year is likely to be recorded as unauthorised absence and could incur a fine.

AUTHORISED ABSENCES (absences that are allowed):

Illness – if your child is genuinely ill please contact the College on the first day of their absence. Staff will be concerned if they do not hear anything.

Exceptional Family circumstances - e.g. bereavement or unavoidable medical appointments.

UNAUTHORISED ABSENCES (unacceptable reasons for absence):

For Example:

- Visits that can be arranged outside College hours
- Birthdays
- Looking after family members
- Truancy

S11/2 Data Collection on Admission to School: Contacts

Name of child these are the contact details for:

UPN (for School's Use - Optional)

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/guardians 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 these 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

Publicity Consent

The College would like to celebrate students achievements across a range of published media. We would like to use images, video and sound of your child and examples of their work. If you **do not** consent to use of these please tick below.

I do not consent to the College use publicity media involving my child (**Please Tick**)

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school is required to share some of the data with the Local Authority and with the DCSF.

Signature

Date

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 governors

To be asked to give consent e.g. to the child taking part in school trips

To be informed about meetings involving the child, e.g. a governors' meeting on the child's exclusion

Your Details

Surname

Forename

Gender: Male/Female *Please delete as applicable*

Title (e.g. Mr, Mrs, Miss, Ms, Rev. etc)

Relationship to child (Please select from the following)

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'? Yes/No (Please delete as applicable)

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

Contact priority (1 - 5)

Address (If different from address given for child)

Contact Information

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

Please tick if this is a daytime number

Notes

Home

Work

Mobile

Other

Email Address

This is Vital for communications via Parent Mail and for learning gateways.

Home

Work

If English is not your first language, please state what is (this may include British Sign Language):

Do you need a translator/signer? Yes/No (Please delete as applicable)

Place of Work

Parent/ Contact 2

Gender: Male/Female *Please delete as applicable*

Title (e.g. Mr, Mrs, Miss, Ms, Rev. etc)

Relationship to child (See list under 'Your Details')

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

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

Contact priority (1 - 5)

Address (If different from address given for child)

Contact Information

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

Please tick if this is a daytime number

Notes

Home

Work

Mobile

Other

Email Address

Home

Work

If English is not your first language, please state what is (this may include British Sign Language):

Do you need a translator/signer? Yes/No (Please delete as applicable)

Place of Work

Parent/Contact 3

Surname

Forename

Gender: Male/Female Please delete as applicable

Title (e.g. Mr, Mrs, Miss, Ms, Rev. etc)

Relationship to child (See list under 'Your Details')

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

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

Contact priority (1 - 5)

Address (If different from address given for child)

Contact Information

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

Please tick if this is a daytime number

Notes

Home

Work

Mobile

Other

Email Address

Home

Work

If English is not your first language, please state what is (this may include British Sign Language):

Do you need a translator/signer? Yes/No (Please delete as applicable)

Place of Work

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