

## Pupil Data Collection Form

This form should be completed by parents or by those who have parental responsibility or day to day care of the child. Please keep school informed of any changes to this information such as new mobile telephone numbers, changes of address, etc.

### PUPIL INFORMATION

<b>Legal surname</b>		<b>Legal forename</b>	
<b>Middle name(s)</b>		<b>Preferred forename</b>	
<b>Any previous Name(s)</b>			
<b>Date of birth</b>		<b>Sex</b>	Female / Male
<b>Ethnicity</b>		<b>Religion</b>	
<b>First language</b>		<b>Usual mode of travel</b>	Walk / Cycle / Car / Taxi School Bus
<b>Home address, including postcode (where child normally resides)</b>		<b>Names and dates of birth of siblings, including step-siblings</b>	
<b>Lunch meal type (please tick one only)</b>	School Meal (paid) Free School Meal Packed Lunch Universal Free Meals	<b>Special dietary requirements</b>	
<b>Doctor's name, address and telephone number</b>		<b>Previous schools and nursery Dates from and to</b>	
<b>Any other relevant information: medical conditions (allergies, asthma, etc), disability, Social Care, Legal Orders, etc</b>			
<b>Medical</b>		<b>Legal</b>	
<b>Social Care and other agencies</b>		<b>Other</b>	

**PARENT INFORMATION: MOTHER** (Please underline the main contact telephone number)

<b>Surname</b>		<b>Forename</b>	
<b>Date of birth</b>		<b>Email address</b>	
<b>Home address, including postcode</b>		<b>Can this person collect the child from school?</b>	Yes / No
<b>Does this person have parental responsibility?</b>	Yes / No	<b>Is this person an emergency contact?</b>	Yes / No
<b>Telephone numbers</b>	Home:	Mobile:	Work:

**PARENT INFORMATION: FATHER** (Please underline the main contact telephone number)

<b>Surname</b>		<b>Forename</b>	
<b>Date of birth</b>		<b>Email address</b>	
<b>Home address, including postcode</b>		<b>Can this person collect the child from school?</b>	Yes / No
<b>Does this person have parental responsibility?</b>	Yes / No	<b>Is this person an emergency contact?</b>	Yes / No
<b>Telephone numbers</b>	Home:	Mobile:	Work:

If there are any other persons who have parental responsibility or can be deemed a 'parent' (eg step parent, or parent's partner), please provide details below. Please underline the main contact telephone number. Continue on a separate sheet if necessary (ie more than one additional person with parental responsibility, etc).

<b>Surname</b>		<b>Forename</b>	
<b>Date of birth</b>		<b>Email address</b>	
<b>Home address, including postcode</b>		<b>Can this person collect the child from school?</b>	Yes / No
<b>Does this person have parental responsibility?</b>	Yes / No	<b>Is this person an emergency contact?</b>	Yes / No
<b>Relationship to child</b>			
<b>Telephone numbers</b>	Home:	Mobile:	Work:

**OTHER EMERGENCY CONTACTS – IN PRIORITY ORDER**

Please provide below the names of any other people who can be contacted by school in an emergency (these may be family members, not identified overleaf, or friends). Please underline the main contact numbers.

<b>Surname</b>		<b>Forename</b>	
<b>Address</b>			
<b>Relationship to child</b>		<b>Can this person collect the child from school?</b>	Yes / No
<b>Telephone numbers</b>	Home:	Mobile:	Work:

<b>Surname</b>		<b>Forename</b>	
<b>Address</b>			
<b>Relationship to child</b>		<b>Can this person collect the child from school?</b>	Yes / No
<b>Telephone numbers</b>	Home:	Mobile:	Work:

<b>Surname</b>		<b>Forename</b>	
<b>Address</b>			
<b>Relationship to child</b>		<b>Can this person collect the child from school?</b>	Yes / No
<b>Telephone numbers</b>	Home:	Mobile:	Work:

<b>Names of any other people who are permitted to collect your child from school</b>	
<b>Names of any people who are NOT permitted to collect your child and reasons for this</b>	

<b>BIRTH CERTIFICATE</b>	<p>Please provide the original copy or a certified copy of your child's Birth Certificate on registration.</p> <p>Birth Certificate checked by .....</p>
<b>Adopted pupils</b>	<p>Has your child been adopted from care? <b>YES / NO</b> (Please provide copy of adoption certificate / legal document on registration)</p> <p>Date of adoption .....</p> <p>Adoption Certificate checked by .....</p>
<b>Looked After Pupils</b>	<p>Is your child a 'Looked After Child'? <b>YES / NO</b></p> <p>Local Authority with responsibility for your child .....</p>
<b>Service Children</b>	<p>Are any of the child's parents serving members of the Armed Forces? <b>YES / NO</b></p> <p><b>Please state where stationed</b> .....</p>

**Name of person completing this form** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Relationship to child** \_\_\_\_\_

The school is registered under the Data Protection Act 2018 to keep the information submitted on this form. Pupil data is used for statutory returns to the Local Authority and the Department for Education. For information about how the school uses personal information please refer to the privacy notice displayed on the school website.

**I give my consent for my child to be included in the following:**

<b>Copyright Permission</b>	<b>(ie use of child's work in displays)</b>	<b>YES/ NO</b>
<b>Monitored Internet Access</b>		<b>YES / NO</b>
<b>Sex Education</b>		<b>YES / NO</b>
<b>Data Exchange (ie with Young Peoples' Service / colleges)</b>		<b>YES / NO</b>
<b>Participation in residential visits during term time</b>		<b>YES / NO</b>
<b>Collective Worship</b>		<b>YES / NO</b>
<b>Physiotherapy Screening</b>		<b>YES / NO</b>
<b>Speech and Language Screening</b>		<b>YES / NO</b>
<b>Occupational Therapy Screening</b>		<b>YES / NO</b>
<b>Travel on School Minibus, on educational visits, etc</b>		<b>YES / NO</b>
<b>Travel in appropriately insured staff vehicles</b>		<b>YES / NO</b>
<b>Swimming if applicable</b>		<b>YES / NO</b>
<b>Administration of First Aid if required</b>		<b>YES / NO</b>

**\*Photographs:**

Do you agree to individual /group photographs/videos of your child being taken by authorised staff within the school or 3<sup>rd</sup> parties (local press) at special events e.g. school productions or extra-curricular events. These images are used in school publications / online publications e.g. school website / official social media page and for digital display purposes within school.

**YES / NO**

**\* Please read Conditions of Use overleaf re Photographs**

**Please sign this form and return it to school as soon as possible.**

**THIS INFORMATION WAS PROVIDED BY: \_\_\_\_\_**

**(please print)**

**RELATIONSHIP TO THE PUPIL: \_\_\_\_\_**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

## **PHOTOGRAPHS / IMAGES:**

### **Conditions of Use**

1. Signing this form gives us permission to use the photographs / images forever and in all current and future media – should you wish to revoke your permission, under GDPR Guidelines, you will need to write to the school.
2. The school will not use the personal contact details or full names (which means first name and surname) of any pupil or adult in a photographic image, or video, on our website / school social media page or in any of our printed publications.
3. If we use photographs of individual children, we will not use the full name of that pupil in any accompanying text or caption.
4. If we use the full name of a pupil in the text, we will not use a photograph of that pupil to accompany the article.
5. We will only use images of children who are suitably dressed and in a context that is not open to misinterpretation.
6. Images / videos will be stored according to Data Protection legislation and only used by authorised personnel.
7. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

### **Notes on Use of Images by the Media**

**If you give permission for your child's image to be used by the media, then you should be aware that:**

1. The media will want to use any images/video that they take alongside the relevant story.
2. It is likely that they will wish to publish the child's full name, age and the school's name in the caption for the picture (possible exceptions to this are large group or team photographs).

It is possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or media organisations.