

## Form 1 - Student Data Form for Year 7 September 2025

Receipt of these forms is vital for our preparations for September so please ensure they are returned as soon as possible. Having your correct email address also means we can communicate with you more easily.

Please return your forms via email to [vbg@knutsfordacademy.org.uk](mailto:vbg@knutsfordacademy.org.uk) or as a paper copy to Knutsford Academy, Westfield Drive Campus, Westfield Drive, WA16 0BL

Surname (as on birth certificate):		Forename(s):	
Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>
Preferred First Name:			
Student's address (including post code) :		Date of Birth:	
		Current Primary School:	

### Parental Responsibility and Emergency Contacts

1. Please indicate **all** persons who have parental responsibility i.e. those parents entitled to be consulted about their child's education.
2. Please place in the order you wish to be contacted in an emergency.
3. The **primary** email address will be used by the school's 'InTouch' email system to communicate with parents/carers

#### Contact 1

Name and title (Mr, Mrs, Ms, Miss, Dr, etc.)			
Home Address:			
Telephone contact no:	Mobile:	Home:	Work:
<b>Primary email address:</b>			
Relationship to student:			
Parental Responsibility:	Yes / No (please circle)		

#### Contact 2

Name and title (Mr, Mrs, Ms, Miss, Dr, etc.)			
Home Address:			
Telephone contact no:	Mobile:	Home:	Work:
<b>Primary email address:</b>			
Relationship to student:			

Parental Responsibility:	Yes / No
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**Contact 3**

Name and title (Mr, Mrs, Ms, Miss, Dr, etc.)			
Home Address:			
Telephone contact no:	Mobile:	Home:	Work:
Primary email address:			
Relationship to student:			
Parental Responsibility:	Yes / No (please circle)		

**GP/Medical Centre Name:** .....

**Medical Information:** Does your child have problems/suffer with any of the following?

Vision, hearing, asthma, hay fever, eczema, epilepsy, diabetes, severe allergies (please circle)

Other (please state): .....

If severe, provide further details: .....

**Travel to school** (please tick appropriate choice)

School bus ☐ Train ☐ Public bus ☐ Walks ☐ Car ☐ Taxi ☐ Cycle ☐

**Parent Pay** (see Sec 7 of Welcome Guide)

Do you agree to your son/daughter being registered on the Academy's biometric cashless catering system?

Yes ☐ No ☐

**Free School Meals** (see Sec 6 of Welcome Guide)

Is your son/daughter eligible for Free School Meals: Yes ☐ No ☐

<b>First Language:</b>	<b>Ethnicity:</b> see Sec 13 of Welcome Guide	<b>Religion:</b> see Sec 13 of Welcome guide
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**Consent for Acceptable Use Policy for Internet Based Technologies:** (see Sec 13 of Welcome Guide)

My son/daughter and I have read and understand the Acceptable Use Policy for Internet Based Technologies and I agree that he/she will abide by it and use the school computer facilities in a responsible manner. Yes ☐ No ☐

## KNUTSFORD ACADEMY DATA CONSENT FORM – PUPIL PERSONAL DATA

### About providing data consent

During your child's time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information, which is also available on the Academy's website.

<https://www.knutsfordacademy.org.uk/policies/>

There are some things that we cannot do unless you tell us that we can. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not. A form detailing your response either way is required to be returned for your child.

### Getting in touch with us

You may change your mind in relation to any of the consents that you have provided at any time in the future by getting in touch with the Academy.

### Photographs and Videos

Some of the information in the attached table below includes asking for consent in relation to the use of photographs and videos of your child. We assure you that we take very seriously the issue to potential misuse of photographs and videos of our pupils, and have the following measures in place:

- The control of access to the photographs taken of your child and ensuring they are stored securely and in line with the Academy's Document Retention Policy  
<https://www.knutsfordacademy.org.uk/policies/>
- Details of the specific consents relating to your child and the use of their photograph is captured within the Academy's Pupil database to ensure they are used in accordance with your wishes.
- Members of staff will always check with students at the point of taking a photograph or video that they are willing to be included.

As an Academy we are very proud of the achievements of all of our pupils and we want to be able to celebrate these achievements both in the Academy and with others. We may also want to report on significant events which involve our pupils. This will involve providing information about involvement in certain activities (i.e. Sports, Music, Performing Arts, etc).

	Yes	No
In order to celebrate my child's achievements, I am happy for the Academy to use photographs/videos of my child		
The following information about my child may also be used with the above: Name, Class, Year Group.		
I am happy for the information selected above to be used in various internal and external publications such as the school website and intranet, prospectus and other promotional material, social media sites and in external and internal media.		

## Provision of information to identified contacts for your child

Each year parents provide confirmation of who they authorise to receive information about their child via our Pupil Data Collection Forms. This is usually a parent/step-parent or legal guardian or anyone who has parental responsibility. For General Data Protection purposes (GDPR), we require you to confirm that you agree for the contacts you have nominated previously to continue to receive information about your child.

Knutsford Academy currently provides reports and other information to your nominated contacts (e.g., performance and behaviour, medical conditions and parental contact details, address, email and contact numbers) via a number of services (such as SIMS ParentApp or Satchel One). Please be assured that the information within these services will only be shared with those individuals that you have given authority to receive this information.

You can check the nominated person(s) Knutsford Academy holds to receive information about your child by contacting the Academy's Student offices.

	Yes	No
I am happy for Knutsford Academy to provide information about my child, as outlined above, with the contacts I have previously nominated as being permitted to receive this information (this doesn't include extended emergency contacts which have been named for other purposes).		
I confirm that I have read and understood the Data Privacy Notice for Pupils & Parents/Carers provided in Section 12 of the Welcome Guide.		

## Authorised logins

We strongly suggest any logins provided by Knutsford Academy are regarded with the same security as passwords for any other confidential services that you may use.

I understand the importance of my parental logins provided by the Academy (such as the Arbor App, ParentPay) which can be used to provide consent for reply slips, payments, medical consent, activity/trip consent, etc.

This consent will otherwise continue until your child leaves Knutsford Academy.

Signed: .....

Name: ..... Date: .....

Relation to student: .....