**Wollaston School**

**CONFIDENTIAL**

***Student Details*** ***September Admission 2022-2023***

We would be grateful if you would complete this form to provide us with details about your child. This information will be stored on a computer, so it will be subject to the Data Protection Act. The Act requires that all the information will be strictly confidential and may only be accessed by those with a legal right to see it. The information will not be given to anyone without written consent. You have a right to examine, at any reasonable time, information about you or your child that we keep on computer. You have the right to correct any information which you feel is wrong or misleading. We will ask you at least once a year to check the information which we hold about your child.

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| ***The Student (Please complete in black ink)*** | | | | |
| Surname of student: | | Any previous surname: | | |
| First name: | | Middle name: | | |
| Preferred name to be used in school: | | Date of Birth:  Country of Birth: | Sex: M/F | |
| Adopted: Yes/No | | Ever in Local Authority Care: Yes/No  **If Yes please name**: | | |
| Court Order: (**please supply a copy**) Yes/No | | English an Additional Language: Yes/No | | |
| ***Parent/Carer Details:*** | | | | |
| PARENT/CARER 1 **PRIORITY 1** (**Mr/Mrs/Miss/Ms**)  Name:  Date of birth\*:  National Insurance No\*:  Address (including village):  Post code:  Home telephone:  Mobile number:  Home e-mail address\*\*:  Legal Responsibility: Y/N  Copies of Reports and/or Correspondence: Y/N | | PARENT/CARER 2 **PRIORITY 1** (**Mr/Mrs/Miss/Ms**)  Name:  Date of birth\*:  National Insurance No\*:  Address (including village):  Post code:  Home telephone:  Mobile number:  Home e-mail address\*\*:  Legal Responsibility: Y/N  Copies of Reports and/or Correspondence: Y/N | | |
| Please tick in the box if the  child lives at this address: |  | Please tick in the box if the  child lives at this address: | |  |
| Work/Daytime address and telephone no: | | Work/Daytime address and telephone no: | | |
| \* Only required if your child is entitled to pupil premium funding/free school meals.  \*\* **A current email address is vital as it is our preferred method of communication (InTouch) and will serve as your username for our parental portal (Insight). InTouch will send to Parents/Carers (priority 1)** | | | | |

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| Name and address of previous school:  Post Code: Telephone number:  Start Date: Leaving Date: | | |
| Has the student a brother or sister at Wollaston School?  (please tick appropriate box) | YES | NO |
| If YES, please list name of brothers and/or sisters:  Position in family (please circle) 1 2 3 4 5 | | |

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| ***Emergency Contacts:*** | | | | | |
| Emergency contacts are very important to us. If your child becomes ill during the day we need to be able to contact you, or someone acting for you, who is able to collect your child. Please give at least two contact numbers. We suggest the telephone numbers of any place of work and one other emergency contact, perhaps a grandparent if they live close by. If you have no relatives in the area then please ask a friend, neighbour or childminder if they would be willing to act as an emergency contact. **Please include yourselves in the priority list**. | | | | | |
| Contact Name (Inc. Title) | Relationship | Address (Inc. post code) | Telephone number | Legal Responsibility  (Yes or No) | Priority |
|  | Parent/Carer |  |  |  | 1 |
|  | Parent/Carer |  |  |  | 1 |
|  |  |  |  |  | 2 |
|  |  |  |  |  | 3 |
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| ***Medical Details:*** |
| Doctor’s Surgery Address:  Telephone Number: |
| Medical condition of child: |

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| **Special Educational Needs** | YES | NO |
| If YES, please give brief details of the Statement: | | |

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| ***Lunchtime Arrangements*** | | | | | | |
| Students will only be allowed to leave the school premises at lunchtime if they live in Wollaston and go home for lunch, or if a written request has been received from parents. **Please tick one box per day** **only** to indicate what you would like your child to do at lunchtime: | | | | | | |
|  | | **M** | **T** | **W** | **T** | **F** |
| H | Leave the school site and go home for lunch (Wollaston only) |  |  |  |  |  |
| CC | Stay on site for a school meal in cafeteria |  |  |  |  |  |
| PL | Stay on site and bring a packed lunch |  |  |  |  |  |
| S | Free School Meals |  |  |  |  |  |

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| ***Dietary Needs*** | | |
| Please give details of any special dietary needs of your child: | | |
| COLR | Artificial colouring allergy |  |
| DAIR | No dairy produce |  |
| GLUT | Gluten free |  |
| KOSH | Kosher foods only |  |
| NUTS | No nuts of any type/quantity |  |
| PORK | No pork |  |
| RAMA | Ramadan |  |
| SEA | Seafood allergy |  |
| VEGA | Vegetarian |  |
| Any other: | | |

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| ***Ethnically-based Statistics*** | | | | | |
| The collection of ethnically-based data is becoming increasingly recognised as a means of identifying needs and thus ensuring fair and equal treatment for all. The information you are asked to give below is for educational purposes and will be used only to enhance the provision for all pupils in Northamptonshire schools. | | | | | |
| **Please tick in the appropriate box** | | | | | |
| *Ethnic origin of child* | | | | | |
| White - British | WBRI |  | Indian | AIND |  |
| White - Irish | WIRI |  | Pakistani | APKN |  |
| Traveller of Irish Heritage | WIRT |  | Bangladeshi | ABAN |  |
| Gypsy/Romany | WROM |  | Other Asian Background | AOTH |  |
| Other White Background | WOTH |  | Caribbean | BCRB |  |
| White and Black Caribbean | MWBC |  | Other Black African | BAOF |  |
| White and Black African | MWBA |  | Somali | BSOM |  |
| White and Asian | MWAS |  | Other Black Background | BOTH |  |
| Other Mixed Background | MOTH |  | Other Ethnic Group | OOEG |  |
| Chinese | CHNE |  | Vietnamese | OVIE |  |

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| *Language (the language normally spoken in the child’s home)* | | | | |
| **Please tick in the appropriate box** | | | | |
| Bengali |  | **Does your child speak Welsh?** | YES | NO |
| Cantonese |  |
| English |  | Other (please give details) | | |
| Greek |  |
| Gujarati |  | Portuguese | |  |
| Hindi |  | Spanish | |  |
| Italian |  | Turkish | |  |
| Punjabi |  | Urdu | |  |

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| *Religion of child* | | | |
| **Please tick in the appropriate box** | | | |
| Buddhist |  | Muslim |  |
| Christian |  | No religion |  |
| Hindu |  | Other religion |  |
| Jewish |  | Sikh |  |

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| *National Identity* | | | |
| **Please tick in the appropriate box** | | | |
| British |  | Scottish |  |
| English |  | Welsh |  |
| Irish |  | Other |  |

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| ***Travel Arrangements*** | | |
| **Please tick one box** below to indicate how your child will travel to and from school: *(only one box can be ticked – please choose the mode of transport most frequently used. If a child comes by one mode in the morning and travels home by a different mode, it is the morning travel mode that should be recorded)* | | |
| CAR | Car or Van |  |
| CRS | Car Share *(with children from a different household)* |  |
| CYC | Bicycle |  |
| PSB | Public Service Bus |  |
| DSB | Dedicated School Bus *(subject to receiving a bus pass from the County Council)* |  |
| TRN | Train |  |
| TXI | Taxi |  |
| WLK | Walk |  |
| OTH | Other *(please specify)* |  |

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| ***Photographs*** |
| Wollaston School takes photographs of students each year for record and identification purposes. These photographs, taken by an external company, are made available to parents for purchase. In addition, we regularly take photographs of students carrying out activities at school, and we have always appreciated the support of parents in celebrating the successes of our students across the community. We display enlarged photographs of students and their activities around the school, and include them in newsletters which are sent to parents and other interested parties. We also include student photographs on the pages of our website. Whilst we take the greatest care to ensure that any photograph taken by the school will be used for positive purposes, we accept that some parents may have reservations about photographs of their children being used by the school. For this reason, all parents are asked as part of the enrolment process if they object to this use.  **Please tick in the appropriate box**  I APPROVE the school using images of my child in the school prospectus, on the school website,  on notice boards around the school in addition to internal records  I DO NOT wish photographic images of my child to be used by the school  for any purpose other than internal records |

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| **This information was provided by: (please tick appropriate box)** | | | |
| Parent |  | Student |  |

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| ***Youth Support Services*** |
| We will be passing your child’s details to The Youth Support Services. This category covers such organisations as the Youth Support Service, Department of Health, Primary Care Trusts, Connexions, Examination Boards and Ofsted. However, your rights under ‘fair processing’ allow you to opt out of this system. Please read the document titled ‘Data Protection Act’ on the following two pages to explain your position more fully. If you choose to exercise your right to opt out, a system exists to record and monitor this decision.  **Please tick in the appropriate box**   |  |  | | --- | --- | | I give consent to data being passed to The Youth Support Services |  | | I do not give consent to data being passed to The Youth Support Services |  | |

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| *Any Other Information* | |
| If there is any information which you feel we should know about your child which is not covered in this form, please give details here: | |
| Signed:  Date: | Name (in block capitals) |

**DATA PROTECTION ACT**

Schools, local education authorities and the Department for Education (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education (DfE), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfE in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfE will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, 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 your child wishes to access their personal data or you wish to do so on their behalf please contact the relevant organisation in writing:

* Wollaston School: Irchester Road, Wollaston, Northants, NN29 7PH;
* the LEA’s Data Protection Officer: Northamptonshire County Council, PO Box 136, County Hall, Northampton NN1 1AT;
* the QCA’s Data Protection Officer: QCA, 83 Piccadilly, LONDON, W1J 8QA;
* the DfE’s Data Protection Officer: DfE, Caxton House, Tothill Street, LONDON, SW1H 9NA.

Please note that all rights under the Data Protection Act to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would therefore encourage you to share this note with your child if they are aged 12 or over.

Separately from the Data Protection Act, DfE regulations provide a pupil’s parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child’s educational record at the school. If you wish to exercise this right you should write to the school.

**Providing information to The Youth Support Services**

For pupils approaching or above age 13 the school is required to pass on information to The Youth Support Services. This information includes the name and address of the pupil and parent, and any further information relevant to The Youth Support Services. The role of The Youth Support Services is to support young people, help them to achieve their potential and to realise the benefits from education, learning and employment. However, parents or the pupil themselves (if aged 16 or over) can ask that no information beyond name and address (for pupil and parent) be passed on to The Youth Support Services. If as a parent, or as a pupil aged 16 or over, you do not want The Youth Support Services to receive from us information beyond name and address, please contact the school within two weeks of receiving this note.

Since, for pupils aged 16 or over, the right to ask for information beyond name and address not to be passed to The Youth Support Services rests with the pupil rather than the parent, it is particularly important that you share this note with your child if they are of this age.

The LEA and DfES may provide The Youth Support Services with information which they have about your child, but will not pass on any information they have received from us if you (or your child if aged 16 or over) has notified the school that The Youth Support Services should not receive information beyond name and address.