



Data Collection Sheet

The school has a statutory duty to ensure that your data is up to date and accurate. Please check that the information sign and return to the school office in a sealed envelope. Information is required to fulfil our legal and statutory obligations. Please refer to the school's Privacy Notice on our website for further explanation of the data collected in school, why it is collected and your rights under the Data Protection Act 2018.

Legal Surname:		Preferred Forename:	
Preferred Surname:		Middle Name:	
Legal Forename:			Gender:
Date of Birth:	Year:	Reg Group:	
Address:			

Please check/give details of all persons who have Legal Parental Responsibility, also any additional contacts. (For a definition refer to the GOV.UK website and search for Parental Rights and Responsibilities). Please note, removing a contact with Parental Responsibility requires supporting documentation.

Contact Priority	Legal Parental Responsibility	Contact Title & Full Name/Relationship	Home Address, Phone/Mobile	Work Phone/Email

Also list any additional emergency contacts and the priority in which they should be contacted.

Priority	Legal Parental Responsibility	Contact Title & Full Name/Relationship	Home Address, Phone/Mobile	Work Phone/Email

Travel Arrangements:	<i>Only 1 option may be chosen</i>
Options: Boarder, Bus, Car Share (ie 2 families sharing), Car/Van, Cycle, School Bus, Metro/Tram/Light Rail, Other, Public Bus, Taxi, Train, Walk	
Route if appropriate:	

Free School Meal: Is your child entitled to a (Benefits related) Free Meal?	
Meal Type: Free Meal, Sandwiches, Home, School Meal, UIFSM*	

*Universal Infant Free School Meal - Reception, Year 1, Year 2 only

Dietary Needs:

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Medical Practice:		Tel:	
Address:			

Medical Condition(s):

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Medical Note(s):

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Young Carers:

Please complete this box if you would like the school to be aware that your child has regular, caring responsibilities for someone who has a disability or long term health need? (When did their caring role start?)	
If your child is a Young Carer and your health/disability might make it difficult for you to accompany them to Accident and Emergency (if that were necessary during the school day), do you give permission for your child to attend Accident and Emergency with a staff member?	

Post Looked After Arrangements: (Please ✓ as appropriate)

Please tick the appropriate box below if you would like the school to be aware of, and record your child's status on the School Census.

Adopted from Care	
Left Care under a Special Guardianship Order	
Left Care under a Residence or Child Arrangements Order	

Ethnic/Cultural

Ethnicity:		First Language: (ie language spoken at home during early years)	
Religion:			

Service Child

Is the parent(s) the child resides with currently serving in the (regular) Armed Services?	
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The school is classed as a Data Controller under the Data Protection Act 2018 and as such has a duty to process any personal information obtained and held by them according to the Data Protection Principles. The school also has a statutory duty to share some or all of this information with other professional bodies as set out in the school's Privacy Notice. Should you have any queries in relation to this please contact the school directly.

Signature:

Date:

Print Name: