Data Collection

Academic Year 2025 - 2026

Dear Parent/Carer

Ansford Academy is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them.

The data we collect about pupils and their parents/carers and emergency contacts will be utilised in accordance with the Academy’s Data Protection Policy. The data we collect aids us to fulfil our obligations both legally and as a public organisation in the delivery of education and supporting the welfare of our pupils.

The data collected in this form will also be transferred onto electronic systems and stored in accordance with the Academy’s defined retention periods.

**Consents obtained will cover your child for their time at Ansford Academy.** Please ensure the contact details and other information regarding your child is kept up to date. If you change your details at any time, or wish to change consents given, please let the Academy know as soon as possible by emailing office@ansford.mnsp.org.uk, calling the academy on 01963 350 895 or by visiting the academy office.

If you have any questions, please do not hesitate to get in touch.

Yours sincerely



Mr Karl Musson

Head of School

**Ansford Academy Data Collection Sheet**

| Legal Surname:  Preferred Surname: | | Legal Forename:  Preferred Forename: |
| --- | --- | --- |
| Middle Name: | | Gender: |
| Date of Birth: |  | Address: |
| Year Group: | | Tutor Group: |

**Please give details of all persons who have Legal Parental Responsibility** (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**  **and Relationship** | **Contact Home Address** | **Contact phone numbers.**  **Please indicate which is the main number to be contacted** |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Mobile No:**  **Work No:**  **Home No:**  **Email:** |
|  |  |  |  | **Mobile No:**  **Work No:**  **Home No:**  **Email:** |

**Please also list any additional emergency contacts and the priority in which they should be contacted. (Including those above, it is advised that a minimum of 3 contacts are supplied). PLEASE NOTE, in supplying the emergency contact data, the signatory is affirming that the contacts have agreed to act in this way and are aware that the details supplied will be retained by the academy for this purpose. The information provided in the Privacy Notice on the academy website explains the academy’s responsibilities and their rights.**

| **Contact**  **Priority** | **Contact: Title, Full Name**  **and Relationship** | **Contact Home Address** | **Contact phone numbers.**  **Please indicate which is the main number to be contacted** |
| --- | --- | --- | --- |
|  |  |  | **Mobile No:**  **Work No:**  **Home No:** |
|  |  |  | **Mobile No:**  **Work No:**  **Home No:** |

**Medical Information**

| Medical Practice: | Address: | |
| --- | --- | --- |
| Telephone No: |  | |
| Medical Conditions including allergies: |  | |
| Does your child require: | Medication to be held in school | Yes / No |
| A emergency care plan | Yes / No |

**Free School Meals (FSM)**

| Free School Meals: Is your child entitled to a (Benefits related) Free Meal? |  |
| --- | --- |

**Young Carers:**

| Does your child have 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 |  |

| **Students Walking to and From School Only**  If students live locally and intend to walk to and from the Academy site, the parent retains responsibility for assessing that their child is safe to do so and for their safety and conduct at that time. |
| --- |

**Ethnic/Cultural**

| Ethnicity: |  | Nationality: |  |
| --- | --- | --- | --- |
| Country of Birth: |  | 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? |  |
| --- | --- |

**Combined Consent Form**

| **Ansford Academy would like you to give your permission/agreement for the following:** | Please tick | |
| --- | --- | --- |
| **Yes** | **No** |
| **USING YOUR CHILD IMAGE**  May we use your child’s photograph in the Academy prospectus and other printed publications that we produce for promotional purposes or on project display boards? |  |  |
| May we use your child’s photographic or video image on our website for promotional purposes e.g. on the Academy website? |  |  |
| Are you happy for your child to appear in the media? This may include local newspapers, promotional material or websites. It may also include external events or competitions in which students have participated. |  |  |
| Are you happy for your child to appear on social media sites used by the Academy, e.g. Twitter and Facebook? |  |  |
| **BIOMETRIC INFORMATION**  The Academy uses a cashless system for students to pay for food in the dining area and to release work from the computer printers. Students access their money with a biometric system (the system generates a unique code from the pattern on one of their fingers).  Do both you **and** your child give your consent for us to electronically store the code generated from the finger pattern and use this for catering payment, print release, library borrowing and other devices?  More information can be found on the Academy website | **Parent Yes** | **Parent No** |
|  |  |
| **Student Yes** | **Student No** |
|  |  |
| **ACADEMY TRIPS AND OTHER OFF-SITE ACTIVITIES**  I am happy for my child to take part in local school trips within a 15 mile radius of Ansford Academy. | **Yes** | **No** |
|  |  |
| **Careers South West**  I am happy for the additional information requested by Careers South West regarding my child to be shared with them beyond the schools legal responsibility of basic student information. | **Yes** | **No** |
|  |  |
| **Tempest Photography**  The Academy currently uses Tempest Photography who offer you the opportunity to purchase this photograph via a paperless system.  In order for you to access this paperless system we need to share with them your mobile phone number. For more information please visit [www.htempest-photography.co.uk](http://www.htempest-photography.co.uk/). | **Yes** | **No** |
|  |  |
| **Caterlink**  I have received the information from the school catering contract provided by Caterlink.  My child has no special dietary/allergies that Caterlink need to be aware of.  **(Please see information below)** | **Yes** | **No** |
|  |  |

| The Academy is classed as a Data Controller under the Data Protection Act and as such has a duty to process any personal information obtained and held by them according to the Data Protection Principles. The Academy also has a statutory duty to share some or all of this information with other professional bodies as set out in the Academy’s Privacy Notice. Should you have any queries in relation to this please contact the Academy directly. |
| --- |
| **Signature: Date:**  **Print Name:** |

**CASHLESS CATERING SYSTEM**

Our cashless catering system in school enables students to pay for meals in school by presenting their fingerprint. The system reduces the loss of money carried by students and gives parents / carers oversight of how their child spends their money on food in school and what they are eating. It will also enable a faster food service.

**How it works -** The system works by reading a small number of patterns on the fingerprint which is converted into a code and the next time the student’s fingerprint is scanned it simply checks that the same points are in the same places. No fingerprint image is stored and the details cannot be extracted or used for any other purpose.

**Student Dinner Money Account -** Each student will have a catering account which can be topped-up via the “School Gateway” online system which we already use for school trip payments. Please log on to the School Gateway in the normal way, and select the “Lunch Money” payment item within your child’s account. We will notify you by email / text and website notice as to when the top up function will go live.

If you have not registered for the School Gateway, please go to [www.schoolgateway.com](http://www.schoolgateway.com) . You will need to use the email address and mobile number that we hold on record for the main contact “priority one contact(s)” in our database. If we do not hold an email address or mobile number for you on our records you will need to provide these to us first. If you need to check or give us your details please contact reception on 01963 350895.

By logging onto the School Gateway it will be possible to view your child’s spending record and to set up email notifications alerting you when your child’s balance falls below an amount of your choosing. The Academy has automatically set a maximum daily spend limit of £5.00 on every account, but if you wish to lower or raise this please complete the appropriate section in the consent form attached.

**Cash Alternative –** There is a ‘top up’ terminal in the dining hall into which students can enter cash to top up their account.

**Free School Meals -** If your child benefits from Free School Meals, the value of this will be added to your child’s account each day.

**Consent -** In line with the General Data Protection Regulation (GDPR), we ask you to consent to the school processing your child’s biometric information by ticking the Biometric Information box included in the Combined Consent Form. Should consent not be given for use of the fingerprint, a unique PIN number can be issued to your child for them to remember and use at the tills. This option utilises data already held on our systems for other purposes.