

Highfield Middle School Contact Details 2026/2027

We are required by law to hold information about our students, this forms part of statutory data collections such as the School Census. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013

Please complete this form in block capitals and return to Highfield Middle School by 15th May.

Student Details

Legal Forename(s):	Legal Surname:	
Preferred Surname:	Preferred Forename:	
Address:	Middle Name(s):	
	Date of Birth:	Gender:
	Home Telephone:	
	Language:	
Post Code:		
Previous School:	Ethnicity:	Religion:
Siblings that will attend this school in September 2026 (include child's name and year group):	Young Carer: (Circle as appropriate) Yes / No	
	Previously Looked After:* (see page 2 for guidance) Yes / No	
Eligible for Free School Meals: Yes/No	Armed Forces Child: (Circle as appropriate) Yes / No	

Highfield Middle operates a text service to inform parents of urgent messages e.g. school closures and to make contact when there is an unexplained absence. The majority of other communications e.g. letters and school reports, will be sent via email or My Child At School (MCAS). Your email address will be used to register your MCAS account. MCAS and text communications will be sent to Priority 1 contacts with Parental Responsibility.

Contact Details - Priority 1 (1st Emergency contact, will receive MCAS/text/email communication)

Surname and Title (Mr/Miss/Mrs/Ms/Dr):	First Names(s):
Address (If the same as student's simply enter "SAME"):	Home Telephone:
	Work Telephone:
	Mobile Telephone:
	Email address:
Relationship to student (e.g. Father, Mother, Grandparent, carer):	Do you have legal parental responsibility for the student? (Circle as appropriate) Yes / No
Postal Name (How you would like communications addressed, e.g. Mr & Mrs Smith)	

Contact Details - Priority 2 (please provide details in case of emergency)

Surname and Title (Mr/Miss/Mrs/Ms/Dr):	First Names(s):
Address (If the same as student's simply enter "SAME"):	Home Telephone:
	Work Telephone:
	Mobile Telephone:
	Email address:
Relationship to student (e.g. Father, Mother, Grandparent, carer)	Do you have legal parental responsibility for the student? (Circle as appropriate) Yes / No

Contact Details – Priority 3 (please provide details in case of emergency)

Surname and Title (Mr/Miss/Mrs/Ms/Dr):	First Names(s):
Address (If the same as student's simply enter "SAME"):	Home Telephone:
	Work Telephone:
	Mobile Telephone:
	Email address:
Relationship to student (e.g. Father, Mother, Grandparent, carer)	Do you have legal parental responsibility for the student? (Circle as appropriate) Yes / No

Medical Information – This information is used to inform relevant staff in school of any medical conditions/needs your child may have. Medical Practice information is required in case of emergency.

Medical Practice:	Address:
Telephone number:	
Allergies – Please give a brief description:	
Dietary requirements- Please give a brief description:	
Medical condition(s) – Please give a brief description:	
If the medical condition(s) listed above require a Health Care Plan e.g. medication is taken, or you want to provide further information (e.g. to explain symptoms/treatment) please tick here:	

Biometric Consent – the student must respond to this question, please tick as appropriate

Use of my fingerprint to register on to the biometric system. The fingerprint image will not be stored by the school .	Yes		No	
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Additional Information – include details of any person with parental responsibility, who is not named above

Parent/Carer Signature _____ Student Signature _____ Date _____

For further information about how we use personal data please visit

<https://www.cheviotlearningtrust.co.uk/privacy-notices>

*** Previously Looked After Guidance** – A previously looked-after child is a child who was in care to an English or Welsh local authority and then left care because one of the following took place:

- they were adopted
- they were subject to a special guardianship order
- they were subject to a child arrangements order

It is your choice whether to inform the school that your child is previously looked-after. This information is collected to help ensure that the designated teacher for previously looked after children can support those children and the school can attract pupil premium funding to support this cohort.