

ACADEMIC YEAR 2017/2018- DATA COLLECTION

**Please check that the information we hold for your child is correct. Amend any incorrect or missing details, and return to the school office by Friday 20th April 2018.
It is crucial that this information is up to date.**

Legal Surname:	Surname:
Legal Forename:	Middle Name:
Chosen Name:	Gender:
Date of Birth:	Reg Group: Admission Number:
Address:	

**Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.
Place them in the order that you wish for them to be contacted in an emergency. If details already completed are incorrect please correct.
*It is your responsibility to inform any of the below that you are giving us their information.***

Priority	Name/Relationship	Home Address/Phone/Mobile/Email
1		Address: Tel: Email: Other Contact Tel:
2		Address: Tel: Email: Other Contact Tel:
3		Address: Tel:
4		Address: Tel:

<u>Ethnic/Cultural</u>	
Ethnicity:	Religion:
Country of Birth:	Town of Birth:
Home Language:	
Nationality:	Second Nationality:
If dual please state second nationality (this is compulsory information)	

Travel Arrangements:

If the above information is incorrect, please tick the appropriate choice below.

Bicycle Car Walk Taxi Public Bus Service **Travel Consent**

There may be enrichment/curriculum based activities which may take your child off school premises during the school day e.g. field trips and sporting activities, where they will be required to walk or travel by mini bus, coach, public or private transport.

There may be occasions when your child may be taken by a member of staff, with the relevant insurance, in his/her car to hospital or home or any other activities.

If you do not agree, your child will not participate in any of the above activities or be taken in a member of staff's car.

Welfare

Is your child currently "Looked After" by the LA

Yes No

Is your child a "Young Carer"

Yes No

Has your child "ceased to be looked after" in the last six years? If so, please provide reason e.g. Adopted, Special Guardianship Order.

Yes No **Reason:**

Does your child have a current "Child Protection Plan" in place?

Yes No **Medical Information****Medical Practice:****Address:****Telephone No:**

Does your child have any Medical Conditions or allergies that we need to be aware of

Is your child on any regular medication?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details
Is your child under the care of any hospital?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please give consultant's name and details

<u>Food Allergies</u>	
Does your child have any food allergies we need to be aware of? (Please see existing dietary needs listed below)	
<p>Current Dietary Needs:</p> <p>Additional Dietary Needs:</p>	

<u>Images and Internet Information</u>	
<p><u>Images</u></p> <p>Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as our website. We may also make video recordings for educational use.</p>	
<p><u>Internet</u></p> <p>As part of the national curriculum, pupils use computers in school to access the internet. We will ensure that safe use is always included when new activities are introduced to pupils. We always ensure that access to the internet has a valuable educational purpose and is supervised.</p>	

Free School Meals

DO NOT COMPLETE if you are already in receipt of Free School Meals

DO NOT COMPLETE this section if you receive any Working Tax Credits as you will NOT qualify

ONLY COMPLETE this section if you think that you may be eligible

Oldbury Academy has set up a fund so that assistance is given towards the cost of school uniform for those parents/guardians who are eligible for Free School Meals. If you are eligible for Free School Meals or have ever been in receipt of Free School Meals in the past 6 years you will have access to Oldbury Academy's Uniform Assistance Scheme and also support/assistance with school trips.

Children whose parent/legal guardian receives any of the following are entitled to Free School Meals.

Income Support	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Job Seekers Allowance – INCOME BASED ONLY	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employment and Support Allowance – INCOME BASED ONLY	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Guaranteed Pension Credit (Including Child Tax Credit)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Support under Part VI of the immigration and Asylum Act 1999	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Child Tax Credit with an annual income of less than £16,190	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Details of Parent/Guardian

Surname:	First Name:
Your Date of Birth:	Relationship to Child(ren):
Home Address:	
Post Code:	Telephone Number:
National Insurance Number of Parent/Guardian: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

I agree that you will use this information I have provided to process my claim for Free School Meals and will contact other sources as allowed by law to verify my initial and on-going entitlement.

I understand that the result of any Free School Meals eligibility check may also be used to assess my entitlement to receive free travel to school and/or uniform grant.

Parent/Guardian Signature: _____ Date: _____

Consent/Authorisation Page

Oldbury Academy is registered with the Information Commissioner's Office, registration reference: Z3238965 for processing personal data.

General Data Protection Regulation 2018

GDPR is the European Union's new legislation to protect the personal data of EU citizens, born out of a need to regulate data protection throughout the European member states and update the now dated 1995 Data Protection Directive.

Student Privacy Notice/Retention Policy

Please see the school's website for the Student Privacy Notice and Retention Policy which details:

- The categories of pupil information that we collect, hold and share.
- Why we collect and use this information.
- The lawful basis on which we use this information.
- List of legislation for which we are governed in the collection and processing of pupil information.
- Storing pupil data.
- Who we share pupil information with and the reasons why we share.
- The length of which this information is kept and how it is destroyed.

Consent for	Tick
That you have read the Student Privacy Notice/Retention Policy	
The information you have provided is valid at the date of signing	

Parent/Guardian Signature: _____

Name: _____

Your Child's Signature (if age 13 or over): _____

Specific Consent Required

Images – Photographs and Video Recordings	Internet Use	Travel
Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as our website. We may also make video recordings for educational use. <p style="text-align: right;">Y/N <input type="checkbox"/></p>	As part of the national curriculum, pupils use computers in school to access the internet. We will ensure that safe use is always included when new activities are introduced to pupils. We always ensure that access to the internet has a valuable educational purpose and is supervised. <p style="text-align: right;">Y/N <input type="checkbox"/></p>	I agree that my child if required can walk or travel by mini bus, coach, public or private transport and in a member of staffs' own vehicle. <p style="text-align: right;">Y/N <input type="checkbox"/></p>

Parent/Guardian Signature: _____

Your Child's Signature (if age 13 or over): _____