

Data Collection Sheet

Please check that the information below is correct.
Complete any missing details, on the reverse if necessary, and return to the school office.

Surname: Forename: Chosen name: Date of Birth:	Legal Surname: Middle Name: Gender: Year: Reg:
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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.

Priority:	Name/Relationship	Home Address:	Work Details:
1			
	Mobile No:	Home Telephone No:	Work Telephone No:
	Home Email:		Work Email:
2			
	Mobile No:	Home Telephone No:	Work Telephone No:
	Home Email:		Work Email:

Is your child entitled to Free School Meals?	Yes/No
If not, has he/she ever been entitled to Free School Meals?	Yes/No
Is your child a service child?	Yes/No
If not, has he/she ever been a service child?	Yes/No
Was your child previously looked after by the Local Authority and is now adopted?	Yes/No

Dietary Needs/Allergies:

Medical Practice:
Telephone No:

Medical Condition(s)

Medical Note(s)

Please ensure you complete the following fields as these are mandatory	
Ethnicity:	Religion:
Home Language:	
How we use your information: The school is responsible for keeping the information you provide secure and up to date. This information will be used to provide your child with education; this includes monitoring progress and safeguarding your child. The school has a legal obligation to do this, however in some cases the information is collected in the public interest or your child's vital interest. The school also has an obligation to share information with the Local Authority and the DfE. To ensure information is stored for the appropriate amount of time we have retention schedules in place. You have a number of rights in respect of the data we hold on you, including complaining if you are unhappy about how we use your data. To find out more read the school's privacy notice which is available on the school website or contact our data protection officer (DPO), Mrs Joy Barker.	
Signature:	Date: