

## Data Collection Sheet

### Fair Processing Notice (historically called Privacy Notice)

As the school holds information on your child, we are obliged to tell you what we do with it and who we share it with through a Fair Processing Notice. If you have not received a Fair Processing Notice, please speak to the school as soon as possible.

### Notes to help you fill in our Data Collection sheet

#### Contact information

- **The school must be informed about everyone who has legal Parental Responsibility for a child or young person, as well as any court orders in place in relation to them.** If you are unsure of what legal Parental Responsibility is, please contact the school.
- As a minimum, a name should be provided for all contacts with Parental Responsibility, even if address or telephone numbers are not known. A copy of any court order should be provided to the school.
- The Contact Priority field indicates the order in which contacts will be telephoned should the need arise and can be amended if required.
- If we have not already obtained this information from you, please give details of all relevant contacts below (continue on a separate sheet if necessary).

#### Free School Meals entitlement

- It is important to the school to be aware of all pupils who are entitled to free school meals, even if your child brings their own meal. The proportion of pupils entitled to free school meals can affect school funding and the judgement of our progress by Ofsted.
- If you think you are eligible to receive free school meals, please apply online through [www.solihull.gov.uk/fsm](http://www.solihull.gov.uk/fsm). If you are in receipt of any of the following benefits, you may be entitled to claim free school meals for your child:
  - Income Support
  - Jobseekers Allowance (income-based)
  - Child Tax/Pension Credit
  - Income related employment and support allowance
  - Support under Part VI of the Immigration and asylum Act 1999
  - Universal Credit
- Please be aware that all information remains confidential and at no time are other pupils made aware of who has a free school meal.

#### Parents in military service

- The school is required to collect information on pupils with parents exercising parental care and responsibility who are Service personnel serving in regular HM Forces military units of all forces.
- This information is used by the Department for Education to identify the impact that being a Service child has on children's education.
- Information of this nature will remain completely confidential.

#### Biometric Data Consent

Biometric data uses personal information (fingerprints; facial shape; retina and iris patterns; or hand measurements) for identification. For example many schools are now cashless and use fingerprints for school dinners.

The Protection of Freedoms Act means that schools now need to obtain written consent from at least one parent before biometric data is taken from your child and used.

If you require further information how this is used in the school and for possible alternatives please contact the school directly.

## Pupil information

<b>Legal Surname:</b>		<b>Home Address:</b>	
<b>Middle name:</b>			
<b>Legal Forename:</b>			
<b>Preferred Surname:</b>			
<b>Preferred Forename:</b>			
<b>Date of Birth:</b>		<b>Telephone:</b>	
<b>Gender:</b>	Male/Female	<b>Email:</b>	

## Post Looked After Care (option to declare)

Please tick one of the below categories if applicable to your child. Post Looked After Care attracts significant additional school funding. Please rest assured that this information will remain confidential; a senior member of staff will contact you for supporting documentation (parents may conceal sensitive information, e.g. name of birth parents).

<input type="checkbox"/>	<b>A</b>	Ceased to be looked after through adoption
<input type="checkbox"/>	<b>G</b>	Ceased to be looked after through a special guardianship order (SGO)
<input type="checkbox"/>	<b>R</b>	Ceased to be looked after through a residence order (RO)
<input type="checkbox"/>	<b>C</b>	Ceased to be looked after through a child arrangement order (CAO)

## Contact information

Please give details of all persons who have parental responsibility (PR) for your child. Please also include anyone who can be contacted in an emergency or who may collect your child from school. If any of these contacts have a Court Order in place please contact the school directly.

<b>Emergency Priority</b> (please rank)	<b>PR</b> (Y/N)	<b>Name &amp; Relationship</b>	<b>Home Address</b>	<b>Phone Numbers</b>	<b>Permission to collect from school</b>
	Y/N			<b>Home:</b> <b>Mobile:</b> <b>Work:</b>	Y/N
			<b>Email:</b>		
	Y/N			<b>Home:</b> <b>Mobile:</b> <b>Work:</b>	Y/N
			<b>Email:</b>		
	Y/N			<b>Home:</b> <b>Mobile:</b> <b>Work:</b>	Y/N
			<b>Email:</b>		
	Y/N			<b>Home:</b> <b>Mobile:</b> <b>Work:</b>	Y/N
			<b>Email:</b>		

Continue on a separate sheet if necessary.

## Siblings in school (if applicable)

<b>Name:</b>	<b>Same address:</b>	<b>Name:</b>	<b>Same address:</b>
	Y/N		Y/N
	Y/N		Y/N

## Medical and dietary requirements

<b>Dietary Needs:</b>		
<b>Medical Practice:</b>		<b>Address:</b>
<b>Telephone Number:</b>		
<b>Medical Condition(s):</b>		

## Ethnic Origin

### White

- British  
 Irish  
 Traveller of Irish Heritage  
 Gypsy/Roma  
 Any other white background

### Mixed or Dual Background

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other mixed background

### Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background  
 Chinese

### Black or Black British

- African  
 Caribbean  
 Any other Black background

Any other ethnic group (please state): \_\_\_\_\_

I do not wish this information to be collected

## Language(s):

\_\_\_\_\_

These are the language(s) to which your child has been exposed during early development, and continues to be exposed to. Please include all languages.

**Parents in military service:**

Yes

No

**Name of previous school and dates of attendance (if known)**

Name: \_\_\_\_\_ From - To: \_\_\_\_\_

**Consent for biometric data**

I agree for my child's biometric data to be used by the school (e.g. for school dinners)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_