

Notes to help you complete the form:

(1) Children should be registered by the surname on their birth certificate UNLESS their name has been legally changed. "Known by" names should be shown after the legal name and in brackets: e.g. Smith (Jones). ALL those with "parental responsibility" (see Note 6) should consent to a change in "Known by" name if at all possible.

(2) A child's chosen name is the first name they like to be called in school.

(3) Give the names of ALL parents AND anyone who is not an actual mother/father but who lives with the child and helps to bring them up. Then give any other people who could be contacted in an emergency, e.g. childminder. Tick the right hand box for all those who live with the child.

(4) In which order should these people be contacted? You can give more than one person the same number if you wish. (Enter 1 etc.)

(5) Write down a code as below for EACH PERSON which best describes their relationship to the child:

PAM	=	mother	FOS	=	foster parent
PAF	=	father	REL	=	other relative
STP	=	step parent	GRD	=	guardian
GRP	=	grandparent	NGB	=	neighbour
CHM	=	childminder	OTH	=	other contact person
CAR	=	carer			

(6) Please put Y (yes) or N (no) against EACH PERSON to show who has "parental responsibility" under the Children Act 1989. These are the people with legal authority for the child:

MARRIED/SEPARATED/DIVORCED parents - BOTH have parental responsibility, even if they do not live with the child;

UNMARRIED parents - ONLY the mother has it unless the father has obtained it by agreement or court order;

OTHER PEOPLE - only have parental responsibility through court order etc. (Step-parents do not have it automatically but are still "parents" while they live with the child. There may, however, be times when the signature of those with parental responsibility will be required).

(7) Please put Y (yes) or N (no) against EACH PERSON to show if there are any court orders, which affect their relationship with the child (e.g. custody/residence/prohibited steps orders etc.) Please give details in the space provided.



# Heathfields Infant Academy

## PARENT/PUPIL REGISTRATION

(In accordance with Education Act 1993/Children Act 1989)

Please complete the form over the page, referring to the Notes on the back as required. Thank you.

The information you give us will help us make sure that ALL parents receive what the law entitles them to have, regarding their child's education. It will also help us safeguard and promote the child's welfare at school.

Child's Surname: (Note 1)		Forename(s):		Chosen Name: (Note 2)	Religion:	FOR OFFICE USE ONLY:	
Date of Birth:			Ethnicity:	Number of children in family:	Position in family:	Birth Certificate seen <input type="checkbox"/>	
Gender (please tick)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Language Spoken at Home:	Are there any multiple births in the family?	Name of any Pre-School Attended:		

Name, including Mr, Mrs, Ms, Miss, Dr, etc.	Home Address, including postcode (PLEASE PRINT CLEARLY)	Place of work (if applicable) including address	Order of Contact (Note 4)	Relation-ship to child (Note 5)	Parental Respon-sibility (Note 6)	Custody/ Court order (Note 7)	Please ✓ if child's home address	Lunchtime meal arrangements <input type="checkbox"/> M School meal <input type="checkbox"/> S Sandwiches
	Tel. No.	Tel. No.						
	Tel. No.	Tel. No.						
	Tel. No.	Tel. No.						
	Tel. No.	Tel. No.						
	Tel. No.	Tel. No.						

<b>Pupil Premium Entitlement:</b> Please provide details below, as we can check if your child may be eligible. This additional amount of money is made available to schools to enhance the learning experience for individual pupils.		The information given will be transferred to the school's computer system. Under Data Protection Act 1984 any person named on this form has the right to check the information recorded. The law entitles all parents with parental responsibility to receive information regarding their child's education (Note 6). Please give details of any court orders relating to the child and their effect. If there are implications for the school, please discuss these with us in confidence (Note 7). Adoption orders do not need to be disclosed.	
Signed: _____ (This must be a person with parental responsibility for the named child)		Date: _____ The information I have given is correct to the best of my knowledge and belief.	
Name(MR/MRS/MISS/MS): _____ (please print)		Please keep us informed of any changes.	

## MEDICAL FORM



**This must be completed to the best of your knowledge**

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Date of Birth \_\_\_\_\_ Name of Doctor \_\_\_\_\_

Name of Practice \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

Medical Conditions or Information you wish the school to record \_\_\_\_\_

Clinic/Hospital Contact \_\_\_\_\_ Phone No \_\_\_\_\_

Address \_\_\_\_\_

\* Daily Care / medication requirements (e.g. before sport/at lunchtime): \_\_\_\_\_

**\* Please note: - Asthma - it is our normal practice to store inhalers in the classroom. This prevents loss and misuse. It also means that carers know where to find them in an emergency. They are readily available to the pupil.**

Describe what constitutes an emergency for the pupil and the action to take if this occurs: \_\_\_\_\_

Follow up care: \_\_\_\_\_

It is also preferable to have a medical statement from your GP. Please request one from your Doctor. The information on this form will be treated as confidential and made available only to employees of the school engaged in child care. Please advise the school of any changes to the above medical condition.

***I give consent for the following:***

Use of antibacterial hand sanitisers	YES / NO
Applying Elastoplast (non-allergic) to minor cuts/grazes if necessary	YES / NO
Cleaning of minor cuts/grazes	YES / NO
Food tasting during food technology as part of Design Technology National Curriculum entitlement (we do not allow children to taste any foods which are known to have adverse effect)	YES / NO
Handle animals as part of the National Curriculum experience	YES / NO

Please provide details of any known allergies your child might have (food or otherwise): \_\_\_\_\_

Name of Parent/carers providing the Information \_\_\_\_\_

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

(This must be a person with parental responsibility for the named child)



# Ethnic Background Data

## Collection Form

Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

*Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.***

*The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.*

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

Category	<u>SIMS Code</u> <small>School use only</small>	Category	<u>SIMS Code</u> <small>School use only</small>
<b>White</b>		<b>Black or Black British</b>	
<input type="checkbox"/> British	WHB	<input type="checkbox"/> Caribbean	BLB
<input type="checkbox"/> Irish	WHR	<input type="checkbox"/> African	BLF
<input type="checkbox"/> Traveller of Irish Heritage	WHT	<input type="checkbox"/> Any other Black background	BLG
<input type="checkbox"/> Gypsy/Roma	WRO		
<input type="checkbox"/> Any other White background	WHA	<input type="checkbox"/> Chinese	CHE
		<input type="checkbox"/> Any other ethnic background	OEO
<b>Mixed</b>		<input type="checkbox"/> I do not wish an ethnic background category to be recorded.	REF
<input type="checkbox"/> White and Black Caribbean	MWB		
<input type="checkbox"/> White and Black African	MBA		
<input type="checkbox"/> White and Asian	MWA		
<input type="checkbox"/> Any other mixed background	MOT		
<b>Asian or Asian British</b>		<b>This information was provided by:</b>	
<input type="checkbox"/> Indian	AIN	Parent	<input type="checkbox"/>
<input type="checkbox"/> Pakistani	APK		
<input type="checkbox"/> Bangladeshi	ABA	Pupil	<input type="checkbox"/>
<input type="checkbox"/> Any other Asian background	AAO		

*(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)*

## SCHOOLS AND PARENTS

The Law says schools must register the names of all actual parents if married, because they each hold **PARENTAL RESPONSIBILITY** for their children. Parental Responsibility never ends even if the parent no longer lives with the child, unless there has been an adoption. It is still held by each parent, even if they are separated or divorced.

### PARENTAL RESPONSIBILITY

is All the:-

**RIGHTS  
DUTIES  
POWERS  
RESPONSIBILITIES  
and  
AUTHORITY**

which by Law a parent of a child has in relation to the child and his/her property

Children Act (1989) Section 3 (1)

Teachers cannot care for your child properly unless they know who, under the Law, has responsibility and authority for her/him, and where they live.

## GETTING PARENTAL RESPONSIBILITY

When actual parents are unmarried the Law says **ONLY** the mother has **PARENTAL RESPONSIBILITY** for the children, but an unmarried father can get his share of **PARENTAL RESPONSIBILITY** either by:-

- \* Marrying the mother
- \* Signing a legal agreement with the mother
- \* Getting a Parental Responsibility Order from the courts

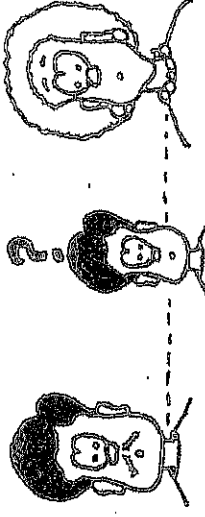


Other adults who live with a child, like step-parents, co-parents or grandparents can get a share in **PARENTAL RESPONSIBILITY** by asking the court for a **RESIDENCE ORDER**. This gives them responsibility and authority for the child as long as they stay living together.

The original parents only ever lose their share of **PARENTAL RESPONSIBILITY** when their child is adopted. Otherwise they always hold Parental Responsibility however many other people share it with them.

## WHY HAVING PARENTAL RESPONSIBILITY MATTERS

- \* You are able to have a say in big decisions about the children in your family. Schools have to consult with you first when making decisions on such things as admissions, G.C.S.E. Options etc.
- \* It will help teachers, doctors and others to know who to contact when big decisions have to be made.
- \* It strengthens the relationship between you and your children, even when you live apart.



## THOSE WITHOUT PARENTAL RESPONSIBILITY

The Law also says that people who care for children but do not have Parental Responsibility, e.g. step-parents, other relatives or foster parents, should take sensible everyday decisions for their best welfare. They are still "parents" and will be treated as such by schools for day-to-day purposes.

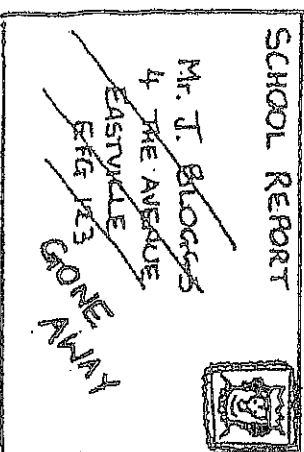
## KEEPING THE SCHOOL IN THE PICTURE

Families can keep changing. Schools need to know what the courts have said about these changes.

Pupil records need to be kept up to date.

Please let schools know:-

- \* What the courts have said already
- \* What new things the courts decide
- \* Whenever people with Parental Responsibility change their address.



## GETTING FURTHER ADVICE

If your family includes step-parents or unmarried fathers who would like to know how to get **PARENTAL RESPONSIBILITY** ask at your:-

- \* Citizen's Advice Bureau
- \* Law Centre / Solicitor
- \* County or Magistrates Court

Your school's Education Welfare Officer/ Education Social Worker can also help you to find the right advice.

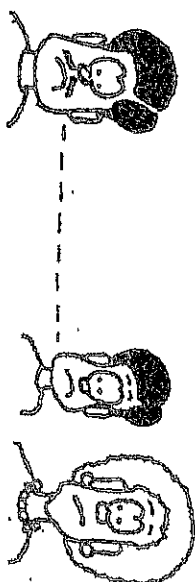
For advice on how the Children Act may affect you and your child's education in Staffordshire, please contact the Education Welfare Service:

**IN THE SOUTH OF THE COUNTY**  
1 Mount Street, Stafford  
0785 223121 Ext. 8964

**IN THE NORTH OF THE COUNTY**  
Unity House, Hanley  
0782 219611 Ext. 322

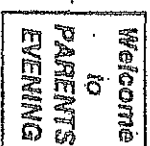
## PARENTS AND CHILDREN

The Children Act (1989) aims to strengthen the relationship between parents and their children



even if parents have separated, are divorced, or if the courts have said the child needs to live away from them at the moment.

The Children Act also gives children rights to be listened to whenever welfare decisions are made about them, and sometimes the right to take their own independent action through the courts.



The Law says schools should help parents to keep in touch with their children by:-

- \* Sending all parents copies of their child's annual report
- \* Inviting parents to discuss their child's progress
- \* Involving parents in big decisions about their child's education.

Also

The Law says all parents should be treated equally.

**Child's Name** \_\_\_\_\_ **d.o.b.** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_ **Postcode** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**School** \_\_\_\_\_

**PLEASE READ THE ENCLOSED LEAFLET CAREFULLY BEFORE COMPLETING THIS FORM**

**1. The following adults live with the child and act as parent:**

Full Name	Relationship to child	Do they have parental responsibility ?
		YES/NO
		YES/NO
		YES/NO
		YES/NO
		YES/NO

**2. The following adults have " parental responsibility " but do not live with the child:**

Full Name	Relationship to child	Address

**3. Are there any Court Orders which relate to the child? e.g. custody orders/Section 8 Orders under the Children Act 1989** **YES/NO**

If **YES** please say what they are:

\_\_\_\_\_  
\_\_\_\_\_

This information will be transferred into the school's computer system. Under the Data Protection Act 1984, anyone named above has the right to know that information about them has been collected and given an opportunity to check its accuracy.

This form should be signed by someone with parental responsibility wherever possible.

**Please return it to the school as soon as possible.**

**Signed** \_\_\_\_\_ **Relationship to child** \_\_\_\_\_

**Date** \_\_\_\_\_





# Consent Form for School Visits and Other Off-Site Activities

Pupil: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

Please sign and date the form below if you are happy for your child to

a) Take part in school trips and other activities that take place off school premises;

And;

b) Be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - All visits (including residential trips) which take place during the holidays or a weekend
  - Adventure activities at any time
  - Off-site sporting fixture outside the school day
  - All off-side activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written consent will not be requested from you for the majority of off-site activities offered by the school - for example, year group visits to local amenities - as such activities are part of the school's curriculum and usually take place during the normal school day.

I Agree ☐ I Disagree ☐

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Carer's Signature: \_\_\_\_\_

(This must be a person with parental responsibility for the named child)

# Code of Practice

## Photographic Images



Pupil: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

This code of conduct specifies the manner in which Wilnecote Junior and Heathfields Infant School will use and make available photographic images of pupils.

### The school will:

1. Not use photographs in any form of internal or external publication where we do not have consent or there is a written objection from a parent/guardian.
2. Not use photographs of pupils in swimwear, other than for instructional purposes where images are needed to demonstrate the activity to pupils.
3. Not reveal within the image personal details, such as pupils' date of birth, home address or telephone number.

### In using materials of school age children for its purposes the County Council will:

1. Always ensure that parental permission has been given via this standard form.
2. Not use images of children to illustrate child protection issues, fostering and adoption services or Youth Offending Services.

	I Agree to: Use of Image	I Agree to: My child being named
School display boards (i.e. to celebrate work and achievements)	Yes / No	Yes / No
School Website	Yes / No	Yes / No
School printed materials (i.e. newsletter, prospectus)	Yes / No	Yes / No
Media Coverage (i.e. Tamworth Herald or other local press)	Yes / No	Yes / No
School Twitter and Instagram account	Yes / No	Yes / No
School Group/Class Photos (company name available in the office)	Yes / No	Yes / No

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Carer's Signature: \_\_\_\_\_

(This must be a person with parental responsibility for the named child)

## E-mail and Internet Use Good

### Practice Rules for ICT Use

- ✓ I will ask permission before entering any web site, unless my teacher has already approved that site.
- ✓ I will not look at, change or delete other people's files.
- ✓ I will not bring a memory stick or disk to use in school without permission.
- ✓ I will only use the computers for school work and homework.
- ✓ I will only e-mail people I know, or my teacher has approved.
- ✓ The messages I send will be polite and sensible.
- ✓ When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- ✓ I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- ✓ I will not try to access Internet messaging groups or social media, i.e. Twitter, Facebook etc. If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- ✓ I know that the school may check my computer files and may monitor the Internet sites I visit.

I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

**ONCE READ, TURN OVER AND COMPLETE FORM IN FULL.....**



# Internet Agreement

## Responsible E-mail and Internet Use

Pupil: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Class: \_\_\_\_\_

### Pupil's Agreement

I have read and understand the school 'E-mail and Internet Use Good Practice -Rules for ICT Users' document. I will use the computer system and Internet in a responsible way and obey these rules at all \_\_\_\_\_ times.

I Agree ☐

I Disagree ☐

Pupil's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent / Carer's Consent for Internet Access

I have read and understood the school 'E-mail and Internet Use Good Practice - Rules for ICT Users' document and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages \_\_\_\_\_ arising from use of the Internet facilities.

I Agree ☐

I Disagree ☐

### Parent / Carer's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's learning may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

I Agree ☐

I Disagree ☐

As a school we are using different website based programmes to support with teaching. I agree that my child will be using these to support with Computing Curriculum.

I Agree ☐

I Disagree ☐

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Carer's Signature: \_\_\_\_\_

(This must be a person with parental responsibility for the named child)

# **Privacy Notice for Families**

## **Data Protection Act 1998**

### **(How we use pupil information)**

#### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons), fixed term and permanent exclusions (including length and reason)
- Assessment information, progress and attainment
- Medical conditions, medical diagnosis and special educational needs
- Behavioural information (red & yellow cards, internal exclusions, for further information please see our behavioural policy)
- Family setting and contact details (including any significant events in family life)

#### **Why we collect and use this information**

We use the pupil data:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

#### **The lawful basis on which we use this information**

We collect and use pupil information under the following legislation:

- The General Data Protection Regulation (GDPR):
  - Article 6 and Article 9 mainly
- The Freedom of Information Act 2000
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- The School Standards and Framework Act 1998
- The Education Act 1996

## Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

Data will not be kept for longer than necessary. School is following the guidance in Information Management Toolkit for School to determine the retention period. Unrequired data will be deleted as soon as practicable. Some educational and attendance records relating to former pupils of the school are kept for an extended period for legal purposes or archived in the public interest, scientific or historical research purposes or statistical purposes.

## Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Services commissioned to deliver health and social care services within the boundaries of Staffordshire (including Stoke-on-Trent) – under the "One Staffordshire Information Sharing Protocol"
- School nurse team, via the 0-19 district Hub
- Automated decision making and profiling software, which enable us to project pupils progress with learning and establish their goals

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.



For more information about the department's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:  
<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer, Linda Webster on [dpo@fierte.org](mailto:dpo@fierte.org).

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further Information

If you would like to discuss anything in this privacy notice, please contact our school offices:

Heathfields Infant Academy  
Saxon Close, Tamworth  
Staffordshire, B77 5LU  
Telephone: 01827 213885  
Email: [office@heathfields.fierte.org](mailto:office@heathfields.fierte.org)

Wilnecote Junior Academy  
Smithy Lane, Tamworth  
Staffordshire, B77 5LA  
Telephone: 01827 213875  
Email: [office@wilnecote.fierte.org](mailto:office@wilnecote.fierte.org)