

Maiden Beech Academy Data Collection Sheet

The school has a statutory duty to ensure that your data is up to date and accurate. Please complete all the information below, sign and return to the school office in a sealed envelope. Information is required to fulfil our legal and statutory obligations. Please refer to the school's Privacy Notice on our website for further explanation of the data collected in school, why it is collected and your rights under the Data Protection Act 2018.

Legal Surname: Preferred Surname:		Preferred Forename: Middle Name:			
Legal Forename:			Gender:		
Date of Birth:		Year:		Reg Group:	
Address:					

Please give details of all persons who have Legal Parental Responsibility. (For a definition refer to the GOV.UK website and search for Parental Rights and Responsibilities). Please note, removing a contact with Parental Responsibility requires supporting documentation.

Contact Priority	Legal Parental Responsibility	Contact Title & Full Name/Relationship	Home Address	Contact phone numbers *please indicate which is the main number on which to be contacted
				Mobile: Home Tel: Work Tel: *Main number Email:
				Mobile: Home Tel: Work Tel: *Main number Email:

Please also list any additional emergency contacts (indicating any with Legal Parental Responsibility) and the priority in which they should be contacted. (Including those above, it is advised that a minimum of 3 contacts are supplied). **PLEASE NOTE**, in supplying the emergency contacts data, the signatory is affirming that the emergency contacts have agreed to act in this way and are aware that the details supplied below will be retained by the school for this purpose. The information provided in the Privacy Notice on the school website explains the school's responsibilities and their rights.

Priority	Contact Title & Full Name/Relationship	Home Address	Contact phone numbers *please indicate which is the main number on which to be contacted
			Mobile: Home Tel: Work Tel: *Main number Email:
			Mobile: Home Tel: Work Tel: *Main number Email:

Travel Arrangements:	Only 1 option may be chosen – please circle
Options: Boarder, Bus, Car Share (ie 2 families sharing), Car/Van, Cycle, School Bus, Metro/Tram/Light Rail, Other, Public Bus, Taxi, Train, Walk	
Route if appropriate:	

Free School Meal: Is your child entitled to a (Benefits related) Free Meal?	
Meal Type: Free Meal, Sandwiches, Home, School Meal, UIFSM*	

*Universal Infant Free School Meal - Reception, Year 1, Year 2 only

Dietary Needs:

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Medical Practice:		Tel:	
Address:			

Medical Condition(s):

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Medical Note(s):

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Young Carers:

Please complete this box if you would like the school to be aware that your child has regular, caring responsibilities for someone who has a disability or long-term health need? (When did their caring role start?)	
If your child is a Young Carer and your health/disability might make it difficult for you to accompany them to Accident and Emergency (if that were necessary during the school day), do you give permission for your child to attend Accident and Emergency with a staff member?	

Post Looked After Arrangements: (Please ✓ as appropriate)

Please tick the appropriate box below if you would like the school to be aware of and record your child's status on the School Census.

Adopted from Care	
Left Care under a Special Guardianship Order	
Left Care under a Residence or Child Arrangements Order	

Ethnic/Cultural*

Ethnicity:		First Language: (ie language spoken at home during early years)	
Religion:			

* You have the right to decline to provide this information. If none of the options are completed, then this will be recorded as "Refused"

Service Child*

Is the parent(s) the child resides with currently serving in the (regular) Armed Services? (Y/N)	
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* You have the right to decline to provide this information.

The school is classed as a Data Controller under the Data Protection Act 2018 and as such has a duty to process any personal information obtained and held by them according to the Data Protection Principles. The school also has a statutory duty to share some or all of this information with other professional bodies as set out in the school's Privacy Notice. Should you have any queries in relation to this please contact the school directly.	
Signature:	
Print Name:	Date: