

S11/1 Data Collection on Admission to School: Pupil Information

This form is for completion by the Parent/Guardian of every child **once** they have been given a place at the school.

Parents/Guardians must also complete S11/2 giving **your** contact details as well as information on people to be contacted in the event of an emergency.

Please provide as much of the following information as you can. If you need help in completing the form, please ask the School Administrator/Secretary/Bursar. The grey shaded areas are for the school's use. Please return your completed form to the school.

School

1 Pupil's basic details

Legal surname* Legal forename

Gender Male Female Date of Birth Middle names(s)

Preferred surname* (If different) Preferred forename (if different)

* please see note under 'General Principles for Schools' on the S11/2 Contacts Information Form

For schools use only

Birth certificate seen? Please tick if you have seen the child's Birth Certificate or any other legal document e.g. Deed Poll, specifying the **Legal** surname of the child.

Admission date Admission no. UPN

2 Pupil's address

Address

Postcode

3 Pupil's medical details

Emergency consent? e.g. the school has permission to give/arrange emergency treatment Yes No

Dietary needs: please tick any that apply

- | | | |
|---|--|--|
| <input type="checkbox"/> Artificial colouring allergy | <input type="checkbox"/> Kosher foods only | <input type="checkbox"/> No pork |
| <input type="checkbox"/> Gluten free | <input type="checkbox"/> No dairy produce | <input type="checkbox"/> Seafood allergy |
| <input type="checkbox"/> Halal | <input type="checkbox"/> No nuts of any type or quantity | <input type="checkbox"/> Vegetarian |
| <input type="checkbox"/> Other (please specify) | <input type="text"/> | |

Medical practice

Doctor's name Surgery name

Surgery address
Tel no:

Other medical information e.g. asthma, diabetes

Ethnicity*

Ethnic information was provided by: Parent Pupil

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture and ancestry or family history. **Ethnic background is not the same as nationality or country of birth.** The Information Commissioner recommends that young people aged 11 years old or above 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.

Please tick one box only

- | | | |
|---|---|--|
| White
<input type="checkbox"/> British
<input type="checkbox"/> Irish
<input type="checkbox"/> Traveller of Irish Heritage
<input type="checkbox"/> Gypsy/Roma
<input type="checkbox"/> Greek/Greek Cypriot
<input type="checkbox"/> Turkish/Turkish Cypriot
<input type="checkbox"/> Western European ¹
<input type="checkbox"/> Eastern European ²
<input type="checkbox"/> Other ³ | Chinese
<input type="checkbox"/> Hong Kong Chinese
<input type="checkbox"/> Other Chinese ⁴

Black or Black British
<input type="checkbox"/> Caribbean
<input type="checkbox"/> African
<input type="checkbox"/> Any other Black background | Any other ethnic background
<input type="checkbox"/> Afghan
<input type="checkbox"/> Arab ⁵
<input type="checkbox"/> Filipino
<input type="checkbox"/> Iranian
<input type="checkbox"/> Japanese
<input type="checkbox"/> Malay ⁶
<input type="checkbox"/> Thai
<input type="checkbox"/> Any other Ethnic group ⁷

<input type="checkbox"/> I do not wish an ethnic background to be recorded |
| Mixed
<input type="checkbox"/> White & Black Caribbean
<input type="checkbox"/> White & Black African
<input type="checkbox"/> White & Asian
<input type="checkbox"/> Any other mixed background | Asian or Asian British
<input type="checkbox"/> Indian
<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Any other Asian background | |

Notes:

- 1 **Western European** includes: Italian, French, German, Spanish, Portuguese and Scandinavian
- 2 **Eastern European** inc: Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian, Montenegrin and Romanian.
- 3 **Other White Background** includes: any white category not previously mentioned e.g. Albanian, Australian, Bosnian-Herzegovinian, Canadian, Croatia, Kosovan, New Zealander, North American, Serbian/Yugoslavian.
- 4 **Other Chinese** includes: Mainland Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, any other non-Hong Kong Chinese.
- 5 **Arab** includes: Palestinian, Kuwaiti, Jordanian and Saudi Arabian.
- 6 **Malay** includes Malaysian other than Malaysian Chinese (see Note 4).
- 7 **Any other ethnic group** includes any ethnic group not previously mentioned e.g. Egyptian, Iraqi, Korean, Kurdish (inc. Kurdish pupils from Iraq, Iran and Turkey), Latin/South/ Central American (inc. Cuban and Belizean), Lebanese, Libyan, Moroccan, Polynesian (inc. Fijian, Tongan, Samoan & Tahitian), Vietnamese, Yemeni.

Religious affiliation: please tick one box only

- | | | | | |
|-----------------------------------|------------------------------------|---------------------------------|---------------------------------|--|
| <input type="checkbox"/> Baha'i | <input type="checkbox"/> Christian | <input type="checkbox"/> Jewish | <input type="checkbox"/> Sikh | <input type="checkbox"/> No religion |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Hindu | <input type="checkbox"/> Muslim | <input type="checkbox"/> Other* | <input type="checkbox"/> Decline to answer |

* Please specify

Pupil's first language¹ What was the first language your child understood/spoke?

- | | | | |
|----------------------------------|--|--|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Other, please specify | <div style="border: 1px solid black; width: 280px; height: 20px;"></div> | <input type="checkbox"/> Decline to provide |
|----------------------------------|--|--|---|

Asylum status (please tick if either of the following apply) this pupil is seeking asylum this pupil is a refugee

¹ *The Department for Education advise that this information will help them understand a range of factors, allowing them to better plan to meet needs within the school system.*

Meals

Please tick to indicate which of the following your child is most likely to have:

- Free school meal Home Sandwiches School meal

Note: it is important that parents of Foundation / Key Stage 1 pupils apply for free school meals. For information on how to apply please visit <https://new.devon.gov.uk/educationandfamilies/school-information/school-meals>

Mode of travel

Please tick to indicate which of the following your child is most likely to use to get to school:

- Bicycle Car share ¹ Dedicated school bus ² Taxi Walk
 Car/van Public service bus ² Bus (type not known) ² Train Other

¹ with child/children from a different household

² Route (if known)

Service child

Does this child have a parent(s) in regular HM Forces military units? Yes No
 (applies to children whose parents are Pstat Cat1 or Pstat Cat2)

For further information please see 'MOD personnel categories definition' in the Additional Guidance section of our website at <https://new.devon.gov.uk/supportforschools/administration/school-census>

Recoupment

The following information is required so that the Local Authority can recover the cost of educating children who are not its responsibility, mainly because the child's normal place of residence falls within a different Local Authority.

Please tick the appropriate box if you pay Council tax to one of the following Councils:

- Cornwall Plymouth Torbay
 Dorset Somerset Other (ie, not Devon or one of the others listed)

Linked agencies

It is important that all the agencies who are working with a child work together to ensure better outcomes for that child. In order to do that, please identify any other agencies working with your child, for example Social Care (i.e. Social Services)*, Youth Offending Team, Child and Adolescent Mental Health Services. Please list any agencies below:

* If you indicated above that Social Care (Social Services) are involved in the care of your child, please tick if this child is 'In Care' (sometimes known as being 'Looked After') and state which Local Government Authority is responsible for this child, e.g. Devon, Torbay etc below.

Child in care Local Authority responsible for child:

Special Education Needs

Please tick if this child has Special Educational Needs (i.e. has a Statement for Special Education Needs or an Education and Health Care Plan (EHCP) or is currently being assessed).

Previous school

Please provide details of the last school attended (includes Nursery Schools/Units or Pre-Schools/Playgroups)

School name

School address (if known)

School tel no. (if known)

Date of arrival at previous school * Date of leaving previous school *

*an approximate date would be helpful if the exact date is not known e.g. September 2017

Reason for leaving, e.g. moved house, normal school transfer age

Siblings please give details of any other children in your family with their dates of birth.

Forename(s)	Surname	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

6 Parent signature

Your signature Date

Please complete form S11/2 Data Collection on Admission to School – Contacts

7 What we (the school) does with the information you have provided on this form (GDPR)

Our Trust and school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

The GDPR is based on data protection principles that our school must comply with.

The principles say that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary for the purposes for which it is processed
- Processed in a way that ensures it is appropriately secure

Maned Data Protection Officer for **Our Lady’s Catholic Primary School** is **Rob Meech**

Link for the Plymouth CAST Privacy Notice http://www.plymouthcast.org.uk/web/privacy_notice/316345

Section to be completed by schools in compliance with General Data Protection Regulations (GDPR). Schools

Devon County Council uses information about children and young people to enable it to carry out specific functions for which it is responsible. The Council also uses this personal data to derive statistics which inform decisions it makes (e.g.) regarding the funding of schools, assess their performance and to set targets for them. These statistics are used in such a way that individual children cannot be identified.

Further information on how the Local Authority uses your data is available in "What the LA does with your data" guide <https://new.devon.gov.uk/supportforschools/administration/information-governance/privacy-notice>

S11/2 Data collection on admission to school: contacts information

1 Pupil's basic details

Name of child contact details are for

UPN (for schools use only)

Please give details of everyone who has parental responsibility (see Note of page 6) and anyone else to be contacted in an emergency. Please give details of parents/guardians first, but give a low number in the "contact priority" box for any other people who should be contacted in an emergency. (Contact priority 1, ie the first person to contact in an emergency, contact priority 2, ie the second person to contact in an emergency, etc).

2 Your details

Surname Forename(s)

Gender Male Female Title (eg, Mr, Mrs, Miss, Ms, Dr,Rev)

Relationship to child - please tick to indicate which of the following applies:

- Mother
- Social worker
- Foster mother
- Teacher
- Father
- Religious/spiritual contact
- Headteacher
- Doctor
- Other family member
- Childminder
- Step father
- Carer
- Other relative
- Foster father
- Step mother
- Other contact
- Self (if you are completing this form on your own behalf, being of legal age)

Does this person have 'parental responsibility'? (see end of document for guidance) Yes No

Is there a Court Order relating to this child? Yes No

Contact priority (1 - 5) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc

Telephone numbers(s) (with STD numbers where appropriate)	please tick if this is a daytime number	Notes
Home <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Work <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Mobile <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Email

Home

Work

Address (if different from the address given for the child)

If English is not your first language please state what is (this may include British Sign Language)

Do you need a translator / signer?

 Yes No

Place of work

3.1

Parent / contact

Surname

Forename(s)

Gender

 Male Female

Title (eg, Mr, Mrs, Miss, Ms, Dr,Rev)

Relationship to child - please tick to indicate which of the following applies:

- Mother
- Social worker
- Foster mother
- Teacher
- Father
- Religious/spiritual contact
- Headteacher
- Doctor
- Other family member
- Childminder
- Step father
- Carer
- Other relative
- Foster father
- Step mother
- Other contact
- Self (if you are completing this form on your own behalf, being of legal age)

Does this person have 'parental responsibility'? (see end of document for guidance)

 Yes No

Is there a Court Order relating to this child?

 Yes No

Contact priority (1 - 5) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc

Telephone numbers(s)

(with STD numbers where appropriate)

please tick if this is a daytime number

Notes

Home

Work

Mobile

Other

Email

Home

Work

Address (if different from the address given for the child)

If English is not your first language please state what is (this may include British Sign Language)

Do you need a translator / signer?

 Yes No

Place of work

Surname

Forename(s)

Gender

Male

Female

Title (eg, Mr, Mrs, Miss, Ms, Dr, Rev)

Relationship to child - please tick to indicate which of the following applies:

- Mother Social worker Foster mother Teacher
 Father Religious/spiritual contact Headteacher Doctor
 Other family member Childminder Step father Carer
 Other relative Foster father Step mother Other contact
 Self (if you are completing this form on your own behalf, being of legal age)

Does this person have 'parental responsibility'? (see end of document for guidance)

Yes

No

Is there a Court Order relating to this child?

Yes

No

Contact priority (1 - 5) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc**Telephone numbers(s)**

(with STD numbers where appropriate)

please tick if this is
a daytime number

Notes

Home

Work

Mobile

Other

Email

Home

Work

Address (if different from the address given for the child)If English is not your first language please state
what is (this may include British Sign Language)

Do you need a translator / signer?

Yes

No

Place of work

Surname

Forename(s)

Gender

Male

Female

Title (eg, Mr, Mrs, Miss, Ms, Dr, Rev)

Relationship to child - please tick to indicate which of the following applies:

- Mother Social worker Foster mother Teacher
 Father Religious/spiritual contact Headteacher Doctor
 Other family member Childminder Step father Carer
 Other relative Foster father Step mother Other contact
 Self (if you are completing this form on your own behalf, being of legal age)

Does this person have 'parental responsibility'? (see end of document for guidance)

Yes

No

Is there a Court Order relating to this child?

Yes

No

Contact priority (1 - 5) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc**Telephone numbers(s)**

(with STD numbers where appropriate)

please tick if this is
a daytime number

Notes

Home

Work

Mobile

Other

Email

Home

Work

Address (if different from the address given for the child)If English is not your first language please state
what is (this may include British Sign Language)

Do you need a translator / signer?

Yes

No

Place of work

Surname Forename(s)

Gender Male Female Title (eg, Mr, Mrs, Miss, Ms, Dr,Rev)

Relationship to child - please tick to indicate which of the following applies:

- Mother Social worker Foster mother Teacher
 Father Religious/spiritual contact Headteacher Doctor
 Other family member Childminder Step father Carer
 Other relative Foster father Step mother Other contact
 Self (if you are completing this form on your own behalf, being of legal age)

Does this person have 'parental responsibility'? (see end of document for guidance) Yes No

Is there a Court Order relating to this child? Yes No

Contact priority (1 - 5) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc

Telephone numbers(s)

(with STD numbers where appropriate)

please tick if this is
a daytime number

Notes

Home	<input type="checkbox"/>	<input type="text"/>
Work	<input type="checkbox"/>	<input type="text"/>
Mobile	<input type="checkbox"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="text"/>

Email

Home

Work

Address (if different from the address given for the child)

If English is not your first language please state what is (this may include British Sign Language)

Do you need a translator / signer? Yes No

Place of work

What is parental responsibility?

Parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. A person with parental responsibility for a child has the right to make important decisions about their upbringing, for example,

- Decisions about where they live
- Whether the child should receive medical treatment
- What religion they should follow
- Which school they should attend

Who has parental responsibility?

Mothers and married fathers automatically have parental responsibility and will not lose it if they later get divorced. Unmarried fathers do not automatically have parental responsibility. An unmarried father can get parental responsibility by:

- Registering the birth jointly with the mother (born from 1st Dec 2003)
- Through a 'parental responsibility agreement' between him and the child's mother
- As the result of a court order

People other than a child's natural parents can acquire parental responsibility through;

- Being granted a residence order or a child arrangement order (from 2014)
- Being appointed a guardian
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- Adopting a child

In addition, a Local Authority can acquire parental responsibility if it is named in the care order for a child

For further information please see: <https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility>

Everyone who is a parent, whether they are a resident or non-resident parent, has the same right to participate in decisions about a child's education and receive information about the child.

School staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child have the same rights as natural parents, for example:

To receive information e.g. pupil reports

To participate in activities e.g. vote in elections for parent governors

To be asked to give consent e.g. to the child taking part in school trips

To be informed about meetings involving the child, e.g. a governors' meeting on the child's exclusion

We have received the following advice from the County Solicitor's office concerning pupil surnames:

Where only one person holds parental responsibility for a child, he or she has the legal right to effect a change of the child's surname without any permission or consent.

Where more than one person has parental responsibility for a child, the surname of a child can only be changed with the consent or agreement of all those having parental responsibility for a child.

Where two or more people have parental responsibility for a child and there is in force either a residence or care order, then one of those people can only lawfully cause a change of the child's surname if all other people with parental responsibility consent in writing.

In any other situation it is necessary for the person seeking to change a child's surname to obtain an appropriate order from a court.