



Pupil Personal Information				
Legal Surname		Preferred Surname		
Legal Forename		Preferred Forename		
Middle names				
Date of Birth		Gender		
Home address and postcode				
Parent and Carer Information				
Mark as appropriate: Mother Father Carer Other – please specify:				
Title		Forename		Surname
Date of Birth		Parental Responsibility	YES	NO
Home address and postcode				
Telephone	Work		Place of Work	
Home		Mobile		
Email address				
<i>Where provided, mobile numbers and email addresses will be used by the academy to contact you by email or text with school communications such as newsletters, announcements etc.</i>				
Parent and Carer Information				
Mark as appropriate: Mother Father Carer Other – please specify:				
Title		Forename		Surname
Date of Birth		Parental Responsibility	YES	NO
Home address and postcode				
Telephone	Work		Place of Work	
Home		Mobile		
Email address				
<i>Where provided, mobile numbers and email addresses will be used by the academy to contact you by email or text with school communications such as newsletters, announcements etc.</i>				
Additional Parent / Carer Information (complete if applicable e.g. Step parent or parent's partner – please continue on a separate sheet if necessary)				
Relationship to student				
Title		Forename		Surname
Date of Birth		Parental Responsibility	YES	NO
Home address and postcode				
Telephone	Work		Place of Work	
Home		Mobile		
Email address				

Contact Information – In an emergency the academy will contact the parents/carers indicated on page 1. Please provide details, in priority order, of additional emergency contacts.

Name			Relationship to Student	
Telephone	Home			
Work			Mobile	
Address				

Name			Relationship to Student	
Telephone	Home			
Work			Mobile	
Address				

Medical Information

Name of Doctor				
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Name and Address of medical practice:				
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Details of student's medical conditions / disabilities:				
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If box above is completed, please complete an additional medical form available from the academy.

Personal Information (completion of ethnicity and religion is voluntary)

Ethnicity of student				
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Religion of student				
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Is English the student's first language?	YES		NO	
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If no, please indicate student's language				
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Name of previous school/academy/nursery provision				
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Address				
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Travel and Meal arrangements

Most regular method of transport				
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Car		Walk		Bus		Cycle		Other:	
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Lunchtime arrangements				
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School dinner (paid)		Free school dinner		Packed Lunch		Home
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Student Data

Personal data is held by the academy (and where applicable by the multi-academy trust, Cabot Learning Federation) about students. This includes, but is not limited to: information passed on to us from a previous school or academy; information collected from parents/carers when a student starts at the academy; SEND information; medical information; and information about the student's attendance and progress whilst at school.

The academy has some statutory duties to pass on some of this data to the Department for Education, Ofsted, the Local Authority, the local healthcare trust, examination boards and other educational providers used by the federation. The academy maintains a full list of all organisations it shares data with.

The academy uses CCTV surveillance and student images are stored for a temporary period in line with the Cabot Learning Federation's CCTV policy and the Records Retention policy which can be found on the website: <http://www.cabotlearningfederation.net>

There are some activities that are essential to the running of the academy that require the processing of student data. The academy will use student data in its own software packages and those used for specific functions, certain curriculum activities and / or homework. These include SISRA, CPOMS, RM Unify, Office 365, Mintclass, Show My Homework, Lexia and Accelerated Reader. The academy will be able to provide a list of such software providers on request.

For further information about how the academy stores, uses and shares data, please read the Privacy Notice on the Cabot Learning Federation website: <http://www.cabotlearningfederation.net>
~~In readiness for GDPR, the CLF will re-issue advice prior to May 2018 around how it collates and uses data.~~

Please complete the consent form overleaf.



Permission to use Student Data

There are some activities for which the academy would like permission to use student data. Parents/carers/students are asked to indicate if they give their consent to the use of data as described below. Students are asked to sign to indicate that they also provide consent because the Information Commissioner indicates that, as a general guide, a student of 12 years of age or above is likely to be mature enough to make decisions about their own data.

It may be that you provide consent for one use and not for another. The General Data Protection Regulations requires that consent must be given freely. If you wish to discuss this further before completing the form, please speak to a member of staff.

Data Use	Consent provided (please circle as appropriate) Please tick the box if you agree this use of your information.
Use of student's fingerprint to access academy systems: photocopiers, access to buildings, use of cashless catering for the canteen.	<input type="checkbox"/> YES / NO
Use of student's photograph and first name only in the media and/or on academy publications such as newsletters, prospectus, website and social media posts.	<input type="checkbox"/> YES / NO
Use of student's name and exam results in the media, newsletters, academy website and social media posts.	<input type="checkbox"/> YES / NO
Sharing student data with Cabot Learning Federation Post 16 (including Digitech Studio School), to enable the Post 16 provision to inform students about its courses and services.	<input type="checkbox"/> YES / NO
Sharing student data with other local Post 16 providers.	<input type="checkbox"/> YES / NO
	<input type="checkbox"/> YES / NO
	<input type="checkbox"/> YES / NO

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The academy will not give information about students to anyone without consent unless the law and the academy policies allow this. If at any time in the future you wish to withdraw your consent for one or more of the data use categories above, you may do so, and should contact the academy to do this.

I consent to the information about my child to be used as indicated above:

Completed by (please print): _____ Parent / Carer

Signature: _____ Parent / Carer

I consent to the information about me to be used as indicated above:



Signature: _____ Student