

# MARISH ACADEMY TRUST



## ADMISSIONS/EMERGENCY CONTACT FORM

### Admission / Data Collection Form

*Please complete all sections of this form and sign the back page. Thank you.*

Pupil Details:		
Legal Surname:	Legal First Name:	Middle Name:
Preferred Surname: <i>(if different from above)</i>		Preferred First Name: <i>(if different from above)</i>
Date of Birth: (dd/mm/yyyy)		Gender: Male / Female (circle)
Home Address:		
Post Code:		Home Telephone No:

Details of Parent/Carer(s):				
We are required by law to keep a register of all parents of pupils at Marish Academy Trust. This includes natural and adoptive parents and carers, all of whom are entitled to vote in elections for academy governors, etc, even if they do not have custody of the child.				
Title (Dr/Mr/Mrs/Ms)	First Name	Surname	Mobile Telephone No.	Work Telephone No.
Email Address			Profession/Occupation	
Address (if not same as pupil's Home Address)				
Relationship to child		Parental Responsibility Yes / No		Custody: Yes / No
Title (Dr/Mr/Mrs/Ms)	First Name	Surname	Mobile Telephone No.	Work Telephone No.
Email Address			Profession/Occupation	
Address (if not the same as pupil's Home Address)				
Relationship to child		Parental Responsibility Yes / No		Custody: Yes / No
Is either parent a serving member of the UK armed forces? Yes / No				
Is there a Court order pertaining to your child? Yes / No (If yes, please attach a copy)				
Other Parent not living with child to be informed of child's education				
Title (Dr/Mr/Mrs/Ms)	First Name	Surname	Mobile Telephone No.	Work Telephone No.
Email Address			Profession/Occupation	
Address (if not same as pupil's Home Address)				
Relationship to child		Parental Responsibility Yes / No		Custody: Yes / No

### ETHNIC & CULTURAL

Please take the time to answer these questions to help us see that your child and other children get the best out of their schooling. The government has asked schools/academies to collect this information – but you do not have to give it unless you want to. Any information you do give will be treated in strict confidence.

Nationality (As stated on passport):	Country of Birth:
Date of Arrival in the UK: (dd/mm/yyyy)	From which country:

This part is about ethnic background. It is not citizenship or nationality. Please tick the ethnic group which your child belongs to. **Please tick one box only.**

		✓		✓
<b>Asian / Asian British</b>	Bangladeshi	<input checked="" type="checkbox"/>	Pakistani	<input checked="" type="checkbox"/>
	Chinese	<input type="checkbox"/>	Tamil	<input type="checkbox"/>
	Indian	<input type="checkbox"/>	Other Asian Group (please specify):	<input type="checkbox"/>
<b>Black / Black British</b>	African	<input type="checkbox"/>	Nigerian	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>	Somalian	<input type="checkbox"/>
	Ghanaian	<input type="checkbox"/>	Other Black (please specify):	<input type="checkbox"/>
<b>White</b>	English/British	<input type="checkbox"/>	Scottish	<input type="checkbox"/>
	Irish/Northern Irish	<input type="checkbox"/>	Gypsy/Roma	<input type="checkbox"/>
	Welsh	<input type="checkbox"/>	Traveller of Irish Heritage	<input type="checkbox"/>
	Eastern European	<input type="checkbox"/>	Western European	<input type="checkbox"/>
				Other White Group (please specify):
<b>Mixed Heritage</b>	White & Black Caribbean	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>	Any other mixed/multiple ethnic background (please specify):	<input type="checkbox"/>
<b>Other Ethnic Group</b>	Arab	<input type="checkbox"/>	Other ethnic group (please specify):	<input type="checkbox"/>
<b>Refuse to Declare</b>		<input type="checkbox"/>		<input type="checkbox"/>

Medical Information:						
Name of Doctor's Surgery/Health Centre:						
Address:						
Telephone No:						
Does your child wear glasses? YES / NO		If yes, when do they need them?				
Is your child's hearing satisfactory? YES / NO						
Has your child had any surgery? YES / NO		If yes, please give details				
Medical Information on your child, eg: medical condition / disability / allergies (e.g. asthma, diabetes)		Allergies (list below)	Arthritis	Asthma	Coeliac	Diabetes
		Epilepsy	Eczema		Other:	
Allergies (detail)						
Please give details of any medication your child is required to carry or hold at school e.g. Inhaler, EpiPen						
Does your child have any dietary requirements?		<input type="checkbox"/> Halal	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> None	<input type="checkbox"/> Other: please specify	

Equality Questionnaire		
<p>Marish Academy Trust is an inclusive school. If your child has a disability, we will support them to ensure they have full access to the curriculum and are not discriminated against in any way. In order to do this, it would help if you provide information about your child's special needs or disability.</p> <p><b>NB</b> A child has a disability if she/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. The term 'disability' includes medical conditions such as heart disease, diabetes, severe disfigurement, depression, schizophrenia, dyslexia, epilepsy, Downs Syndrome, physical and sensory impairments. It also includes learning difficulties such as SpLD (Dyslexia, Dyspraxia etc), ADD, ADHD, MLD, SLD, SLCN, ASD (including Asperger's Syndrome).</p>		
<b>SEND</b>	Yes	No
Has an Education Health Care Plan (Statement of Education Needs)		
Has a diagnosed SEND but no EHCP		
<p><b>Please provide details what support will your child need</b></p> <p><b>Please make any notes which might be useful about your child / family on this page. For example, information relating to SEN issues, EAL, concerns regarding health. What do they enjoy or are good at, dislikes or difficulties, friends and sibling etc.?</b></p>		

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

# Privacy Notice and Data Protection

## Marish Primary School – Privacy Notice



### Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group and any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

**Data Protection Officer Clare Anand** on: [clare.anand@marishandwillow.co.uk](mailto:clare.anand@marishandwillow.co.uk)

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

The DfE may also share pupil level personal data with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or the DfE collect and use your information, please visit:

our local authority at <http://www.slough.gov.uk/council/data-protection-and-foi/>

or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>