



Data Collection Sheet

Privacy Notice (historically called Fair Processing Notice)

As the school holds information on your child, we are obliged to tell you what we do with it and who we share it with through a Privacy Notice. The Privacy Notice is displayed on the school website or is available to view in the school reception. If you require a hard copy please speak to the school office who will be happy to arrange a copy for you.

Notes to help you fill in our Data Collection sheet

Contact information

- **The school must be informed about everyone who has legal Parental Responsibility for a child or young person, as well as any court orders in place in relation to them.** If you are unsure of what legal Parental Responsibility is, please contact the school.
- As a minimum, a name should be provided for all contacts with Parental Responsibility, even if address or telephone numbers are not known. A copy of any court order should be provided to the school.
- The Contact Priority field indicates the order in which contacts will be telephoned should the need arise and can be amended if required.
- If we have not already obtained this information from you, please give details of all relevant contacts below (continue on a separate sheet if necessary).

Free School Meals entitlement

- It is important to the school to be aware of all pupils who are entitled to free school meals, even if your child brings their own meal. The proportion of pupils entitled to free school meals can affect school funding and the judgement of our progress by Ofsted.
- If you think you are eligible to receive free school meals, please apply online through www.solihull.gov.uk/fsm. If you are in receipt of any of the following benefits, you may be entitled to claim free school meals for your child:
 - Income Support
 - Jobseekers Allowance (income-based)
 - Child Tax/Pension Credit
 - Income related employment and support allowance
 - Support under Part VI of the Immigration and asylum Act 1999
 - Universal Credit
- Please be aware that all information remains confidential and at no time are other pupils made aware of who has a free school meal.

Parents in military service

- The school is required to collect information on pupils with parents exercising parental care and responsibility who are Service personnel serving in regular HM Forces military units of all forces.
- This information is used by the Department for Education to identify the impact that being a Service child has on children's education.
- Information of this nature will remain completely confidential.

Consent for photographs

This is not required when it is part of our legal obligation (eg safeguarding). The school will contact you for consent when used for non statutory purposes.

Pupil information

Legal Forename:		Home Address:	
Middle name:			
Legal Surname:			
Preferred Forename:			
Preferred Surname:			
Date of Birth:		Telephone:	
Gender:	Male/Female	Email:	

Post Looked After Care (option to declare)

Please tick one of the below categories if applicable to your child. Post Looked After Care attracts significant additional school funding. Please rest assured that this information will remain confidential; a senior member of staff will contact you for supporting documentation (parents may conceal sensitive information, e.g. name of birth parents).

<input type="checkbox"/>	A	Ceased to be looked after through adoption
<input type="checkbox"/>	G	Ceased to be looked after through a special guardianship order (SGO)
<input type="checkbox"/>	R	Ceased to be looked after through a residence order (RO)
<input type="checkbox"/>	C	Ceased to be looked after through a child arrangement order (CAO)

Contact information

Please give details of all persons who have parental responsibility (PR) for your child. Please also include anyone who can be contacted in an emergency or who may collect your child from school. If any of these contacts have a Court Order in place please contact the school directly.

Emergency Priority (please rank)	PR (Y/N)	Name & Relationship	Home Address	Phone Numbers	Permission to collect from school
	Y/N			Home: Mobile: Work:	Y/N
	Y/N			Email:	
	Y/N			Home: Mobile: Work:	Y/N
	Y/N			Email:	
	Y/N			Home: Mobile: Work:	Y/N
	Y/N			Email:	

Continue on a separate sheet if necessary.

Siblings in school (if applicable)

Name:	Same address:	Name:	Same address:
	Y/N		Y/N
	Y/N		Y/N

Medical and dietary requirements

Dietary Needs:		
Medical Practice:		Address:
Telephone Number:		
Medical Condition(s):		

Ethnic Origin

White

- British
 Irish
 Traveller of Irish Heritage
 Gypsy/Roma
 Any other white background

Mixed or Dual Background

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background
 Chinese

Black or Black British

- African
 Caribbean
 Any other Black background

Any other ethnic group (please state): _____

I do not wish this information to be collected

First Language(s): _____

This is the language(s) to which your child was first exposed during early development, and continues to be exposed in the home and community. If it is more than one language (it may include English), a language other than English should be recorded.

Parents in military service: Yes No

Name of previous school and dates of attendance (if known)

Name: _____ From - To: _____

Please note that a copy of the data collection sheet is available on the school website if you need to amend your details at any time. Amended forms should be emailed to office@smithswoodpri.solihull.sch.uk.

Hard copies are available for completion at the school reception.