



1. The **General Data Protection Regulations (GDPR)** apply from the 25th May 2018. Please familiarise yourself with the school's **Privacy Notice**, so that you fully understand the following:

- Why we collect and use pupil information
- What categories of pupil information we collect, hold and share
- Who we share pupil information with
- Why we share pupil information
- How you can request access to your personal data

2. Changes of personal circumstances should be notified in writing to the school immediately.

3. The personal information will be recorded on the school computer management information system (SIMS).

4. Please check all sections are correct and complete, then sign the declaration (section 12) and return to your child's school.

PLEASE COMPLETE THE FORM IN INK AND IN BLOCK CAPITALS

Section 1 – Pupil's Personal Details

Forename(s): _____ Known As: (Full name) _____

Surname: _____ Date of Birth: _____

Full Address: _____ Gender: (please ✓) Male Female

Postcode: _____ Home Telephone No: _____

Section 2 – Former/Current Pre-school or School (if applicable)

Name and Address of _____

School/Nursery: _____ Telephone No: _____

Stage on Leaving: _____

Section 3 – Details of Siblings

Name	Date of Birth	Current nursery/school
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section 4 – Parent/Carer Information

- Notes
1. A pupil's parent/carer is defined as his/her natural parent and any other person who is his/her carer, has parental responsibility for, or is liable to maintain him/her.
 2. If an estranged parent is to be refused information about or access to a child, the school must have sight of relevant court orders.

When a child is ill or hurt, we will make contact as per chosen priority below in the first instance. However, in Section D please provide details of an additional emergency contact that can collect your child from school if you are unavailable.

In sections A and B please indicate parents or carers that live with this child i.e. that reside at the address given in Section 1.

A

Name :	_____	Relationship to Child :	_____	Priority for Contact :	_____
		(e.g. mother/father/step parent)		(e.g. 1 st , 2 nd , etc.)	
Daytime Telephone No :	_____	Mobile No :	_____		
Home Email Address :	_____				
Work Email Address :	_____				

B

Name :	_____	Relationship to Child :	_____	Priority for Contact :	_____
		(e.g. mother/father/step parent)		(e.g. 1 st , 2 nd , etc.)	
Daytime Telephone No :	_____	Mobile No :	_____		
Home Email Address :	_____				
Work Email Address :	_____				

In section C, please indicate if there is a parent not living with this child.

C

Name :	_____	Relationship to Child :	_____	Priority for Contact :	_____
		(e.g. mother/father)		(e.g. 1 st , 2 nd , etc.)	
Address :	_____	Home Telephone No :	_____		

	_____	Postcode :	_____		
Daytime Telephone No :	_____	Mobile No :	_____		
Home Email Address :	_____				
Work Email Address :	_____				

In section D, please provide an additional Emergency Contact. Please tick to confirm you have this person's permission. YES I have permission

Name :	_____	Relationship to Child :	_____	Priority for Contact :	_____
		(e.g. grandparent/friend)		(e.g. 1 st , 2 nd , etc.)	
Address :	_____	Home Telephone No :	_____		

	_____	Postcode :	_____		
Daytime Telephone No :	_____	Mobile No :	_____		

Section 5 – Support Information

- Notes
1. It is your responsibility to inform the school if your child develops any contagious or infectious disease(s).
 2. Parents/carers should contact the school to discuss dispensing of any medication.
 3. Please do not assume the school is aware of any health issues relating to your child, as medical staff do not pass information to the school.

Medical information please (please ✓)

1. Surgery Name : _____ Telephone No : _____
 Surgery Address: _____

2. Does your child have any medical conditions, e.g. asthma, epilepsy, Yes No
 If yes, please give details.

3. Does your child have any allergies, e.g. foods, medicines Yes No
 If yes, please give details.

4. Does your child have a disability? Yes No

5. Has this been confirmed by an appropriate professional? Yes No

6. If this has been confirmed are adaptations required : Yes No

i. Physical (e.g. lift, ramp etc.) Yes No

ii. Curriculum (large print etc.) Yes No

iii. Communication (sign-language etc.) Yes No

7. Are there any other health problems of which we should be aware? Yes No
 If yes, please give details.

8. Is your child being seen by any of the following? Yes No

	Date first attended	Name
Speech Therapist
Educational Psychologist
Physiotherapist
Child Development Centre
Other

Has your child any problems with:

- Speech
- Hearing
- Sight
- Behaviour
- Other

Looked After Children

A child is looked after when:

- He or she is the subject of supervision requirement, at home, with relatives or friends or in accommodation (i.e. foster/residential care or residential schools).
- He or she is accommodated by the Council under Section 22 of the Children Act 1989 where the Council has a duty to safeguard welfare.
- He or she is the subject of a place of safety order, children protection order or parental responsibility order.

Is your child termed "Looked After" (please ✓) Yes No

Has your child ever been termed 'looked after'? Yes No

If you have answered 'yes' to either of the above questions, please contact the school office to arrange an informal discussion with the Head Teacher and SENCO.

Additional Support Needs (please ✓)

Has your child been assessed as having Additional Support Needs? Yes No

If 'yes', does your child have an Individualised Educational Programme (IEP)? Yes No

Does your child have a Co-ordinated Support Plan? Yes No

Section 6 – Heritage Information

Language (please ✓)

What is your child's main home language? English Other

If other please specify:

(a) Language: _____

(b) If English is not home language, please indicate how well your child speaks English (please ✓ one box)

- | | | | |
|-----------------------|--------------------------|-----------------------|--------------------------|
| New to English | <input type="checkbox"/> | Fluent | <input type="checkbox"/> |
| Early acquisition | <input type="checkbox"/> | Limited communication | <input type="checkbox"/> |
| Developing competence | <input type="checkbox"/> | Not assessed | <input type="checkbox"/> |
| Competent | <input type="checkbox"/> | | |

Religion of Pupil (please ✓)

Please tick ONE of the following categories which you feel best describes the religion of your child.

- | | | | | | |
|------------------------|--------------------------|-------------------------|--------------------------|----------------------|--------------------------|
| Anglican | <input type="checkbox"/> | Baptist | <input type="checkbox"/> | Other Christian | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | Jewish | <input type="checkbox"/> | Methodist | <input type="checkbox"/> |
| Muslim | <input type="checkbox"/> | Roman Catholic | <input type="checkbox"/> | Sikh | <input type="checkbox"/> |
| None | <input type="checkbox"/> | Do not wish to disclose | <input type="checkbox"/> | United Reform Church | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> | | | | |

Ethnic Background (please ✓)

Please tick ONE of the following categories which you feel best describes the ethnic background of your child.

- | | | | | | | | |
|----------------------------|--------------------------|-----------------------------|--------------------------|----------------------------|--------------------------|-----------------------------|--------------------------|
| White – British | <input type="checkbox"/> | White – Irish | <input type="checkbox"/> | Gypsy/Roma | <input type="checkbox"/> | Traveller of Irish Heritage | <input type="checkbox"/> |
| Any other white background | <input type="checkbox"/> | | | | | | |
| White & Black Caribbean | <input type="checkbox"/> | White & Black African | <input type="checkbox"/> | White & Asian | <input type="checkbox"/> | | |
| Any other mixed background | <input type="checkbox"/> | | | | | | |
| Indian | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> | | |
| Any other Asian background | <input type="checkbox"/> | | | | | | |
| Caribbean | <input type="checkbox"/> | African | <input type="checkbox"/> | Any other Black background | <input type="checkbox"/> | | |
| Chinese | <input type="checkbox"/> | Any other ethnic background | <input type="checkbox"/> | Not disclosed | <input type="checkbox"/> | | |

Country of Birth (please ✓)

- UK Other Please state _____

National Identity (please ✓)

- Welsh English Scottish Irish British
Other Not disclosed

Section 7 – Using the Internet and Technology

As part of our Computing Scheme of Work, we offer pupil's access to the Internet. The Internet is a valuable resource that can raise educational standards by offering pupils the opportunities to search for information from a very wide range of sources based throughout the world.

Whilst our aim is to supervise pupils using the Internet and filter unsuitable sites using Halton Borough Council filtering software, there is always the slight risk that unsuitable material may be accessed by the pupils. We

believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

During school, teachers will guide pupils towards appropriate materials. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, radio and other potential offensive media.

CONDITIONS OF INTERNET/TECHNOLOGY USE AGREEMENT

By signing this section you are agreeing that your child(ren) has made these promises.

They will :

- Ask permission from a member of staff before using the Internet.
- Not access other people's files.
- Use the computers only for school work and homework.
- Not bring CD's or any memory sticks or any other electronic data into school.
- Only send class e-mails with their teachers' approval or through Grid Club.
- Only send polite and sensible messages.
- Not give their home address or telephone number or any information about themselves to anyone on the Internet.
- Help protect other pupils and themselves and will tell a teacher if they see anything they are unhappy with or receive messages they do not like.
- Only print out work with an adult's permission.
- Understand that the school will check their computer files and will monitor the Internet sites they visit.
- They will not bring a mobile phone into school unless previously agreed.
- They will not use their mobile phone to send cruel or unkind messages to people who give them their number in school.

If your child(ren) do not keep their promise, you will be contacted and they will:

- Be stopped from using the Internet immediately.
- Not be allowed to use the Internet for a specified period of time e.g. rest of the week, term, year etc.

I have read the Conditions of Use and Technology Agreement and give my permission for my child to use the Internet as part of their education.

Please tick (✓) the appropriate box. .

Yes

No

Section 8 - Transportation

If your child represents the school at a venue away from school, he/she may be transported in a vehicle driven by a teacher, member of the school staff or a parent. All teachers have to be insured for business use and all parents, because of new legislation, have to submit copies of driving licences and insurance documents to school. These are measures we have had to introduce to comply with Government Legislation regarding risk assessment.

I give permission for my child to be driven to any event by any person meeting the above requirements. Please tick (✓) the appropriate box.

Yes

No

Section 9 - Photographs

From time to time in the course of your child attending this school, their photograph (still or moving) may be taken for different purposes. We regularly use photographs as part of our displays within the school and on occasions, photographs of children are published within the local press and on our school website and twitter account. Names of children are not disclosed to any outside agencies and names are only disclosed within school for very specific purposes e.g. to identify Road Safety Officers.

It has become necessary in the climate in which we now live to seek your permission to use any photographs of your children as outlined above.

I give permission for photographs to be used as outlined above.
Please tick (✓) the appropriate box.

Yes

No

Section 10 – National Fruit Scheme

Under the National Fruit Scheme for 4 – 6 year olds initiated by the Government, each child will be entitled to receive a free piece of fruit each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least 5 portions of fruit and vegetables a day. On average, children in the UK currently eat only 2 portions a day.

Your child will be offered a free piece of fruit towards the end of each afternoon, which they will sit and eat with their teacher during story time. The scheme will not disrupt the normal school day in any way.

The fruit will be fresh and of good quality, equivalent to the fruit that we buy in shops. At present the scheme supplies apples, pears, bananas, tomatoes, carrots, strawberries and satsumas (or other easy peel citrus fruit). All children will have the same fruit on each day. The aim is for the children to have a positive and enjoyable experience of fruit.

The scheme is voluntary and there is no obligation for your child to take part.

I give permission for my child to participate in the National Fruit Scheme.
Please tick (✓) the appropriate box.

Yes

No

Section 11 - Email

At Farnworth CE Primary School we are committed to maintaining and improving the environment. One of the ways we do this is by sending information via e-mail; it saves paper and is good for our budget.

We would like to keep you informed via e-mail and to protect your confidentiality we will only use your address to e-mail you with school business and none of the other recipients will be able to see your address.

The main use of the e-mail system will be to provide you with a weekly newsletter. We will use the e-mail addresses provided in Section 4. If you do not have access to a computer or an e-mail account, please indicate below.

I have access to an e-mail account.
Please tick (✓) the appropriate box.

Yes

No

I give permission for information to be sent to me via e-mail.
Please tick (✓) the appropriate box.

Yes

No

Section 12 - Declaration

I consent to the use the above information for the purpose stated in the school's Privacy Notice. I declare that to the best of my knowledge the information given in this registration is true and correct.

Signature of Parent/Carer: _____

Print Name: _____ Date : _____

For office use only

Birth Cert/Passport Seen : (✓)	Y	N	Date :	Initials of verifier :
Name and DOB correct : (✓)	Y	N		