

# Black Horse Hill Infant School Club

## Registration Form

**Child's Details**

**Date of Registration (office use) :**

|                |                 |                               |
|----------------|-----------------|-------------------------------|
| First name:    | Surname:        | What s/he likes to be called: |
| Date of birth: | First language: |                               |

**Parent/Guardian details**

|                                                                                                                          |                |              |                                                         |                |              |
|--------------------------------------------------------------------------------------------------------------------------|----------------|--------------|---------------------------------------------------------|----------------|--------------|
| Title:                                                                                                                   | First name:    | Surname      | Title:                                                  | First name:    | Surname      |
| Home address:                                                                                                            |                |              | Home address (if different):                            |                |              |
| Does this child normally live at this address? Yes / No                                                                  |                |              | Does this child normally live at this address? Yes / No |                |              |
| Work address:                                                                                                            |                |              | Work address:                                           |                |              |
| Home number:                                                                                                             | Mobile number: | Work number: | Home number:                                            | Mobile number: | Work number: |
| Email address:                                                                                                           |                |              | Email address:                                          |                |              |
| Does this person have parental responsibility? Yes / No                                                                  |                |              | Does this person have parental responsibility? Yes / No |                |              |
| Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details overleaf.)</i> |                |              |                                                         |                |              |

**Emergency Contact Details** *(please provide details of two people we can contact if we are unable to get hold of you)*

|          |                   |                            |
|----------|-------------------|----------------------------|
| Name:    | Telephone number: | Mobile number:             |
| Address: |                   | Relationship to the child: |
| Name:    | Telephone number: | Mobile number:             |
| Address: |                   | Relationship to the child: |

**Child's Doctor**

|                 |                                                |
|-----------------|------------------------------------------------|
| Name of Doctor: |                                                |
| Address:        | Medical Need : Yes/No                          |
| Telephone:      | <i>If Yes a medical form will be sent home</i> |

**About your child**

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| Please detail any additional/special needs your child has: (please provide full details)              |
| Please detail any dietary requirements / food allergies for your child: (please provide full details) |
| Is there anything your child doesn't like (food, games etc) or is scared of?                          |
| What are your child's favourite activities?                                                           |

**Signature of Parent/Carer**

**Date:**

\_\_\_\_\_

**Black Horse Hill Infant School Out of School Club**  
**Pupil registration form**

In accordance with the Education Act 1996, section 434 Registration of pupils, schools are required to keep a register containing the “prescribed particulars” of all pupils registered at their establishment. We are required to process, i.e. receive, work with, store and share data with others on the lawful basis of *Public Task*. This means that the school is required to carry out these tasks as part of their public duty.

Special category (sensitive) data will be processed on the lawful basis of *public interest* and *vital interest*. Schools must know who has parental responsibility for each child, including any relevant court orders that may affect the school’s relationship with the child’s parents.

The school will ask families for *consent* to our using other data, such as photographs.

To ensure that parents receive their entitlements regarding their child’s education, e.g. pupil premium, a form should be completed for each child registered at the school. This will also help the school to effectively safeguard and promote the child’s welfare.

## **Disclaimer**

Black Horse Hill Infant School collects and uses personal data to meet the legal requirements set out in the GDPR and UK law. The data collected will be used to support pupil learning and provide pastoral care.

Black Horse Hill Infant School is the data controller. This means the school determines the purposes, and the manner in which, any personal data relating to pupils and their families is to be processed. All personal data collected by the school is stored in line with the GDPR Data Protection Policy and is only kept for as long as is necessary to complete the task for which it was originally collected.

Parents have the right to:

- Be informed about how Black Horse Hill Infant School uses your personal data
- Request access to the personal data that Black Horse Hill Infant School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.