



**ST EDWARD'S CE ACADEMY CHEDDLETON DATA COLLECTION SHEET**

St Edwards is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us.

Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data, which can be accessed via the Academy website [www.stedwardscheddleton.co.uk](http://www.stedwardscheddleton.co.uk) or via a paper copy on request.

The Academy is the data controller of the personal information that you provide to us. We may also receive information regarding from the previous school, Local Authority and/or the DfE. In accordance with the Education Act 1996, schools are required to keep a register containing the "prescribed particulars" of all pupils registered at their establishment. Schools also need to know who has parental responsibility for each child, including any relevant court orders.

The data we collect about pupils and their parents/carers and emergency contacts will be utilised in accordance with the Academy's Privacy Notices and Data Protection Policies. The data we collect aids us to fulfil our obligations both legally and as a public organisation in the delivery of education and supporting the welfare of our pupils. The data collected in this form will also be transferred onto electronic systems and stored in accordance with the Academy's defined retention periods. It is the responsibility of the parent/carer completing this form to ensure that appropriate consent has been given by their emergency contact, to provide their details for the Academy. **Please ensure the contact details and other information regarding your child is kept up to date. If you change your details at any time, please let the Academy know as soon as possible.**

Upon completing this form, you may be providing the academy with data which is specified under the General Data Protection Regulation as Special Category Data, which is data that could be considered particularly sensitive to an individual. This means that we must have a lawful basis for processing this data and have obligations to keep this data secure. We collect special category data in order to fulfil our obligations as a public organisation in ensuring that that we maintain a positive and safe teaching and learning environment, where we have a legal obligation to process this data or where we have consent. Special categories of data are classified as: race, ethnicity, religious beliefs, eligibility for free school meals, special educational needs, physical health and mental health information and biometric data. Where we require your consent for collecting data, this will be specified within our data collection form.

**SECTION ONE – YOUR CHILD'S DETAILS**

Legal Surname	
Preferred Surname	
Forename	
Preferred Forename	
Gender	
Date of birth	
Address	
Post code	
Day time telephone number	

Parent email address	
Name of siblings attending the academy	
Has your child been exposed to any other language at home from birth to age 5?	Yes / No
If so, which language?	
Where did you hear about St Edwards C of E Academy.	

## **SECTION TWO – YOUR CHILD’S MEDICAL INFORMATION**

Do you consider your child to have a medical condition? If yes, please provide details below, including any medication they are required to take whilst at the academy.

<b>Medical condition(s)</b>	
<b>Allergies</b>	
<b>Medication requirements</b>	
<b>Dietary needs (including for religious reasons)</b>	
<b>Intolerances</b>	

### **Medical Practice**

<b>Name of medical practice</b>	
<b>Telephone number</b>	

**Accessibility**

If your child has a disability or access requirements, please utilise the below table to notify the academy to ensure that appropriate measures can be taken to support accessibility.

<b>Disability</b>	
<b>Access requirements</b>	

**SECTION THREE – PARENTAL AND EMERGENCY CONTACT INFORMATION**

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency; place them in order that you wish for them to be contacted. The academy also needs to be aware of any Court Orders in order to legally fulfil its safeguarding obligations as a public body organisation.

**Are there any Court Orders which relate to the child, e.g. Custody Orders? YES / NO**

**If YES please detail the nature of the order (proof must be provided to the academy office in its current form.)**

<b>Contact Name (include title e.g. Mr, Mrs, Miss, Ms or other)</b>	<b>Relationship to Pupil</b>	<b>Home Address including Postcode</b>	<b>Parental Responsibility</b>	<b>Telephone Number Home and Mobile</b>	<b>Priority Order</b> (Please indicate the order for emergency contact 1-4)
			YES / NO		
			YES / NO		
			YES / NO		
			YES / NO		

<b>PASSWORD</b> Please ensure that all people authorised to collect know this password.	
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Please list below anyone else you give permission to collect your child but is not an emergency contact point – e.g. another parent.

Contact Name	Relationship to Pupil

#### **SECTION FOUR – EDUCATIONAL HISTORY (WHERE APPLICABLE)**

School	Address	Date of attendance	Date of leaving

#### **SECTION FIVE – MEAL ARRANGEMENTS (PLEASE TICK)**

<b>Academy Dinner Paid (Nursery &amp; KS2)</b>	
<b>Academy Dinner – Universal Free School Meal (KS1) / Free school Meal</b>	
<b>Packed Lunch from Home</b>	

#### **SECTION SIX – ELIGIBILITY (PUPIL PREMIUM AND FREE SCHOOL MEALS)**

This information will be used to check your child’s eligibility for Pupil Premium and/or Free School Meals. The Academy receives additional funding of £1,345 pupil premium funding for each child registered for income assessed free school meals and helps the academy to further support our pupils with their educational experience.

Please note that completion of this section of the form is optional, at each parent/carer’s discretion. Non completion of this information could result in your child not receiving appropriate free school meal allocations and/or additional academy funding.

Completing the below information will allow the academy to access the funding. Please note that the details you provide in the below table will be used within the Academy's data returns which are shared with the DFE and Staffordshire County Council.

Those agreeing to provide eligibility information should complete the information below and tick the relevant box:

Name of Claimant: \_\_\_\_\_ National Insurance Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

<b>Child Tax Credit (provided you are not entitled to Working Tax Credit and have no more than £16,190 gross annual income.)</b>	
<b>Income Support</b>	
<b>Income-Based Job Seekers Allowance</b>	
<b>Income Related Employment and Support Allowance</b>	
<b>The Guarantee Element of Pension Credit</b>	
<b>Universal Credit – if you apply after 01.04.2018 your household income must be less than £7,400 / per annum (after tax and not including any benefits you get.)</b>	
<b>Support under part VI of the Immigration and Asylum Act 1999</b>	
<b>Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit</b>	
<b>Children who get the above benefits directly rather than through a parent or guardian are also eligible for free school meals.</b>	
<b>Your child may also be eligible for free school meals if you get an of the benefits listed and your child is both younger than the compulsory age for starting school and in full-time education.</b>	
<b>I do not receive any of the above</b>	

The DfE recently introduced an entitlement to Pupil Premium for those children who were Looked After immediately before being adopted or being placed on a Special Guardianship or Child Arrangements Order (previously known as a Residence Order). It will be for those who have parental responsibility to decide if they wish to self-declare their children's status to schools. Parents or carers are requested to provide supporting evidence, for example, a photocopy of the adoption order. Parents may conceal sensitive information (e.g. the name of the birth parents) if they wish.

The information you provide in the below table will be used within the academy's census return which is shared with the DFE and Staffordshire County Council. The purpose of collecting data of this nature is to support the academy in securing additional funding to support our pupils/students within their learning environment.

Please note that providing this data is not mandatory; each parent/carer may provide these details at their own discretion. The data you provide will remain confidential at all times.

**Please provide copies of any residency orders for the main office.**

Is your child in the care of the local authority?	Yes/No
Has your child ever been in the care of the local authority?	Yes/No If yes, please provide dates DD/MM/YY – DD/MM/YY
Is your child in foster care?	Yes/No
Is your child adopted?	Yes/No
Are there any residency orders in place for your child?	Yes/No

<p>Is your child of a service family?</p> <p>Please see below criteria from the Department for Education website, to support your answer:</p> <ul style="list-style-type: none"> <li>• one of their parents is serving in the regular armed forces</li> <li>• they have been registered as a 'service child' in the school census at any point since 2011</li> <li>• one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme</li> <li>• pupils with a parent who is on full commitment as part of the full-time reserve service are classed as service children</li> </ul>	<p>Yes/No</p>
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### **SECTION SEVEN – PUPIL'S ETHNIC BACKGROUND**

Student ethnic background information is utilised by the Academy as part of our census returns to the DFE. Whilst this information is useful for the Academy to process, it is not mandatory to provide. This data will be accessed by approved Academy personnel and stored in a secure manner physically and also electronically in the Academy's Management of Information System, called Bromcom. Should you wish to provide the below information, the academy requires signed documentation of your informed consent, which can be provided in section eleven of this documentation.

**Please only complete the below information if you have provided consent.**

**Country of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**Ethnic Origin: (please tick as appropriate)**

<p><b><u>White</u></b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Traveller of Irish Heritage</p> <p><input type="checkbox"/> Gypsy/Roma</p> <p><input type="checkbox"/> Any other White background</p> <p><b><u>Mixed</u></b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background</p> <p><b><u>Asian or Asian British</u></b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background</p> <p><b><u>Black or Black British</u></b></p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other ethnic background – please state</p> <p>_____</p>
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<p><b><u>First Language</u></b></p> <p><input type="checkbox"/> Bengali</p> <p><input type="checkbox"/> Cantonese</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Greek</p> <p><input type="checkbox"/> Gujarati</p> <p><input type="checkbox"/> Hindi</p> <p><input type="checkbox"/> Italian</p> <p><input type="checkbox"/> Polish</p> <p><input type="checkbox"/> Portuguese</p> <p><input type="checkbox"/> Punjabi</p> <p><input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Turkish</p> <p><input type="checkbox"/> Urdu</p> <p><input type="checkbox"/> Other</p> <p><b><u>Religion</u></b></p> <p><input type="checkbox"/> Christian</p> <p><input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Sikh</p> <p><input type="checkbox"/> Hindu</p> <p><input type="checkbox"/> Muslim</p> <p><input type="checkbox"/> None</p>
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### **SECTION EIGHT – PHOTOGRAPHS AND VIDEOS**

Our Academy requires written consent in order to process photographic and video data of its pupils/students.

Consent to the taking of photographs and videos is entirely optional. For those who provide consent to the collecting and processing of photographic and video data, the data will only be utilised for the purposes specified below and will not be taken without your consent. To provide your consent please circle 'yes' in the table below; **your signature will also be required in section eleven of the data collection form.**

Videos taken by the Academy for the website (such as those from events / educational visits) will be hosted on a secure platform, which is a video-sharing website that allows members to view, upload and share videos. The data uploaded through the Academy is subject to enterprise-grade security, whereby the Academy can control the privacy of the videos which will only to be uploaded to the Academy's website and by secure methods of transfer.

**Consent to process data may be withdrawn at any time by contacting 01538 714840 or email**

**office@stedwardscheddleton.co.uk** At the point in which consent is withdrawn, the academy will cease processing activities relating to photographic / video data.

Purpose	Accessed by	Consent
Academy and Trust website displays including news feeds, digital prospectus & galleries this includes videos of school events which are uploaded to the academy website.	Academy/trust staff Public (including parents & pupils) Website provider	Yes/No
Academy displays and galleries	Academy staff Public (including parents, pupils & visitors)	Yes/No
Newsletters	Academy/trust staff Public (including parents & pupils) Website provider	Yes/No
Recognition purposes on student/pupil records (hard and electronic)	Academy staff Academy information management software providers Staff in transition schools	Yes/No
Pupil exercise and work books as learning aids	Academy staff Pupils Parents Visitors Agency Partners	Yes/No
Recording learning experiences during educational visits	Academy staff Public (including parents, pupils & visitors) Website Provider	Yes/No
Celebrating and marketing via social media (including Facebook, Twitter)	Academy staff Public (including parents, pupils) Website Provider	Yes/No
Celebrating and marketing via external publications (including newspapers, church magazine, banners, flyers, posters)	Academy staff Public (including parents, pupils)	Yes/No
Communication & sharing work and awards with parents/carers (including ClassDojo – Class & School Story)	Academy staff Parents through class and school stories Public through potential wider sharing by parents	Yes/No
Sharing work with parents/carers – (Including Purple Mash, 2 Simple)	Academy staff Parents & pupils Software Providers	Yes/No
Sharing recordings of live lessons on <b>Microsoft Teams</b> to enable children to access learning at home	Academy Staff Parents, pupils	Yes/No

	Public through potential, unauthorised wider sharing by parents Concerto Tech Support Microsoft	
Recording and sharing academy productions	Academy staff Parents, pupils Public (website, social media, community) Website/Software Provider	Yes/No
Official Academy photos (whole school/year group/class /family/extra curricula groups/individual)	Academy staff Parents, pupils & visitors Photograph provider – Academy Photographs	Yes/No

If consent is provided to process this data, photographs and videos of pupils/students will be taken only on academy owned cameras and mobile devices by designated members of staff, or on devices from approved official providers such as Academy Photographs photographers, journalists etc. This data will not be collected on personal devices of any nature.

Photographs and videos will be accessed by approved staff only and stored in a secure manner on the Academy's network, and provided for approved suppliers who can demonstrate compliance with Data Protection Regulations only.

## **SECTION NINE - PERMISSIONS**

**To provide your permission for any activities/further requirements, please tick the below boxes and sign in section eleven of the data collection form if you provide your consent.**

<input type="checkbox"/>	I give permission for my child to <b>travel by private car in the event of an emergency</b> (e.g. to take them to hospital).
<input type="checkbox"/>	I give permission for my child to <b>attend sporting fixtures during school and after school.</b>
<input type="checkbox"/>	I give permission for my child to receive medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, <b>as considered necessary by medical authorities present.</b>
<input type="checkbox"/>	I give permission for the school staff to provide <b>appropriate intimate care</b> to my child if needed.
<input type="checkbox"/>	I give permission for my child to <b>participate in food tasting sessions</b> as part of lessons or to eat food provided for celebrations. (Any allergies will be listed on the medical information form and any changes must be communicated immediately by the parent to the school office.)
<input type="checkbox"/>	I give permission for my child to <b>wear face paints or make up</b> for academy productions and use make up remover. (Any allergies will be listed on the medical information form and any changes must be communicated immediately by the parent to the school office.)
<input type="checkbox"/>	I give permission for my child to <b>go on local walks in Cheddleton</b> as part of their curriculum studies.
<input type="checkbox"/>	I give permission for my child to <b>visit places of worship</b> as part of their curriculum studies.
<input type="checkbox"/>	I give permission for my child to <b>visit local schools (Cheddleton and Leek)</b> as part of their curriculum studies.
<input type="checkbox"/>	I give permission for my child to <b>watch PG rated films</b> or clips where they are deemed suitable by teachers or linked to the curriculum.



<input type="checkbox"/>	I give permission for my child to <b>travel by coach / mini bus</b> to any event within academy hours.
<input type="checkbox"/>	I give permission for my child to <b>access the internet</b> in line with the Pupil Acceptable Use Policy Agreement for Younger Pupils. (E-Safety Policy)
<input type="checkbox"/>	I give permission for my child to <b>access and use the Remote Learning Platform, Microsoft Teams</b> , in line with SUAT's Remote Learning Policy, SEAC's Remote Learning Plan & Supplement & user protocols.
<input type="checkbox"/>	I give permission for my child to have contact with our school pets/visiting animals (fish, tortoise, dog, guinea pigs, chickens, lambs, minibeasts, reindeers). (Any allergies will be listed on the medical information form and any changes must be communicated immediately by the parent to the school office.)

### **SECTION TEN – COMMUNICATIONS**

Once your child has been admitted, the Finance Department is able to accept payments online for school meals, school trips, music tuition and other miscellaneous items. This facility is available by using a secure website called ParentPay which is PCI DSS certified, where you can pay online using your credit or debit card, details of which will be sent to you once your child has joined the Academy.

The academy requires your email address as detailed in section one of this form, to utilise in accordance with ParentPay, our cashless payment system, to fulfil its financial requirements to eliminate cash handling on the premises.

ParentPay is easy to use and you have the freedom to make payments whenever you want, 24 hours a day, 7 days a week. Many parents/carers will welcome the certainty that money paid using ParentPay will reach the Academy securely and pupils will no longer have to take responsibility for carrying money to school.

The Academy wishes to continue our effective communication with parent and carers. As part of our communication provision, the Academy subscribes to Class Dojo which provides an umbrella messaging system that allows uploads of letters, important reminders etc. Correspondence of this nature will be sent to your primary contact detailed in section three of this form. **The email address given must be one that is checked regularly.** In the case of split-families the non-resident parent will also receive a copy of all Academy communication provided an email address has been given. Both parents can also subscribe to Class Dojo. Service providers utilised by the Academy are compliant with Data Protection laws; your details will not be passed to any third-party providers without your consent. Your consent can be provided on section eleven of this form.

The Academy is also pleased to provide our parents and carers with updates through the use of the Principal's letters and the school calendar/website/Facebook/Twitter.

The academy requires signed documentation of your informed consent, which can be provided in section eleven of this documentation.

### **SECTION ELEVEN - CONSENT**

Should you wish to withdraw your consent at any time, please contact Mrs Swift 01538 714840 to confirm the withdrawal of consent. Upon the withdrawal of your consent to process data of this nature, no further processing will be undertaken. This form will be valid from the date in which it is signed, unless a withdrawal of consent is made. This data will be retained and deleted in accordance with the Trust's Compliant Records Management Policy.

**Please tick and sign below if you are providing your consent.**

- I consent to issuing the eligibility data, as per section six of the Academy's data collection form by providing my signature below.
- I consent to issuing the ethnic background information of my child, as per section seven of the Academy's data collection form by providing my signature below.

- I consent to the processing of my child's photographic data, as selected in section eight of the Academy's data collection form by providing my signature below.
- I consent to my child to participate in the events selected and specified in section ten of the Academy's data collection form by providing my signature below.
- I consent to receiving communication from the Academy e.g. letters, important reminders and updates via email, website, Facebook and Class Dojo by providing my signature below.
- I consent to my/my child's details being shared with a third-party user by providing my signature below.

If you have any queries or concerns in relation to the protection of data, please contact the academy's data administrator via Mrs Swift– email [office@stedwardscheddleton.co.uk](mailto:office@stedwardscheddleton.co.uk) or the Trust Data Protection Officer via 01782 969465 / [hkirkham@suatrust.co.uk](mailto:hkirkham@suatrust.co.uk).

Name of Parent/Carer (person with parental responsibility) \_\_\_\_\_

Signature of Parent/Carer (with parental responsibility) \_\_\_\_\_

Name of pupil/student \_\_\_\_\_

Date \_\_\_\_\_