



St. John the Baptist Church of England Primary School

PUPIL DATA COLLECTION FORM [CONFIDENTIAL]

All schools are required by law to keep on record details of children admitted. Please complete this form in **BLOCK CAPITALS** and hand it into the school office. Please complete all sections. Your child's birth certificate and 2 proof of address documents should be presented for copying and placing on file at the time of your child's admission unless previously presented.

PUPIL DETAILS

Legal First Name:	Legal Last name:
Middle name(s):	Preferred Last Name:
Preferred First Name:	Date of birth:
Gender: Male / Female (delete as applicable)	NHS number:

ADDRESS DETAILS

HOME
House No/Name:

Street:

Town/Village **Postcode:**

Type of dwelling: House Flat Bungalow Caravan/Trailer/Other Vehicle ON site
 Caravan/ Trailer/Other Vehicle OFF site Other.....

CONTACTS

Parent/Carer: Mr/Mrs/Ms/Miss/Other	Parent/Carer: Mr/Mrs/Ms/Miss/Other
First Name:	First Name:
Last Name:	Last Name:
Address (if not home address above):	Address (if not home address above):
Post Code:	Post Code:
Tel No: (Home)	Tel No: (Home)
Tel No: (Mobile)	Tel No: (Mobile)
E-mail:	E-mail:
Work No: (For emergency use. Please state days worked)	Work No: (For emergency use. Please state days worked)
Priority to contact in an emergency: 1 st 2 nd 3 rd	Priority to contact in an emergency: 1 st 2 nd 3 rd
Parental Responsibility: Yes / No	Parental Responsibility: Yes / No
Relationship to child:	Relationship to child:
With whom does the child live?	

Please indicate if either parent is in the Armed Forces **Yes** **No** any additional information below:

.....
 Please attach a copy of any court orders relating to your child. Please tick if attached

ADDITIONAL CONTACTS

From time to time it may be necessary to contact someone during the school day, e.g. in the case of a child's sickness. Please list below details of any person we can contact on such an occasion.

Name & relationship to the child	Priority to contact in an emergency	Parental responsibility	Daytime address and Tel No (if same as home address please write home):
	1st 2nd 3rd	Yes / No (delete as required)	Address: Postcode: Tel No: Mobile No:

MEDICAL INFORMATION

DOCTOR

Doctor's Name:

Surgery Name and Address:

DIETARY NEEDS

- | | | | |
|---|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Artificial colour allergy | <input type="checkbox"/> Gluten Free | <input type="checkbox"/> Kosher foods | <input type="checkbox"/> No dairy produce |
| <input type="checkbox"/> No nuts of any type/quantity | <input type="checkbox"/> No Pork | <input type="checkbox"/> Ramadan | <input type="checkbox"/> Seafood allergy |
| <input type="checkbox"/> Vegetarian | <input type="checkbox"/> No Beef | <input type="checkbox"/> Halal | |

MEDICAL INFORMATION

Medical Information
 (including allergies, medication requirements)

Please complete Individual Healthcare Plan if required available from our school office

- | | | | |
|------------------------------------|---|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Asthma | <input type="checkbox"/> Eczema |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Multiple Sclerosis | <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Other |

Have any other services been involved with your child (e.g. Social Services, Education Psychologist, Bilingual Support service, Speech Therapist, Child & Family Guidance, etc)

Is there any information you feel we should be aware of? (e.g. does your child have any Special Educational needs?)

Other children in the family: Names/Relationship/Ages
 (This information will only be used in relation to this application to the school)

PUPIL PREMIUM

Pupil Premium is an important funding stream. The money allocated to schools must be spent on the pupils entitled to receive it. It is therefore crucial that you complete any information provided to establish whether or not your family circumstances meet the eligibility criteria. The eligibility criteria is: Income Support, Income-based Job Seekers' Allowance, Income-related Employment & Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit (but **not** also Working Tax Credit) and have an annual taxable income of £16,190 or less, Working Tax Credit run-on, Universal credit (provided an annual net earned income of more than £7,400). No other benefits apply for free school meals from Key Stage 2 or pupil premium for Key Stage 1. The Pupil Premium won't come to the school automatically so it is your responsibility to let us know if you are eligible. For those who may be eligible for Free School Meals, please use this link <https://www.cloudforedu.org.uk/ofsm/hants> to register. If approved this will not only allow your child to have a hot meal every day, but also for some other discounts, e.g. school trips and certain clubs.

ELIGIBILITY (PLEASE TICK ONE)

YES
 NO
 Unsure and will require further assistance

ETHNIC/CULTURAL INFORMATION

It is a Department for Education (DfE) requirement that all schools request details regarding their child's ethnic background. The information provided will be used to compile statistics on the school careers and experiences of children from different backgrounds, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly and the information will not be used for any other purpose. Information about your child's ethnic background will be passed on to any other school to which your child transfers to save you having to be asked for it again. You can ask to check your child's information at any time, and, if you wish, have the ethnic background changed or removed.

ETHNICITY

<p>White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Scottish</p> <p><input type="checkbox"/> Gypsy</p> <p><input type="checkbox"/> Roma</p> <p><input type="checkbox"/> Traveller</p> <p><input type="checkbox"/> Fairground/Circus</p> <p><input type="checkbox"/> Other Gypsy</p> <p><input type="checkbox"/> Any other White background</p> <p>Asian or Asian British</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>Mixed</p> <p><input type="checkbox"/> White & Black Caribbean</p> <p><input type="checkbox"/> White & Black African</p> <p><input type="checkbox"/> White & Asian</p> <p><input type="checkbox"/> Any other Mixed background</p> <p>Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background</p>	<p>Chinese</p> <p><input type="checkbox"/> Chinese</p> <p>Other</p> <p><input type="checkbox"/> Any other Ethnic group</p>
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RELIGION

<p><input type="checkbox"/> Buddhist</p> <p><input type="checkbox"/> Christian</p> <p><input type="checkbox"/> Hindu</p>	<p><input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Muslim</p> <p><input type="checkbox"/> No Religion</p>	<p><input type="checkbox"/> Sikh</p> <p><input type="checkbox"/> Other.....</p>
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CHILD'S FIRST LANGUAGE	CHILD'S COUNTRY OF BIRTH	
CHILD'S NATIONALITY	HOME LANGUAGE	ENGLISH IS AN ADDITIONAL LANGUAGE
		YES / NO

ADDITIONAL INFORMATION

MEALS (PLEASE ONLY TICK ONE TO SHOW MAJORITY OF MEALS)

 School Meal

 Sandwiches

 Home

TRAVEL TO SCHOOL (PLEASE ONLY TICK ONE TO SHOW MAJORITY OF JOURNEYS)

 Cycle

 Car share

 Public Transport

 Walk

 Bus

 Other

 Car/Van

 Taxi

Name of Pre-school

Please tick day(s) attending Pre-school

Mornings

Afternoons

Monday

Tuesday

Wednesday

Thursday

Friday

PARENTAL DECLARATION

DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:

I declare the above information to be correct to the best of my knowledge at the time of completion. I agree to notify the school of any change in my child's circumstances.

Signed:

Date:

USING IMAGES OF CHILDREN - CONSENT FORM

Occasionally, we may take photographs or produce videos for business purposes that include our staff. We may use these images in our marketing or in other printed publications that we produce, as well as on our website, on our social media or on project display boards. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. To comply with the General Data Protection Regulation of 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 5 below, then sign and date the form where shown. The information you provide below and the photos or videos collected will be securely stored and processed within the European Economic Area (EEA) or in another jurisdiction with equal and agreed protocols and not be used for any other purpose than confirming your permission to use the material.

1. May we use your child's photograph in printed publications that we produce for promotional purposes or on project display boards?	Yes / No
2. May we use your child's image or video on our website?	Yes / No
3. May we record your child's image on video or webcam?	Yes / No
4. Are you happy for your child to appear in the media – e.g. local paper or magazine?	Yes / No
5. Are you happy for your child to appear on Social Media sites used by the school e.g. Twitter and Facebook - <i>Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you nor the school will have control over how those images are further used, amended or reproduced, either by the site or by the public. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK European law applies.</i>	Yes / No
6. May we give an occasional dose of paracetamol with prior consent on the day?	Yes / No



Conditions of use

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
 2. We will not re-use any photographs or recordings after your child leaves this school. Photos of your child may remain e.g. on our website for up to a year after they leave.
 3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
 4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
 5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
 6. We may include pictures of pupils and teachers that have been drawn by the pupils.
 7. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
 8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriate.
 9. Your consent can be withdrawn at any time in writing.
 10. Images and videos will only be stored within the EEA.
 11. We may keep photographs of children for our historical archives, e.g. pictures celebrating a special school event. You may request in writing that all your photos of your child are deleted from the school record if you do not wish us to retain such historical photographs.
 12. After a cohort leaves the school we will archive students' photos for a period of one year. This will securely be stored and hidden from open view on the school network. Parents of students can request evidence of a child's work for up to one year after that child's cohort has left the school by submitting a Subject Access Request (SAR) via the school office. After the archive year has passed students' data will be completely removed from the school network and become unrecoverable. Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.
- PTO

I have read and understood the conditions of use and give my consent for my child's image/s & videos to be used as described above.

Your signature Date

Your name (in block capitals)

Arbor - School Communications by email / text:

The school uses an email and text communication system run by Arbor and further details on using the Arbor app will be shared with you.

I do / do not (please delete as appropriate) give my permission for the email address(s) and mobile number(s) provided on this form to be registered with Arbor in order for the school to use this system to communicate with me and I will ensure the details for my child are kept updated.

Signed: Name: Date:

Seesaw Parental Agreement:

The school uses an app called Seesaw to set and share learning, photos, videos of the children learning at school. Further details on using Seesaw will be shared with you.

I agree to the following	I will not publish any of my child's learning on any social media.	Yes / No
	The login details for my child will be kept within my family.	Yes / No
	I am happy for my child's photograph to be on their peers' learning journal account and that I may see photographs of my child's peers' on their account.	Yes / No
	I understand that if I do not respect the school's guidelines of using Seesaw that access will be withdrawn.	Yes / No

Full name: _____ Signed: _____

Once the accounts have been set up a link will be sent to your e-mail address. You will then be asked to set up your own password.

If you would like to grant access to your child's account to another relative, please provide their

Full name: _____ Relationship to child: _____

Email: _____

Your child will be allocated to school house colour:

Yellow – Chimera Red – Phoenix Green – Faun Blue – Griffin



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