

ORMISTON BOLINGBROKE ACADEMY



DATA COLLECTION SHEET

1) Student personal details						
Legal Surname:				Forenames:		
Date of Birth:		Age:		Sex at birth:	Male / Female	Form:
If applicable:	Gender expression/identity:			Preferred gender pronouns:		
Student's address (incl. postcode):						
Previous School:						

2) Parent/Carer details (in priority order)						
<i>Mobile & email - Please ensure to provide <u>mobile numbers and email addresses</u> as the school makes use of these when communicating with you (Note: email is sometimes used as an alternative to postal mail). Both mobile numbers and email addresses are required for the School Gateway system.</i>						
Priority 1:						
Title		Forename		Surname		
Home Address (include postcode)						
Telephone numbers (Please underline the main contact number)	Home:		Work:			
	Mobile:					
Email address						
Relationship to child		Permission to collect child from school	Yes/No	Parental responsibility	Yes/No	

Priority 2:						
Title		Forename		Surname		
Home Address (include postcode)						
Telephone numbers (Please underline the main contact number)	Home:		Work:			
	Mobile:					
Email address						
Relationship to child		Permission to collect child from school	Yes/No	Parental responsibility	Yes/No	

Priority 3:						
Title		Forename		Surname		
Home Address (include postcode)						
Telephone numbers (Please underline the main contact number)	Home:		Work:			
	Mobile:					
Email address						
Relationship to child		Permission to collect child from school	Yes/No	Parental responsibility	Yes/No	

Priority 4:						
Title		Forename		Surname		
Home Address (include postcode)						
Telephone numbers (Please underline the main contact number)	Home:		Work:			
	Mobile:					
Email address						
Relationship to child		Permission to collect child from school	Yes/No	Parental responsibility	Yes/No	

DIVORCED/SEPARATED ONLY: Does anyone else have parental rights to whom information about school and student should be sent? If Yes, please give details:					
Is a court order in force regarding access: YES / NO		Please indicate who the court order is for?			
Is a second copy of your child's report required? Please indicated which parent is to receive this:					

3) Additional student details - CARE			
	Please tick	Date	Evidence Required by School
Looked After by Authority			Not Required
Adopted from Care			Required
Special Guardianship Order			Required
Residence Order			Required
Child Arrangement Order			Required
Private Fostering Arrangement			Proof of address required
Parent serving in the Armed Forces			Not Required

4) Meal Type							
FSM (Free school meal) *		Paid school meal		Packed lunch		Home	

* This must be approved by the Local Authority

If your child is entitled to FSM (Free school meal) but does not claim the entitlement please tick here

5) Medical Summary			
Doctor name:			
Practice name:		Telephone number:	
Practice address (incl. postcode):			

Does your child have any special dietary requirements due to medical, religious, moral reasons or educational needs? If yes, please give details:	
Will your child need to take any medication during the school day? If you answer yes a letter will be sent to you requesting further information.	Yes/No

6) Ethnicity	7) Religion
8) Country of Birth	9) Student Nationality

10) First Language			
EAL(English is a second language)	Yes/No	If 'Yes' is the child proficient in English?	Yes/No

11) Permissions	
Do you give permission for your child to be administered First Aid?	Yes/No
Do you give permission for your child to take part in school visits/trips?	Yes/No
Do you give permission for your child to take part in Sex Education?	Yes/No
Do you give permission for your child's details to be accessed by the Local Authority during data exchange?	Yes/No

It is very important that you inform us immediately of any changes to the information provided

This information was provided by (please print)	
Relationship to the child	

Parent/Carer signature:	Date:
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Privacy Statement

Ormiston Bolingbroke Academy is committed to ensuring that your data is secure. We will only use your personal information if under GDPR, we have a legitimate right to do so and will not distribute that information to third parties unless we have your permission or are required by law to do so. You have the right to request that we remove any or all of your personal information at any time. You can do this by contacting our HR department on 01928 755305.

Our Privacy Policy explains in full how we use your personal data. If you don't want to receive information from Ormiston Bolingbroke Academy and you haven't told us this before, you can let us know by contacting our HR department.