



## Data Collection Form

The General Data Protection Regulations (2018) and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the school's pupil record database. This data will be used to establish and maintain academic records for your child as well as medical and emergency contact records. This information may be shared with other agencies within Cambridgeshire Local Authority, the Department of Education, The CAM Academy Trust and other relevant bodies as indicated in our Privacy Notice (see the school website). The information on ethnic origin and first language is required to ensure that resources are made available when required and that there are equal opportunities for all pupils.

### Section 1 – Child's Details

Legal surname: <small>(as appears on birth certificate)</small>		Legal forename: <small>(as appears on birth certificate)</small>	
Middle name(s):		Known as:	
Date of birth:		Gender (M / F):	
Home address: <small>(main residence only)</small>			
Home postcode:		Home telephone:	

Please provide details of the <b>previous school</b> , pre-school, playgroup or nursery attended: <small>(If overseas, the last UK school attended)</small>	
Name:	
Address:	
Telephone:	

Please provide details of all <b>siblings</b> whether attending Thongsley Fields, another school or not in education. <small>(continue on another sheet if necessary and attach to this form)</small>					
Name:		DOB:		School: <small>(or pre-school setting)</small>	
Name:		DOB:		School: <small>(or pre-school setting)</small>	
Name:		DOB:		School: <small>(or pre-school setting)</small>	
Name:		DOB:		School: <small>(or pre-school setting)</small>	





Please provide details of intended <b>lunchtime arrangements</b> . <small>(Tick the most frequent choice only)</small>				
School meal:		Packed lunch:		Home lunch:
Eligible for Free School Meals:				
Dietary requirements:				

Please provide details of <b>medical information</b> .	
Name of doctor:	
Address:	
Telephone:	
Brief details of any medical conditions: <small>(Including allergies such as reactions to stings, certain foods, medicines, latex, plasters, etc)</small>	
I understand that where the school is unable to contact parent(s) or carer(s) to inform them of a serious illness or accident, it may if necessary act in loco parentis and refer children to the Accident & Emergency Department of the local hospital and register them for treatment by hospital staff.	

Please provide details of any <b>Special Education Needs</b> .			
Is there an Education, Health & Care Plan in place?		Issuing Local Authority:	

Has an Early Help Assessment ever been completed in relation to your child or family?	
Has there been any involvement from Children's Social Care?	





Please provide details of intended <b>travel arrangements</b> to and from school. <small>(Tick the most frequent mode of transport)</small>									
Walk:		Car/Van:		Cycle:		Taxi:		Bus:	
Other: <small>(please specify)</small>						Permission to walk home alone: <small>(only applicable for those in Year 5/6)</small>			

<b>Service Children in Education</b> <small>(Schools are required to indicate whether a child has a parent/guardian serving in regular military units of any of the armed forces and designated as personnel Category 1 or 2.)</small>		
Service Child in Education:		If yes, please tick here if you do not wish a 'service children' indicator recorded:

<b>Local Authority Care</b>		
In Local Authority Care?		Name of Local Authority:

<b>Family's Ethnic Origin</b> <small>(Our ethnic background can describe how we think of ourselves. This may be based on many things including, for example, our skin colour, culture, ancestry or family history. Ethnic background is not the same as nationality or country of both. It does not, however, have any bearing on how we will or expect to be treated. Please tick the most relevant box below.)</small>			
White - British		Asian or Asian British - Indian	
White - Irish		Asian or Asian British - Bangladeshi	
White - Traveller of Irish Heritage		Any other Asian background <small>(inc. African, Asian, Nepali, Sinhalese, Sri Lankan, Tamil, etc)</small>	
White - Any other white background		Black or Black British - Caribbean	
Mixed - White & Black Caribbean		Black or Black British - African	
Mixed - White & Black African		Any other Black background	
Mixed - White & Asian		Chinese	
Mixed - Any other mixed background		ANY other ethnic group (please specify below)	
Any other Asian background <small>(inc. African, Asian, Nepali, Sinhalese, Sri Lankan, Tamil, etc)</small>			
			Please tick if you do not wish an ethnic background to be recorded:

Home language: <small>(language most often spoken in the home)</small>		First language: <small>(language most often spoken by the child)</small>	
Country of birth:		Nationality:	
Date of arrival in UK: <small>(if born outside of the UK)</small>		If the child is not a UK citizen, a copy of their passport will be stored.	

Religion: <small>(enter 'none' or 'undisclosed' if appropriate)</small>	
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## Section 2 - Parent & Other Contact Information

Please provide details for ALL parents and/or guardians WITH PARENTAL RESPONSIBILITY and record them in the order you wish to be contacted in an emergency. Email addresses and mobile telephone numbers will be used to send correspondence from school. Parental Responsibility is automatically held by birth mothers; fathers married to the mother at the time the child was born; fathers registered on the child's birth certificate and; civil partners and partners of mothers registered as the child's legal parent on the birth certificate.

Priority Contact 1			
Title: <small>(Ms, Miss, Mrs, Mr, Dr, Rev, etc.)</small>		Surname:	
Forename:		Relationship to child: <small>(e.g. Mother, Father, Guardian, Carer)</small>	
Home address: <small>(If not the same as child)</small>			
Home postcode: <small>(If not the same as child)</small>		Home telephone:	
Mobile telephone:		Work telephone:	
Email address:			
Date of birth:		National Insurance No.	
Parental Responsibility:	Yes	No	

Priority Contact 2			
Title: <small>(Ms, Miss, Mrs, Mr, Dr, Rev, etc.)</small>		Surname:	
Forename:		Relationship to child: <small>(e.g. Mother, Father, Guardian, Carer)</small>	
Home address: <small>(If not the same as child)</small>			
Home postcode: <small>(If not the same as child)</small>		Home telephone:	
Mobile telephone:		Work telephone:	
Email address:			
Date of birth:		National Insurance No.	
Parental Responsibility:	Yes	No	

## Separated Parent Information

Under the Children's Act 1989 all parents have the right to receive information about their child's progress.

Parent Not Living With Child			
Title: <small>(Ms, Miss, Mrs, Mr, Dr, Rev, etc.)</small>		Surname:	
Forename:		Relationship to child: <small>(e.g. Mother, Father, Guardian, Carer)</small>	
Home address:			
Home postcode:		Home telephone:	
Mobile telephone:		Work telephone:	
Email address:			
Date of birth:		National Insurance No.	
Parental Responsibility:	Yes	No	

## Other Contact Information

An additional contact (e.g. a grandparent, friend, child minder, etc) may also be recorded, accompanied by their signature providing consent for the school to record and store their details.

Other Emergency Contact			
Title: <small>(Ms, Miss, Mrs, Mr, Dr, Rev, etc.)</small>		Surname:	
Forename:		Relationship to child: <small>(e.g. Grandparent, aunt, family friend)</small>	
Home address: <small>(If not the same as child)</small>			
Home postcode: <small>(If not the same as child)</small>		Home telephone:	
Mobile telephone:		Work telephone:	
Other contacts must sign to indicate that they agree to the school storing their contact details. Parents are responsible for ensuring that the accuracy of these details are maintained.		Signature:	

Emergency contact PASSWORD to be used by authorised persons only when collecting your child:

### Section 3 - Permissions & Agreements

The following declarations will remain in place for the duration of your child's time at our school. If you wish to amend them at any time, please confirm by writing to or emailing the School Office. If a statement is not answered, it will be assumed that consent is not given.

Highlighted consent statements relate to Data Protection under the General Data Protection Regulations (GDPR) 2018.		Yes / No
<b>Images &amp; Video Recordings</b>		
I give permission for photographs of my child to be published in local newspaper articles. <small>(The school does not have control over how images taken by external media organisations are published. External photographers will be supervised in accordance with the school's Safeguarding Policy.)</small>		
I give permission for photographs and video recordings of my child (and/or work they produce) to be published on school owned or controlled platforms and school promotional material. <small>(School owned or controlled platforms include the official school website and social media accounts – see the school website for specific image related policies.)</small>		
I agree to limit the application of any images that a family representative or I may take in school or at school events <b>to personal use only</b> . I agree not to share such images on any social media platform. <small>(School events include but not limited to Sports Days, Fetes and Performances.)</small>		
<b>Learning Experiences</b>		
I give permission for my child to access the Internet and online systems while at school. <small>(Online systems include school operated email and other systems the school has deemed appropriate – see the school website for specific acceptable use policies.)</small>		
I give permission for my child to participate in food tasting activities (subject to the dietary requirements already declared in this form). <small>(Parents are responsible for keeping the school informed of and changes to any allergies and/or dietary requirements.)</small>		
I give permission for my child to take part in local educational visits within school hours. <small>(Local visits are defined as those not requiring the use of transport)</small>		
I give permission for my child to view PG and U rated films as deemed appropriate by school staff.		
I give permission for my child's biometric information to be stored in order to simplify the access to and use of systems such as computer equipment or for borrowing books, etc. <small>(Biometric information includes fingerprint data similar to that used to access many mobile phones – for further details contact the school office.)</small>		
<b>Pastoral Care</b>		
I agree, in line with the school's Intimate Care Policy, that should my child have a toileting accident during the school day, school staff will support or clean my child as appropriate.		
<b>Data Sharing</b>		
I give permission for the school to share my and my child's data in order to send correspondence via email and text messaging. <small>(As part of the school's operation, it is required by law to share data with Third Parties. Privacy notices from these organisations can be provided on request. The basis for this processing under GDPR is in the Public Interest to enable the school to carry out its statutory duties in education.)</small>		
<b>Conduct &amp; Partnerships</b>		
I agree to behave with courtesy and consideration whilst at school and when dealing with staff and other families. <small>(The school does not tolerate abuse of its staff or behaviour which threatens, or is perceived to threaten, the well-being of the children, staff or other members of the school community.)</small>		

I certify that, to the best of my knowledge, the information on this form is correct.

Signature: <small>(Parent/Guardian)</small>		Date:	
Signature: <small>(Parent/Guardian)</small>		Date:	