

## PUPIL REGISTRATION FORM - for entry to Woodthorpe Primary School

Data Protection Act 2018 – The information provided by you will be used for the administration and management of Education & Children’s Services. For further information about GDPR please see page 8.

Please check all sections and correct/complete, sign and return to the school. Changes of circumstance should be notified in writing to the school immediately.

Please note that we also hold photography/video/copyright approval details. If you wish to amend these details you should contact the school in writing.

### PLEASE COMPLETE THE FORM IN INK AND IN BLOCK CAPITALS

#### Pupil’s Personal Details

Forename(s): \_\_\_\_\_ Known as: \_\_\_\_\_  
(full name)

Legal Surname: \_\_\_\_\_

Full Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
 Please note: we require sight of your child’s Birth Certificate in order to complete school registration – due to GDPR, we cannot keep copies of Birth Certificates and therefore may request to view it again at a later date throughout your child’s time at Woodthorpe Primary

Gender:            Male                            Female

Landline No: \_\_\_\_\_

Postcode: \_\_\_\_\_ Mobile No: \_\_\_\_\_

#### Former/Current Nursery or School (where applicable)

Name and Address \_\_\_\_\_  
 of previous \_\_\_\_\_ Key stage on leaving: \_\_\_\_\_  
 Nursery/School: \_\_\_\_\_

#### Details of Siblings

Name	D.O.B	Key Stage	Nursery / School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Parent Information

- A pupil's parent is defined as his/her natural parent and any other person who is his/her carer that has parental responsibility for them. If an estranged parent is to be refused information about or access to a child, the school must have sight of relevant court orders.
- The mobile number and the email address for the 1<sup>st</sup> priority contact(s) will be used when calling, sending Text Messages and Email communications.

If we need to contact a parent for any reason, we will make contact in the order of priority that you have indicated below.

**Are either of the Childs parents in the Armed Forces?                      Yes                      No**

### Parents that live with this child:

Name: _____	Relationship to child: _____
Tel. No: _____	Mobile No: _____
Email: _____	Priority contact: _____ <b>1</b> <small>(e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.)</small>
Parental Responsibility: <b>YES / NO</b>	

Name: _____	Relationship to child: _____
Tel. No: _____	Mobile No: _____
Email: _____	Priority contact: _____ <small>(e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.)</small>
Parental Responsibility: <b>YES / NO</b>	

### Please complete if there is a parent not living with the child:

Name: _____	Relationship to child: _____
Address: _____ _____	
Tel. No: _____	Mobile No: _____
Email: _____	Priority contact: _____ <small>(e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.)</small>
<b>Parental Responsibility: YES / NO</b>	
<b>Is this person to receive copies of annual school reports? YES / NO</b>	

### Other Emergency Contacts/Contacts with permission to collect from school:

Name: _____	Relationship to child: _____
Tel No: _____	Mobile No: _____
Priority contact: _____ <small>(e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.)</small>	

Name:	_____	Relationship to child:	_____
Telephone No:	_____	Mobile No:	_____
Priority contact:	_____		
<small>(e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.)</small>			

Name:	_____	Relationship to child:	_____
Telephone No:	_____	Mobile No:	_____
Priority contact:	_____		
<small>(e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.)</small>			

## Funding and Additional Benefits

### NURSERY APPLICATIONS

In order for us to access the standard 15 or 30 hour funding for your child, **we require you to complete this section.**

In addition to the standard funding, we may also be able to claim Early Years Pupil Premium subsidy - a discretionary fund which could be used by the school to further enrich your child's Nursery experience.

Name of Parent: \_\_\_\_\_ Name of Parent: \_\_\_\_\_

N.I. No: \_\_\_\_\_ N.I. No: \_\_\_\_\_

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

*Please note that your National Insurance Number will be stored securely, in accordance with Data Protection Regulations, and will not be shared with any third party other than the Educational Benefits checking service.*

### SCHOOL APPLICATIONS

Please complete an **NYCC Application for Assistance with Free School Meals** form, in order for us to apply for additional funding known as the Pupil Premium subsidy. If successful, your child would be entitled to Free School Meals once they reach the relevant age, and other benefits the school's discretion. **It is important that we do this, even if your child is receiving Universal Infant Free School Meals (KS1 children currently receive a school meal provided by Government funding)**

## Medical Details

### Notes

1. It is your responsibility to inform the school if your child develops any contagious or infectious diseases.
2. Parents should contact the school to discuss dispensing of any medication.
3. Please do not assume the school is aware of any health issues relating to your child, as medical staff do not pass information to the school.

Doctors Surgery Name and Address: \_\_\_\_\_

\_\_\_\_\_

Doctors Surgery Telephone Number: \_\_\_\_\_

I give permission for school to contact the above named Doctors if required **Yes** **No**

First Aid **will be** given to your child as required. If you would prefer not to consent to first aid being given, please indicate this here: **NO first Aid**

Does your child have any **allergies**, e.g. plasters? **Yes** **No**

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Does your child have any **Food-related allergies or Intolerances**, e.g. nuts? **Yes** **No**

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Does your child have an EpiPen or other Auto Injector Device? **Yes** **No**

Does your child have an Inhaler? **Yes** **No**

Does your child have to take regular medication? **Yes** **No**

If yes, please state medication, frequency and any additional comments \_\_\_\_\_

\_\_\_\_\_

Are there any other health problems that we need to be aware of? Please give details below:

\_\_\_\_\_

\_\_\_\_\_

Please note: Individual Healthcare Plans must be completed for any medical issues or food related allergies or intolerances, and a Medication Form for any medication stored and administered in school – this will be coordinated by the school office

## Special Educational Needs or Disability

Does your child have a disability? **Yes** **No**

If this has been confirmed, are adaptations required?

Physical **Yes** **No**

Curriculum **Yes** **No**

Communication **Yes** **No**

Other, please specify: \_\_\_\_\_

Has your child been assessed as having S.E.N.? **Yes** **No**

If yes, please give details of assessment and needs: \_\_\_\_\_

## Additional Support Needs

Has your child been assessed as having Additional Support Needs? **Yes** **No**

If "Yes" does your child have an individualised Educational Programme? **Yes** **No**

Does your child have a Co-Ordinated Support Plan? **Yes** **No**

## Looked After Children/Adopted Children

Looked After - DEFINITION: A child is looked after when:

- He or she is the subject of a supervision requirement, at home, with relatives, or friends or in accommodation (i.e. foster/residential care or residential schools).
- He or she is accommodated by the Council under Section 25 of the Children (Scotland) Act 1995 where the Council has a duty to safeguard welfare.
- He or she is the subject of a 'Place of Safety Order', 'Child Protection Order' or Parental Responsibility Order'.

Is your child termed "Looked After"? **Yes** **No**

Adopted - DEFINITION: A child is classes as adopted when:

- A legal process which transfers parental responsibility from the child's birth parents to their adoptive parents has been completed.
- An Adoption Order has been issued.

Is your child termed "Adopted"? **Yes** **No**

## Language

What is your child's first language?

English

Other

If **other**, please specify

---

What is your child's main home language?

English

Other

If **other**, please specify

---

## Religion

Please circle ONE of the following to indicate which you feel best describes the religion of your child:

Atheist

Buddhist

Catholic

Christian

Hindu

Jewish

Methodist

Muslim

Sikh

NONE

Do not wish to disclose

OTHER \_\_\_\_\_

## Ethnicity

Please circle ONE of the following to indicate which you feel best describes the religion of your child

White - British	White – Gypsy/Traveller	White - European	White - Other
Mixed or Multiple Ethnic Groups	Asian – Indian/British/Scottish	Asian- Pakistani/British/Scottish	Asian- Bangladeshi/British/Scottish
Asian- Chinese/British/Scottish	Asian-Other	Caribbean or Black Caribbean/British/Scottish	Caribbean or Black-Other
African-Other	African- African/British/Scottish	Other-Arab	OTHER
Do not wish to disclose			

If **other**, please specify \_\_\_\_\_

## Asylum or Refugee Status

If appropriate, please circle ONE of the following:

Asylum Seeker

Refugee

## School Excursion Consent

Throughout the school year, pupils may be involved in learning experiences, which take them out of the school. These excursions will be curricular or educational activities, where pupils will be under the supervision of staff. To allow your child to participate you are asked to give your consent.

Pupils may on occasion have to travel in private cars driven by parents/volunteers. Parents/volunteers will be chosen by the establishment as suitable helpers/escorts.

Please indicate by circling Yes/No if permission is given for:

- |                                                                                     |            |           |
|-------------------------------------------------------------------------------------|------------|-----------|
| 1. Off-site school trips/activities – Participation                                 | <b>Yes</b> | <b>No</b> |
| 2. Off-site school trips/activities – Receive first aid or urgent medical treatment | <b>Yes</b> | <b>No</b> |
| 3. Off-site school trips/activities – visit places of worship                       | <b>Yes</b> | <b>No</b> |

## Using Images of Children

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self-esteem for children and young people, and their families, and so are to be welcomed.

However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph in the local press, and as a result being targeted for abuse.

We have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media, should continue. In any case, the widespread use of mobile telephones as digital cameras would make banning virtually impossible to impose and police.

The DfE broad rule of thumb for schools is that “if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil”. For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. The press, however, like to reflect the local community by naming children who appear, and may decline to photograph events if this facility is denied to them.

We are mindful that for some families, there may be reasons why a child’s identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your consent on this issue, you need to let your child’s class teacher and the School Office know.

If your child is old enough to express their own view, you may want to consult with them about the categories of consent, and we invite you to use this letter to explore their feelings about being photographed at school. Please contact the school office if you are unsure.

## Photograph and Video Consent

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in either printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, the media who will take photographs or film footage of a visiting dignitary or other high profile event may visit our school. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 2018 requirements we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 5 below then sign and date the form where shown.

1. Do you consent to your child being photographed or filmed in press events agreed by the school?  
**Yes** **No**
2. Do you consent to your child's full name being published with a press Photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name).  
**Yes** **No**
3. Do you consent to your child's photograph or image on video appearing on social media?  
**Yes** **No**
4. Do you consent to your child's photograph or image on video being used in the school prospectus and other printed publications that we produce for promotional purposes? **Yes** **No**
5. Do you consent to child's photograph or image on video being used on our website?  
**Yes** **No**

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

Comments relating to Photograph and Video Consents \_\_\_\_\_

---

## Other Parental Consents

If you would like to receive communications about school events (e.g. class trips, fundraising events, school fairs etc.), usually by e-mail, please indicate here **Yes** **No**

Do you consent to your child's photo being used in their "Tapestry" Learning Journals in EYFS/Key Stage One? **Yes** **No**

Do you consent to your child's photo being used and tagged in Group images on Tapestry, where more than one child may be present and tagged and may be seen by other parents/carers? **Yes** **No**



## Nursery and Reception Pupils only – General Intimate Care Policy

- I have read the Intimate Care Policy (enclosed with application pack).
- I understand and agree with the procedures that will be followed if my child is changed at school.
- I agree to inform the school should my child have any marks or rashes.
- I understand that if my child has an 'accident' at school, they will be changed in line with this policy.

Please indicate by circling Yes/No

Yes

No

## Conditions of School use

1. This form is valid for five years from the date that you sign it, or for the period of time that your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time. After the period of consent expires, the school will not use the images in further publicity material, however, the school may retain the images in an archive and would always endeavour to seek consent for any future use, such as centenary celebration pamphlets.
2. We, the school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any other printed publications.
3. 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.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
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 inappropriately.
9. **As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren, which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 2018 requirements if we used our recordings for any wider purpose.

## What is GDPR?

The General Data Protection Regulation (GDPR) is a regulation in EU law on data protection and privacy for all individuals within the European Union. It addresses how an individual's personal data is handled and stored. The GDPR aims primarily to give control back to citizens and residents over their personal data and to simplify

the regulatory environment for international business by unifying the regulation within the EU. The GDPR came into force on 25 May 2018 following a two year transition period. It replaced the 1995 Data Protection Directive.

## GDPR Privacy Notice for Pupils and their Families

*This Privacy Notice has been written to inform parents and pupils of South Bank Multi Academy Trust about what we do with your personal information. This Notice may be subject to change.*

### Who are we?

South Bank Multi Academy Trust (SBMAT) is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

SBMAT has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact your school's Business/Finance Manager or Veritau Ltd. Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01609 53 2526



**\*Please ensure you include the name of the School in all correspondence with the DPO**

### What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of pupils and their family members (e.g. name, pupil number, DOB and address)
- Educational and assessment attainment (such as KS1 and phonics results, post 16 courses and relevant results)
- Free school meal eligibility
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Safeguarding information (including but not limited to court orders and professional involvement)
- Photographs and communication preferences
- School trips
- Extra curricular activities
- Before and after school clubs

We will also process certain 'special category' data about our pupils including:

- Relevant medical information- please be aware that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff members. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issues should an emergency situation arise.
- Special Educational Needs and Disabilities information (including the needs and ranking)
- Race, ethnicity and religion
- Biometric data e.g. thumbprints (secondary schools only)

### Why do we collect your personal data?

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details) to meet the statutory duties placed upon us by the DfE
- we also may keep some information for historical archiving purposes in the public interest.

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) (legal obligation) includes (but not necessarily limited to):

- Education Act 1944,1996, 2002, 2011
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(b) (public task), Article 6(a) (consent), Article 9(2)(a) (explicit consent where applicable) and Article 9(2)(g) (reasons of substantial public interest).

We mainly collect pupil information through admission forms and common transfer file or secure file transfer from previous school. The majority of pupil information you provide to us is mandatory in line with your parental responsibility – for further details please see the following link

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>.

However, some information we ask for on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process it.

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting your school's Business/Finance Manager.

## **Who do we obtain your information from?**

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- Department for Education (DfE)
- Local Education Authority – City of York Council
- Previous schools attended

## **Who do we share your personal data with?**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Education Authority - City of York Council to ensure that they can conduct their statutory duties under the School Admissions Code, including Fair Access Panels
- the Department for Education (DfE)
- National Health Service bodies
- Information is also shared throughout South Bank Multi Academy Trust

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so. For example, we may also share your data with classroom/teaching apps and some website for the purpose of enhancing pupil learning. Where we do this we will rely on either Article 6(e) (public task) or Article 6(a) (consent).

**Where we rely on Article 6(e) you have the right to object to processing and where we are relying on Article 6(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.**

For secondary settings only: Once our pupils reach the age of 13, we also pass information to our Local Authority and / or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of pupil/parents, and any other information necessary for the provision of the service including gender or ethnicity.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Data is securely transferred to the youth support services.

For more information regarding services for young people please visit the Local Authority's website:  
<https://www.york.gov.uk>

## How long do we keep your personal data for?

SBMAT schools will keep your data in line with our Information Governance Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
<a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a> // 03031 231113

## Declarations

I/We declare that I/we understand:

- That the school has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements;
- How my data is used;
- That the school may share my data with the DfE or the LA as required;
- That the school will not share my data with any other third parties without my consent, unless the law requires the school to do so;
- That the school will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed;
- My data is retained in line with the school's GDPR Data Protection Policy;
- My rights to the processing of my personal data;
- Where I can find out more information about the processing of my personal data; and
- Consent has been given for the personal data of the other emergency contacts listed in this form to be held by the school.

If you have children under 5 we would like to share your contact details with your local children's centre. Please inform us if you do not wish for this information to be shared.

I consent to the use of the above information for the above stated purposes. I declare that to the best of my knowledge the information given in this registration application is true and correct.

Parent or Guardian's signature:

Date:

Print Name (Block Capitals):