



Great Whelnetham Church of England Primary School



Pupil Registration Form

Under Data Protection legislation, Great Whelnetham Church of England Primary School is a data controller. We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

Further information can be found in the privacy notice that was provided with this form and which can be found on the 'school info' page on our school website.

Please complete this form fully. It is important to notify the school immediately if any details change.

Child's details

Legal Surname	
Legal Forename(s)	
Gender	
Date of birth	
Address at which child resides ordinarily (incl. postcode)	

Your child's birth certificate must be presented to the school office to confirm his/her legal identity and the identity of adults with Parental Responsibility.

A child's name must not be changed without the consent of everyone who has Parental Responsibility. Evidence that consent has been given must be provided and we reserve the right to validate this independently with all parties concerned.

Details of parents/carers with whom child resides

(These will be recorded as the primary (1st and 2nd) contacts in case of emergency. Additional contacts can be recorded below).

	Parent/Carer (contact 1)	Parent/Carer (contact 2)
Full name		
Relationship to child		
Date of birth		
Home tel no.		
Work tel no.		
Mobile tel no.		
Email address (required for Arbor account)		

Please send me newsletters by email Yes / No

Name and age of siblings

Non-Resident Parents

Please give details of any non-resident parent who has parental responsibility for the child.

Name	
Relationship to child	
Address(incl. postcode)	
Contact telephone number	
Email address	
Can contact be made in an emergency?	YES / NO (please delete as appropriate)

Provision of information

Schools must treat all parents with Parental Responsibility equally, unless there is a court order limiting an individual's exercise of parental responsibility.

Non-resident parents are entitled to be involved in the education of their child and therefore any information such as reports and elections must be passed on to the non-resident parent by the resident parent. If a non-resident parent contacts the school and requests information the school will pass this on unless there is evidence of a court order limiting such access. The school may request details of court orders limiting Parental Responsibility.

Emergency Contact Details - Please note that we require emergency contact details for a minimum of 3 adults

Please ensure that consent has been given for this information to be provided.

	Additional contact (3)	Additional contact (4)
Full name		
Relationship to child		
Address (incl. postcode)		
Home tel no.		
Work tel no.		
Mobile tel no.		

Medical Information

Name of Doctor, and Practice at which registered Tel no.	
Child's NHS Number	
Does your child have any medical conditions, disabilities or health problems we should be aware of	Yes/No If yes, please provide brief details below and complete a medical information/consent form available from the school office. Medication will only be administered at school upon the completion of the appropriate request form.
Does your child have any special dietary needs or food intolerances?	Yes/No If yes, please provide brief details below and complete a medical information/consent form available from the school office.

Educational information

Present School/Nursery/Pre-School (if transferring)	
Telephone number	
Current Year Group	
Does your child have any Special Educational Needs or Disabilities?	Yes/No If yes, please provide further details below.

Additional Information

Ethnicity	
First Language	
Is the child resident with a parent/carer who is on active service in the US Military or British Armed Forces?	Yes/No
Please state here any other information about your child which you feel the school should be aware of e.g. family situation, is your child adopted or fostered	
Please disclose any information about yourselves (health or otherwise) which might be relevant to the care of your child and/or relevant when responding to an emergency.	

Consent Form for Local Visits, Photographs and videos

Please indicate your consent by ticking the appropriate boxes.

You can withdraw your consent at any time by submitting a written request to the school office.

Educational Visits to the Local Environment

On many occasions we wish to take children off the premises to the immediate vicinity of the School such as visit to Thomas a Becket Church. All areas would be within walking distance. These visits are often dependent upon the weather on a particular day. On all such visits we ensure that children are adequately supervised at all times by teachers and other school staff and that all due care is taken. Any trips of longer duration or involving coach travel and/or incurring a cost will be notified separately.

It is a parent's responsibility to ensure that if their child is asthmatic or diabetic, any appropriate medication is available in school every day. **Children will not be taken on local visits if their medication is not provided.**

Please tick to confirm your agreement:

I hereby consent to my child being taken out on Educational Visits to the Local Environment.

Photo and video Permissions

At Great Whelnetham Church of England Primary School, we sometimes take photographs of pupils. We use these photos on the school's website and on display boards around school.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use below before answering the questions below and signing and dating this form. Please return the completed form (one for each child) to the school as soon as possible; we will not use a photograph or video of your child without consent.

Please note there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy - these are available to view on our website. We may also take photos/videos of your child for identification purposes and for evidencing their educational development – such data will sit on their file and not be shared unless the law requires us to do so or you have given your specific consent.

Conditions of Use

- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you
- If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption without consent, nor will we include any other personal data
- We may use group or class photographs or footage with very general labels, such as 'a science lesson'
- We will only use photographs and videos of pupils who are suitably dressed
- Parents should note that websites can be viewed throughout the world and not just in the United Kingdom (where UK law applies) and, when copied from the website, images and information can no longer be controlled by the school.

Further information on how we use your data and your child's personal data is in the Privacy Notice(s) - these are available to view on our website.

We would like your consent to take photos of your child, and use them in the ways described above. If you are not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

I am happy for the school to take photographs of my child.

YES **NO**

I am happy for photos of my child to be used on the school website.

I am happy for photos of my child to be used in internal displays.

I am happy for my child to appear in the media.

I am happy for photos/video footage of my child at school events and activities to be posted on the school Facebook page

We will not transfer your data outside of the UK without your prior knowledge and permission.

I consent to this information being held by the school and shared where appropriate. I understand that I can withdraw my consent for some of this information to be stored by submitting a written request to the school office.

Name of Parent/Carer	
Signature	
Date	

For Office use only
Birth Certificate seen and copied
NoClass List

Entered on Arbor
CME Form completed if appropriate
County Record Card

Admission Date
Admission Register
UPN No