

ELWORTH C.E. PRIMARY SCHOOL

School Lane, Elworth, Sandbach, Cheshire CW11 3HU

Headteacher: Mr Neil Garratt

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PUPIL REGISTRATION FORM

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:	_____

	_____	Gender:	Male Female
Postcode:	_____	Landline No:	_____
Position in			
Family:	_____	Mobile No:	_____

Former/Current Nursery or School (where applicable)

Name and Address	_____	
of previous	_____	Leaving Date: _____
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/or any other person who is his/her carer who has parental responsibility for them. If an estranged parent is to be refused information about or access to a child, please provide copies of relevant court orders.
- The mobile number and the email address for the 1st 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**

Are either of the Childs parents Key Workers or Carers? **Yes** **No**

Parents/Guardians that live with this child:

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

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

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. 1st, 2nd, 3rd etc.)</small> _____

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

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

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

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; children are not permitted to have any medicine in school other than those held by their class teacher/school office.
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: _____

First Aid **will be** given to your child as required. If you do not wish to give your consent to first aid being given, please indicate this here: **NO first Aid** (please circle)

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
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Does your child have an Inhaler?	Yes	No
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If yes, please complete the attached Asthma Information Form

Does your child have to take regular medication?	Yes	No
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If yes, please state medication, frequency and any additional comments _____

Are there any other health concerns/problems that we need to be aware of e.g. premature birth? 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 co-ordinated by the school office

Special Educational Needs or Disability

Does your child have a disability?	Yes	No
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If this has been confirmed, are adaptations required?

Physical	Yes	No
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Curriculum	Yes	No
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Communication	Yes	No
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Other, please specify: _____

Has your child been assessed as having S.E.N.?	Yes	No
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If yes, please give details of assessment and needs: _____

Additional Support Needs

Has your child been assessed as having Additional Support Needs?	Yes	No
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If "Yes" does your child have an individualised Educational Programme?	Yes	No
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Does your child have a Co-Ordinated Support Plan?	Yes	No
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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 classed 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

What is your child's Nationality? _____

What is your child's Country of Birth? _____

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

Young Carer

Is your child a young carer?

Yes

No

Meal Arrangements

Please indicate which of the following options apply to your child:

Free School Meal entitlement	Yes	No
Paid School Meal	Yes	No
Sandwiches from home	Yes	No

Travel Arrangements – How does your child travel to school?

Please circle which option applies to your child:

Bicycle

Bus

Walk

Car

Taxi

School Trips & Visits 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 | Yes | No |
| 2. Off-site school trips/activities – receive first aid or urgent medical treatment | Yes | No |
| 3. Off-site school trips/activities – visit places of worship | Yes | No |
| 4. The Elworth campus and surrounding area:
During the school year, the children often visit the surrounding area (e.g. Sandbach Village, St Peters Church, etc) as part of the work they are doing. To save sending home letters each time they go out into the local area, please provide your permission here: | Yes | No |

As a school we recognise the enormous learning potential of the Internet across a broad range of subjects. It is a valuable tool which can be used to enhance and expand the experiences of all pupils across both key stages. We are aware of the possible influences upon the pupils' social, moral and spiritual development. We also realise that there are risks involved, despite the school being protected by the Cheshire West and Chester Council firewall and school based software which filters out inappropriate information. Although every effort will be made, we have to accept that we cannot always ensure 100% safety!

As a school we will endeavour to:-

- Make sure that all electrical equipment is checked regularly and conforms to Cheshire East Council standards.
- Make sure that all computers are virus protected.
- Keep a record of websites which are safe and specify which of these websites the children are allowed to access.
- Always supervise children when they are on the Internet.
- Use broadband which has firewalls and filters within the software.

The children must:-

- Use only the websites which a member of staff has specified, or websites which are kept in the class website book as these are checked carefully and are safe to use.
- Must not enter chat rooms and must seek advice from a member of staff if internet 'pop-ups' occur.
- Only send e-mails which have been authorised and checked by a member of staff. Search only for the information specified and which is directly related to the lesson being taught.
- Download only material which has been checked by a member of staff as being no risk to them or the hardware being used.

We take this area of the curriculum very seriously and children who are in breach of this agreement will be dealt with in an appropriate way.

Internet Access Agreement Consent

Pupil Forename: Pupil Surname:

I understand and agree that my child will abide by the School's Internet Access Agreement and that any attempt to break this agreement will be treated very seriously.

Signed Parent/Carer Date:

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 and 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.

Other Consent:

Do you consent to your child’s photo being used in their “Tapestry” Learning Journals in EYFS?

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

Photograph and Video Consent

Pupil Forename Pupil Surname

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

From time to time, visiting media will take photographs or film footage of a dignitary or other high profile guest/event at school. Pupils will often appear in these images, which may then be used in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 2018 requirement, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below then sign and date the form where shown.

1. **Social Media:** Do you consent for your child's photograph to be used on school social media accounts (Facebook, Twitter and School Website)?

Yes No

2. **Photograph Student:** Throughout the school year professional photographers (eg: Tempest) will come in to school to take individual and family group photographs; and then during the Summer Term they take Class Photos and on occasion Year Group or Whole School. These are then purchased by parents. Do you consent to your child's photograph being taken?

Yes No

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

Please add any additional comments here _____

Signed Parent/Carer Date:

DATA PROTECTION

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.

Privacy Notice for Pupils and their Families

Elworth C of E Primary School is the “Data Controller” of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The School Business Manager acts as a representative for the school with regard to its data controller responsibilities; they can be contacted via the school office **or** via the school email address: admincontact@elworthce.cheshire.sch.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

Cheshire East Council is the Data Protection Officer for our school. The role of the Data Protection Officer is to oversee and monitor all of the data protection procedures across the school and to ensure we are compliant with the GDPR. The Data Protection Officer can be contacted on Tel: 0303 123 1113 or Email: schoolDPO@cheshirewestandchester.gov.uk

The School’s Privacy Notice is included in your pack. It is also published on our website.

Conditions of School use

This form is valid from the date that you sign it, 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.

In our school prospectus or in any other printed publication we:

1. 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.
2. Will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
3. Will not name a child in the accompanying text or photo caption if we use photographs of individual pupils, unless we have your agreement. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
4. May include pictures of pupils and teachers that have been drawn by the pupils.
5. May use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
6. Will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

As the child’s parents/guardians we agree that if we take photographs or video recordings of our child/ren, which include other pupils, we will only use them for personal and family use. I/we understand that where consent has not been obtained from 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.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website to download our **GDPR Data Protection Policy**.

Declarations

I/we declare that I/we have read and understood the school's Privacy Notice. I/we also declare that we understand:

- 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;
- The school may share my data with the DfE, the LA or our PTA as required;
- The school will not share my data with any other third parties without my consent, unless the law requires the school to do so apart from service providers where it is necessary in order to fulfil their contract with us. This includes, but is not restricted to Arbor, Tapestry, Times Table Rock Stars and school website provider;
- 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.

I consent to the use of my information for the purposes stated above.

I declare that to the best of my knowledge the information given in this registration application is correct and complete.

Parent/Carers Signature:

Date:

Print Name (Block Capitals):