



**Hanbury's Farm and
Oakhill Community
Primary School**

**Pupil
Admissions Form**

Privacy Notice 2020 (How we use pupil information)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- entitlement to free school meals

This list is not exhaustive, to access the current list of categories of information we process please see

www.hanburysfarm.staffs.sch.uk

www.oakhill.staffs.sch.uk

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **keeping up to date information on all pupils and parents/carers** in accordance with the legal basis of **meeting statutory policies and to enable school census returns to the department of education.**
- for the purposes of **monitoring pupil attendance and performance** in accordance with the legal basis of **meeting statutory policies and national curriculum standards and statutory assessments.**

In addition, concerning any special category data:

- conditions **such as medical or educational performance data in accordance with the legal basis of providing this to professionals following requests e.g. school nurses, paediatricians.**

Collecting pupil information

We collect pupil information via completed forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school settings.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will

inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.hanburysfarm.staffs.sch.uk

www.Oakhill.staffs.sch.uk

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- school nurses, NHS

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. Information will be shared electronically and in paper format.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

Examples of data collection will be:

School censuses and school-level annual school censuses (SLASC), school capacity surveys, phonics screening checks, key stage 1 and 2 assessments data.

section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the headteacher.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)

- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting headteacher or school office to process this request.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **Thursday 24th September 2020**.

If you would like to discuss anything in this privacy notice, please contact:

Executive headteacher: Mr Hollis on 01827 214005

Chair of Governors: Mr Cain on chairofgovernors2@hanburysfarm.staffs.sch.uk

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data

- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>



Pupil Details

Child's legal Surname: _____ Legal Forename: _____

Middle Name(s): _____ Preferred Name: _____

Date of Birth: _____ Gender M/F _____

Religion of child: _____ Country of birth: _____

First Language: _____ Home Language: _____

Home Address: _____

_____ Postcode: _____

Home telephone number: _____

Mobile telephone number: _____

Email address: _____

PARENTAL RESPONSIBILITY

Parents/persons who have parental responsibility with whom the child is living with at the same address as above:

Full Name	Relationship to child	Do they have parental responsibility?

Parent/persons who have parental responsibility but **NOT** living with the child. (We are required by government regulations to ask for this information)

Full Name	Relationship to child	Address	Do they have parental responsibility?

Does this person require separate correspondence from school sent to them? YES / NO

Are there any court orders which relate to the child? E.g. Custody orders/Special Guardianship orders/Section 8 orders under the children act 1989 Yes /No If yes, please give details:

SIBLINGS

Names of brother/sisters who already attend School	Class

EMERGENCY CONTACT DETAILS - PLEASE KEEP THE SCHOOL UPDATED WITH ANY CHANGE OF DETAILS!

Please give details of all persons who could be contacted should illness or an emergency arise. It is essential that we have at least 2 contacts details. Please put contacts in preferred order of priority to be contacted in an emergency.

Priority 1

Title: _____ Surname: _____ Forename: _____ Parental Responsibility: Y/N _____ Relation to child: _____ Daytime telephone number: _____ Mobile telephone number: _____ Work telephone number: _____ Address: _____ _____ Postcode: _____

Priority 2

Title: _____ Surname: _____ Forename: _____ Parental Responsibility: Y/N _____ Relation to child: _____ Daytime telephone number: _____ Mobile telephone number: _____ Work telephone number: _____ Address: _____ _____ Postcode: _____

Priority 3

Title: _____ Surname: _____ Forename: _____ Parental Responsibility: Y/N _____ Relation to child: _____ Daytime telephone number: _____ Mobile telephone number: _____ Work telephone number: _____ Address: _____ _____ Postcode: _____

Priority 4

Title: _____ Surname: _____ Forename: _____ Parental Responsibility: Y/N _____ Relation to child: _____ Daytime telephone number: _____ Mobile telephone number: _____ Work telephone number: _____ Address: _____ _____ Postcode: _____



MEDICAL FORM

This must be completed to the best of your knowledge.
Please provide as much information as possible.

Name of child: _____ Gender M/F: _____

Name of Doctor: _____

Doctor's Address: _____

_____ Postcode: _____

Doctor's Telephone number: _____

Medical conditions or any information that school need to know: _____

Are daily care plans or medications required? _____

Will this need administering during school hours? Yes / No If yes please give details: _____

Does your child have any known allergies/dietary requirements? _____

Do you consent to your child having plasters applied in school, if necessary? Yes / No

Do you consent to your child having medical attention if required? Yes / No

PLEASE NOTE: For pupils who are asthmatic and require an inhaler, parents/carers are asked to provide one for use while in school. This will be kept in school, safe in the pupil's classroom, where staff members know where to find them in case of an emergency. They will be readily available to the pupil. If your child needs to take medication i.e. tablets/medicine (This MUST be prescribed from the GP/hospital only) during school hours, you will need to fill in a form at the school office, giving details and consent for staff to administer this medication. The information on this form will be treated as confidential and made available only to employees of the school engaged in your child's care.

PLEASE ADVISE THE SCHOOL IMMEDIATELY OF ANY CHANGES TO THE ABOVE MEDICAL CONDITIONS.

Name of Parent/Carer providing this information: _____

Signature: _____ Date: _____

(This must be a person with parental responsibility for this named child)

DATA COLLECTION FORM

Pupil's name: _____

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and tick one box to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent/carer or the pupil.

Category SIMS code	SIMS code	Category	
Office use	Office use		
White		Black or Black British	
<input type="checkbox"/> British	WHB	<input type="checkbox"/> Caribbean	BLB
<input type="checkbox"/> Irish	WHR	<input type="checkbox"/> African	BLF
<input type="checkbox"/> Traveller of Irish Heritage	WHT	<input type="checkbox"/> Any other Black background	BLG
<input type="checkbox"/> Gypsy/ Roma	WRO		
<input type="checkbox"/> Any other White background	WHA	<input type="checkbox"/> Chinese	CHE
Mixed			
<input type="checkbox"/> White and Black Caribbean	MWB	<input type="checkbox"/> Any other ethnic background	OEO
<input type="checkbox"/> White and Black African	MBA	Please state: _____	
<input type="checkbox"/> White and Asian	MWA	<input type="checkbox"/> I do not wish an ethnic background	
<input type="checkbox"/> Any other mixed background	MOT	category to be recorded.	

Asian or Asian British

<input type="checkbox"/> Indian	AIN	Parent	<input type="checkbox"/>
<input type="checkbox"/> Pakistani	APK		
<input type="checkbox"/> Bangladeshi	ABA	Pupil	<input type="checkbox"/>
<input type="checkbox"/> Any other Asian background	AAO		

This information was provided by:

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)



Hanbury's Farm Community Primary School/Oakhill Primary School

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Child's Name: _____ Class: _____

Please sign and date this form below if you are happy for your child to,

- Take part in any school trips and activities that take place off school premises during and after school hours and
- To be given first aid or urgent medical treatment during any school trip or activity.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION BEFORE SIGNING THIS FORM:

The trips and activities covered by this consent include;

- All visits (including residential trips) which take place during the holidays or a weekend.
- Adventure activities at any time.
- Off-site sporting fixtures outside the school day.
- All off-site activities for nursery schools.

The school will still send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you DO NOT want your child to take place in any particular school trip or activity. If this is the case, please write a letter stating this and send into the school office.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits.

PLEASE NOTE: This form will carry over each academic year unless parents/carers inform us otherwise

Parent/ Carer signature: _____
(This must be a person with parental responsibility for this named child)

Date: _____

PHOTOGRAPH CONSENT FORM

Child's Full Name: _____

From time to time, we take photographs of the children in school. **This may also include photographs with our federated school, Oakhill / Hanbury's Farm.** We may use these images for the purpose of displays, reading journeys, newsletters, as well as on our school websites. We may also make video recordings for school monitoring or educational use.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we do name a pupil in the text, it will be **first name only** and we will not use a photograph of that child to accompany the article.

Learning Journeys and Records of Achievements are used to celebrate your child's progress throughout school, these are sometimes sent home. Photographs of individuals, groups or classes of children may appear in these records.

On occasions, our school may be visited by the media who may take photographs or film footage of an event. Pupils may appear in these images, which will sometimes be published in the local or national newspapers or on their website e.g Tamworth Herald. **All the above applies to both Hanburys Farm and Oakhill Primary federated schools.**

In compliance with the new general data protection regulations 2018, we need your permission before we can photograph or make any recordings of your child. **Please read the statements below, circle yes or no then sign and date the bottom of the form and return to school.**

- I give permission for my child's photograph to be used within school for display purposes **Yes / No**

- I give my permission for my child's image to be used in Learning Journeys belonging to other children **Yes / No**

- I give permission for my child's photograph to be used in other printed publications e.g. school newsletters/posters/ federated newsletters **Yes / No**

- I give permission for my child's photograph to be used on the school websites **Yes / No**

- I give permission for my child's photograph to be used on our school Twitter page **Yes / No**

- I give permission for my child's image to appear in the local press/ newspapers and also on their websites **Yes / No**

- I give permission for my child's name to be used for publication purposes in the local press/websites **(We will NEVER use your child's name and image together)** **Yes / No**

- I give permission for my child to have a school class/group photograph or on occasions, federation photographs taken which will be taken alongside their fellow class mates or alongside pupils at Oakhill Primary School. The photographs will be made available for **ALL** parents of your child's class to buy and the software containing your child's photograph will be retained by Academy Photography. **Yes / No**

I have read and understood the information above and the conditions of use on the other side of this form.

Parent/carers signature _____

Print name _____

YOU CAN WITHDRAW YOUR CONSENT AT ANY TIME, PLEASE CONTACT THE SCHOOL OFFICE

PARENT / CARER ACCEPTABLE USE POLICY AGREEMENT

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems users at risk.
- That parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.
- That parents and carers are aware that the computer systems are installed with **monitoring software** for the protection of all users.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached below. It is also available to view on our school website, so that parents/carers are aware of the school expectations of the young people in their care.

PUPIL ACCEPTABLE USE POLICY AGREEMENT

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush - I will **NOT** share it, nor will I try to use any other person's username and password.
- I will be aware of 'stranger danger' when I am communication on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line. CEOP website.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting (e.g. YouTube), unless I have permission from a member of staff to do so.

I will act as I expect others to act towards me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held/ external devices (mobile phones/USB devices etc) in school if I have permission I understand that, If I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites with permission from a school machine.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information)
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, suspensions, and contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules include in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

ACCEPTABLE USE AGREEMENT PARENT/CARERS AGREEMENT FORM

Pupil's name: _____ Class: _____

As the parent/carer of the above named pupil, I give permission for my son/daughter to have access to the internet and to ICT systems in school.

I know that my son/daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT - both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have any concerns over my child's e-safety.

Parent/Carer signature: _____
(This must be a person with parental responsibility)

Print name: _____ Date: _____

ACCEPTABLE USE AGREEMENT PUPIL AGREEMENT FORM

This form relates to the pupil Acceptable Use Policy (AUP), to which is available on the school website.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understood the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, PDA's cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc

Pupil's name: _____ Class: _____

Date: _____

Conditions of use

- This form is valid indefinitely from the date you sign it. You have the right to withdraw consent at any time - please submit this in writing to the school office.
- We will not re-use any photographs or recordings a year after your child leaves this school.
- Historic photographs or recordings may remain on our school website
- We will not use the personal details or full names (which means first name and surname) of any child in a photographic image or video on our website or in any other printed publications
- We may use group or class photographs or footage with every general labels, such as 'Art club' etc
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately

***Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies**