

Data Collection Sheet

Due to recent Data Protection Law changes we are no longer allowed to send out the information we hold on our computer system for you to check in case it fell into the wrong hands in transit.

We would be grateful therefore if you could complete the following **blank data form**, as comprehensively as possible, so that we have the most up to date information for your child. Ideally we would like at least three contact names with telephone numbers, addresses and email addresses.

Medical conditions, disabilities and Ethnicity are also particularly important.

Surname:	Forename:
Middle name:	Chosen Name:
Date of birth:	Legal Surname:
Address:	Year: College: Reg. Group:
Postcode:	
Telephone: (mobile)	Telephone: (landline)

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Priority:	Name/Relationship	Home address/phone/mobile/email	Work home/mobile/email
1	Name: Relationship:	Address: Home tel. Mobile tel. Email:	Work: Work tel: Work email:
2	Name: Relationship:	Address: Home tel. Mobile tel. Email:	Work: Work tel: Work email:
3	Name: Relationship:	Address: Home tel. Mobile tel. Email:	Work: Work tel: Work email:

If you need to add more contacts, please continue overleaf.

Travel Arrangements (please tick the appropriate choice)						
School Bus	Public Bus Service	Taxi	Car/van	Walk	Bicycle	Rail

Route:

Please turn over →

Dietary Needs:			Dietary Preferences:		
Type of Meal	Mon	Tues	Wed	Thurs	Fri
School Meal					
Packed Lunch					

Medical Practice:	Address:	Telephone number:

Medical conditions:
Medical notes:
Disabilities:

Ethnicity:	Religion:
Home Language:	First Language:
Country of Birth:	Nationality:

Any further information you may wish us to know about:

Data Protection Act 2018:
 The school is registered under the Data Protection Act for holding personal data.
 The school has a duty to protect this information and to keep it up to date.
 The school is required to share some of the data with the Local Authority and with the DfE.

Signature: **Date:**