

# Pupil Data Checking sheet

Montsaye Academy and the Local Education Authority are required under **Data Protection** legislation to comply with essential good practice in respect of the information collected here and to manage it securely. The individuals who are the subject of the information or who have parental/guardian responsibility are generally entitled to see the information and are encouraged to help keep the information up to date. This information will be kept on both SIMS (School Information Management System) & Go4Schools and used for educational, welfare, planning or managerial purposes.



## Child

Year:  D.O.B.  Gender:  M  F

Legal surname of child:  Preferred surname:

Legal forename of child:  Preferred forename:  Middle name(s):

Parent/Guardian contact details Current School:

Priority	Name / Relationship	Home address / phone / email <i>*A regularly checked email address MUST be supplied</i>		Name(s) of person(s) living at the home address of the child	
<b>1</b>	Mr/Miss/Ms/Mrs			Name(s) of person(s) living at the home address of the child	
	Parental responsibility	T:		Work phone number / email	
	Emergency Contact	M:		T:	
	Court order	E*:		E:	
	Relationship to Child				
<b>2</b>	Mr/Miss/Ms/Mrs			Name(s) of person(s) living at the home address of the child	
	Parental responsibility	T:		Work phone number / email	
	Emergency Contact	M:		T:	
	Court order	E:		E:	
	Relationship to Child				
<b>3</b>	Mr/Miss/Ms/Mrs			Name(s) of others with parental responsibility or emergency contacts if not displayed above. (Tick as applicable)	
	Parental responsibility	T:		Work phone number / email	
	Emergency Contact	M:		T:	
	Court order	E:		E:	
	Relationship to Child				
<b>4</b>	Mr/Miss/Ms/Mrs			Name(s) of others with parental responsibility or emergency contacts if not displayed above. (Tick as applicable)	
	Parental responsibility	T:		Work phone number / email	
	Emergency Contact	M:		T:	
	Court order	E:		E:	
	Relationship to Child				

Is there is another parent with parental responsibility whose details you have not included here? (please tick) Yes  No

**Please note:** All parents listed on the Birth Certificate have the right to collect their child, and to their child's school information, unless subject to a court order.

## Other children at Montsaye

Name (s):

## Medical details

Doctor's name and surgery:

Doctor's telephone number:

<input type="text"/>	<input type="text"/>
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Medical condition / Allergies / Dietary needs:

Has a Statement of Special Educational Needs been issued in respect of your Child? (please tick)

Yes

No

## Child disability – Give Details

Disability:

## Disability

Please tick as appropriate:

<input type="checkbox"/>	ASD/Aspergers	<input type="checkbox"/>	Medication	<input type="checkbox"/>	Problems with Palliative Care
<input type="checkbox"/>	Behavior	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	Problems with Personal Care
<input type="checkbox"/>	Communication	<input type="checkbox"/>	Hand function	<input type="checkbox"/>	Problems with Vision
<input type="checkbox"/>	Consciousness	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Other Disability
<input type="checkbox"/>	Eating & Drinking	<input type="checkbox"/>	Incontinence	<input type="checkbox"/>	No Disability
<input type="checkbox"/>	Learning				

## Pupil Premium Indicator

Please tick if you claim additional benefits (E.g. Income support, Job seekers allowance or tax credit) and your child is entitled to free school meals (even if not taken).

## Adopted From Care

Please tick if your child was adopted from care and you would like to receive some further information on additional funding you might be entitled to.

## Services Children

Please tick if the below applies to your child.

The Service Premium gives schools extra funding to support children and young people with parents in the armed forces. Children attract the premium if they meet the following criteria:

- One of their parents is serving in the regular armed forces
- One of their parents served in the regular armed forces in the last 3 years
- One of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

If your child meets one of the above Service Premium criteria please let us know as this will enable us to claim this additional funding.

## Pupil's usual mode of transport to school

Mode of travel:

## Declaration

Signature	Name (in block capitals):	<input type="text"/>
	Title:	<input type="text"/>
	Date:	<input type="text"/>

# Additional Information

## Ethnicity

**Ethnically based Statistics (To be completed on behalf of all children)** - The collection of ethnically based data is becoming increasingly recognised as a means of identifying needs and thus ensuring fair and equal treatment for all. The information you are asked to give below is for educational purposes and will be used only to enhance the provision for all pupils in Northamptonshire schools.

Please select your child's ethnicity:

- |   |  |  |
|---|--|--|
| <b>White</b><br><input type="checkbox"/> British<br><input type="checkbox"/> Irish<br><input type="checkbox"/> Irish Traveler<br><input type="checkbox"/> Gypsy/Roma<br><input type="checkbox"/> Any other white background | <b>Asian or Asian British</b><br><input type="checkbox"/> Indian<br><input type="checkbox"/> Pakistani<br><input type="checkbox"/> Bangladeshi<br><input type="checkbox"/> Any other Asian background                          | <b>Other Backgrounds</b><br><input type="checkbox"/> Vietnamese<br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Other Ethnic Group |
| <b>Black or Black British</b><br><input type="checkbox"/> Caribbean<br><input type="checkbox"/> Somalia<br><input type="checkbox"/> Other Black African<br><input type="checkbox"/> Any other Black background              | <b>Mixed /Dual background</b><br><input type="checkbox"/> White/Black Caribbean<br><input type="checkbox"/> White/Black African<br><input type="checkbox"/> White/Asian<br><input type="checkbox"/> Any other Mixed background |  |

## First language of child

- Please tick if first language is English
- If not English, please specify the language
- Please tick here if you prefer not to say
- First language is defined as the language the child was exposed to during early development and continues to be exposed to in the home.
- Please give as much detail as possible, including dialects e.g. Bengali (Sylheti), Chinese (Cantonese).

## Religion

Please advise us on your child's religion:

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Buddhist  | <input type="checkbox"/> No Religion    |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Other Religion |
| <input type="checkbox"/> Hindu     | <input type="checkbox"/> Refused        |
| <input type="checkbox"/> Jewish    | <input type="checkbox"/> Roman Catholic |
| <input type="checkbox"/> Muslim    | <input type="checkbox"/> Sikh           |

## Youth Support Services

Schools work closely with Youth Support Services advisors who provide advice and guidance to young people about future career options. Students can see a Youth Support Service advisor during the academy day on the academy site.

I give consent for selected further information about my child to be provided to youth support services

# Permission form

Please take a few moments to read through the following items and then indicate your decisions **by ticking all relevant boxes on the right**. You are free to change your mind about any of the decisions you make and we would request that you notify the school office should you wish to do so.



	Tick Boxes
<p><b>Cashless Catering &amp; Learning Resource Centre:</b> At Montsaye, we operate a cashless catering system. The advantages the system offers to parents and students of the academy are to deliver a more efficient, faster service and to continue to provide healthy and enjoyable meals at the lowest cost. The system is operated by a biometric system (fingerprinting).</p>	
<p><b>Photography (other than*):</b> As a school we like to take photographs to be kept as a record of events that have taken place. Some photographs may also form part of a child's record, used for display purposes and distributed by other media (including social media) as part of the promotional activities of the school, and may also be included in our school newsletter. <b>FULL NAMES WILL NOT BE POSTED WITH ANY PHOTOS PUBLISHED</b> Occasionally during the school year local newspapers come into school to photograph the children whilst involved in special activities. Where newspapers insist that both Surname and Forename must be published with each photograph, they are not listed in such a way as to make each child easily identifiable.</p>	
<p><b>Internet use:</b> I agree to my child using the internet (supervised and filtered), e-mail and other ICT facilities as part of the school curriculum. The Principal and staff will take reasonable precautions to ensure that pupils cannot access inappropriate materials. Children will be introduced to the school rules for internet use and will be taught internet safety skills. I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and therefore accept responsibility, along with the school, for setting and conveying standards for children to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions.</p>	
<p><b>Emergency:</b> Permission for any member of Montsaye Academy to administer any necessary advice or treatment. This includes basic first aid measure and/or calling of emergency services if deemed necessary whilst in care of the school.</p>	

**\*Photographs on the School Information System:**

A photograph is taken periodically and stored on the school database so that staff can identify your child for internal safeguarding and security purposes.

Child's name:					
Signed:		Please tick:	Parent		Carer
		Date:			