PUPIL DATA CATCHMENT FORM

The information that you enter on this form is required for the efficient organization of the school and the children's educational needs. It will be kept on the office computer under restricted access and is subject to the provisions of the Data Protection legislation. The information will be disclosed only to the Education Authority, the Health and Welfare agencies or where a law or an emergency necessitates a disclosure. Please note you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfil our legal duties. You can notify us of a withdrawal or any changes to your consent in writing in person or emailing the school office at office@suckley.worcs.sch.uk

Please fill in the form below with your son/daughter's information:

Legal surname……. Chosen Surname (if applicable) ……..……...

Forename……. Chosen forename ……..……

Middle name(s) ……..……..

Gender (F/M)…… Date of birth ……..……

Address……

……..……..

Post Code …… Telephone number ……

Email……

Travel Arrangements: - *please tick appropriate box*

Bicycle ☐ Car ☐ Public Transport ☐ Walks ☐ Taxi ☐ School Coach ☐

Dinner Arrangements: - *please tick appropriate box*

Free Meal ☐ Home ☐ School Meals ☐ Sandwiches ☐

Medical Information:

Name of Doctor ……..……

Address of Doctor/Practice ……..……

……Telephone number……....

Medical conditions or information that you wish the school to record ……..……..

……..……..

Dietary Needs (eg. allergic to nuts, vegetarian) ……..……...

Educational History:

School Address Date of Admission Date of Leaving

……..……....

……..……..

Siblings:

If there are older brothers or sisters in the school, please give the name and present year group of the next eldest child

……

Position in family (e.g. 2 of 3) ……

Please give details of all persons who have any legal responsibility for this pupil and anyone else who could be contacted should an emergency arise when you are unavailable. You may use the contact priority 1 – 4 to indicate the preferred order in which contacts should be attempted in an emergency. Relation should be shown as parent, aunt etc. If you wish to provide information on more contacts please write the details on a separate sheet and attach it to this form.

1st Contact:
Title:Mr/Mrs/Ms/other (please state)

Surname:

Forename:

Home address

Telephone no(s)

Relationship:
Parental Responsibility: Yes/No
Contact Priority :

2nd **Contact:**
Title:Mr/Mrs/Ms/other (please state)

Surname:

Forename:

Home address

Telephone no(s)

Relationship:
Parental Responsibility: Yes/No
Contact Priority :

3rd Contact:
Title:Mr/Mrs/Ms/other (please state)

Surname:

Forename:

Home address

Telephone no(s)

Relationship:
Parental Responsibility: Yes/No
Contact Priority :

4th Contact:
Title:Mr/Mrs/Ms/other (please state)
Surname:

Forename:

Home address

Telephone no(s)

Relationship:
Parental Responsibility: Yes/No
Contact Priority :

Please delete as appropriate

Permission for all named contacts above to be contacted in an emergency	**YES/NO**	**Additional comments**
Permission for parent/carer to be contacted by email/text for routine school communication	**YES/NO**	**Additional comments**

Ethnic Information - *please tick appropriate boxes*

Home language		**Religion**	
English		Church of England	
Bengali		Baptist	
Cantonese		Other Christian	
Greek		Hindu	
Gujurati		Jewish	
Hindi		Jehovahs Witness	
Italian		Methodist	
Punjabi		Muslim	
Portugese		Raman Catholic (baptized)	
Spanish		Roman Catholic	
Turkish		Sikh	
Urdu		United Reform	
Other (specify)		No Religion	
		Other (specify)	

SIGNED (parent/guardian)**…….…… Date ……**

Data Protection Legislation: The school is registered with the Information Commissioner for holding and processing of 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 other agencies including Worcestershire County Council and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information.

Please note that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfill our legal duties. You can notify us of a withdrawal of or any changes to your consent in writing by contacting head@suckley.worcs.sch.uk