St Mary's
RC PRIMARY SCHOOL

PART 2 - SUPPLEMENTARY INFORMATION FORM

All **(Original)** Documents required - Baptismal Cetificate ☐, Council tax notification or driving licence ☐ for proof of address and Child's Birth Certificate ☐. **Documents issue date must NOT be more than 3 months old (except council tax notification)**

NB. Please remember to complete and return a Common Application Form (available from the local Authority)

SECTION 4

Brought to school by		Collected by	
If your child makes their own way to and from school, please tick			

Telephone no. for text message correspondence	

Additional emergency contacts			
Name		Name	
Address		Address	
Tel. no		Tel. no	

Any additional information		
Is there any additional support that your child has received, or you think they may need to help your child reach their full potential?	**Yes**	
	No	
	Unsure	
Any other additional information:		

Medical Information

Does your child suffer from any of the following?

Eczema		Asthma	
Migraine		Epilepsy	
Diabetes		Sight problems	
Allergies		Hay Fever	
Other (please specify):			
What is the normal treatment?			
Will medication be needed in school?			
Any other information relevant to the problem? Please attach medical plans if necessary.			
Does your child wear glasses in school?			Yes / No
Has the Doctor put any restrictions on physical activities?			Yes / No
If YES, please give details			
Has your child received the tetanus vaccination?	Yes / No	Date:	
Child's NHS number:			

Name of Medical practice:	
Address:	

Pupil Premium Application Information

(Your **child's** school may be entitled to additional **Pupil Premium** funding if you **receive** one of the following benefits: **Child** Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit. National Asylum Seekers Support.)

Parent Full Name:			
Responsible Parent National Insurance no:		Date of Birth	
Address			

Dietary Restrictions

Please note that the school kitchen does not serve pork and the food is not Halal. If your child is not allowed to eat non-Halal meat, please indicate below.

Are there any restrictions on particular food?	Yes / No
If YES, please give details	

Ethnicity and language

A first language other than English is recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community. If a child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the child's proficiency in English.

First language	
Languages heard or spoken at home	
If English is not the first language, please comment on your child's level of English speaking:	

Ethnicity is a personal awareness of a common cultural identity. Ethnicity relates to how a person feels and not necessarily how they are perceived by others. It is a subjective decision as to which category a person places themselves in and therefore does not infer any other characteristics such as religion, country of origin etc. Recording children's ethnicity is a DfE requirement.
You must select one of the following statutory codes. If you do not feel any of the options are applicable, please tick 'other ethnicity'. If you do not wish to disclose your child's ethnicity, please tick 'refused'.

- □ White - Cornish
- □ White - English
- □ White - Scottish
- □ White - Welsh
- □ Other White British
- □ White - Irish
- □ Traveller of Irish Heritage
- □ Albanian
- □ Bosnian- Herzegovinian
- □ Croatian
- □ Greek
- □ Greek Cypriot
- □ Italian
- □ Kosovan
- □ Portuguese
- □ Serbian
- □ Turkish
- □ Turkish Cypriot
- □ White European
- □ White Eastern European
- □ White Western European
- □ White Other
- □ Gypsy / Roma
- □ White and Black Caribbean
- □ White and Black African
- □ White and Pakistani
- □ White and Indian
- □ White and Any Other Asian Background
- □ Asian and Any Other Ethnic Group
- □ Asian and Black
- □ Asian and Chinese
- □ Black and Any Other Ethnic Group
- □ Black and Chinese
- □ Chinese and Any Other Ethnic Group
- □ White and Any Other Ethnic Group
- □ White and Chinese
- □ Other Mixed Background
- □ Indian
- □ Mirpuri Pakistani
- □ Kashmiri Pakistani
- □ Other Pakistani
- □ Bangladeshi
- □ African Asian
- □ Kashmiri Other
- □ Nepali
- □ Sri Lankan Sinhalese
- □ Sri Lankan Tamil
- □ Sri Lankan Other
- □ Other Asian
- □ Black Caribbean
- □ Black - Angolan
- □ Black - Congolese
- □ Black - Ghanaian
- □ Black - Nigerian
- □ Black - Sierra Leonean
- □ Black - Somali
- □ Black - Sudanese
- □ Other Black African
- □ Black European
- □ Black North American
- □ Other Black
- □ Hong Kong Chinese
- □ Malaysian Chinese
- □ Singaporean Chinese
- □ Taiwanese
- □ Other Chinese

□ Afghan
□ Arab Other
□ Egyptian
□ Filipino
□ Iranian
□ Iraqi
□ Japanese
□ Korean
□ Kurdish
□ Latin/ South/ Central American
□ Lebanese
□ Libyan
□ Malay
□ Moroccan
□ Polynesian
□ Thai
□ Vietnamese
□ Yemeni
□ Other Ethnic Group
□ Refused

Permissions and Consent

As a school, we regularly use photographs to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils.
We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity.
There are a number of instances when the school may take photos of your child and display them, specifically:
• On the school's website and to promote the school to current and prospective parents as well as providing updates on current events and celebrating children's achievements.
• In our newsletters, we may provide photos of recent events or achievements from our pupils;
• In and around the school building to illustrate to current pupils and parent/carers life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;
• We use a third-party photography company to take professional photographs of your child, these are offered to parents to purchase and used on your child's school record.
We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.
Usually pupils will not be named in the photographs unless they gain specific consent in the first instance.
We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward. Consent to using your child's images will last throughout your child's time at the school.
You can withdraw your consent at any time and can do so by writing to the school office asking them to stop using your child's images. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.

I consent to my child's images being used by the school in the media formats as set out above.

☐ Yes ☐ No

I give permission for my child to be taken out of school on local trips.

☐ Yes ☐ No

I give permission for my child to be taken to hospital by school staff in the event of an emergency.

☐ Yes ☐ No

I understand that the school is in no way responsible for my child outside of school hours, unless on a school trip.

☐ Yes ☐ No

I give understand my child will have access to the internet. Children will be monitored and have a secured level of access to the internet.

Parent sign: _____

I give permission for the school to use the information on this form to check Free School Meal eligibility using Capita OFSM. Capita will not disclose any personal information collected to a third party without your consent. In connection with any application, request or enquiry you make, your information will be passed directly to the relevant contact within the company. You are consenting to your personal information being processed by Capita Children's Services in the manner described above.

☐ Yes ☐ No

Signed _____ Date _____

Parent's name _____

Data Protection

Collection of Pupil NHS Numbers

The pupils' NHS Number is being collected by schools as additional information. It may be used in the event of a medical emergency to enable the NHS to access the pupils' records more quickly. Additionally, it may be shared with the Local Authority to allow services to work more effectively in supporting children in schools.

Collection of National Insurance / National Asylum Support Service (NASS) Number

The collection and assessment of National Insurance/National Asylum Support Service (NASS) Number information by the Local Authority ensures that schools are funded to their appropriate level and ensures that the statutory data shared with the Department for Education at School Census accurately reflects the situation in the school.

Privacy Notice for St Mary's R C Primary School

St Mary's R C Primary School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Who Collects This Information

St Mary's R C Primary School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils.

The Categories of Pupil Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you:

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including ethnicity, relevant medical information, special educational needs information);
- Images of pupils engaging in school activities;
- Information about the use of our IT, communications and other systems, and other monitoring information;

Collecting This Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How We Use Your Personal Information

We hold pupil data and use it for:

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;

- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

The Lawful Basis on Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: https://www.gov.uk/education/data-collection-and-censuses-for-schools.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Sharing Data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with: -

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- other schools within the Federation/Trust;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security); and
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

Why We Share This Information

We do not share information about our pupils with anyone without consent unless otherwise required by law.

For example, we share student's data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Storing Pupil Data

The School keep information about pupils on computer systems and on paper.

Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please let the school know and we can provide you with a copy of our policy.

Automated Decision Making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

The National Pupil Database

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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/national-pupil-database-requests-received

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

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 education record, please contact the school.

You also have the right to: -

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact the school in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the school office. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the school office in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolve by the school, then you can contact the DPO on the details below: -

Data Protection Officer Name: **Mr M Ginn**

Data Protection Officer Details: **Lambeth Dpo Schools Service**

Data Protection Officer Email: **infogov@lambeth.gov.uk**

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at https://ico.org.uk/concerns.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.