The *sir* Donald Bailey Academy

LABOR OMNIA VINCIT

Admission Application

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Application for Admission.

Please complete each section in <u>BLOCK CAPITAL LETTERS</u> using black/blue ink.

All Sections are Compulsory

We are required to establish parental responsibility.

- Birth mothers always have parental responsibility for their children, but it can be taken away by a court.
- Fathers will have parental responsibility if they were married to the child's mother at the time of the child's birth.
- Unmarried fathers will have parental responsibility if the birth was registered after December 2003 AND his name appears on the birth certificate.
- Parental responsibility can only be removed by a court and is not gained automatically by living with a child or by marrying the child's parent.

Consent forms can only be signed by the parent with parental responsibility

<table>
<tr><th colspan="6">Child's Personal Details</th></tr>
<tr><td>First Name</td><td colspan="2"></td><td>Middle Name(s)</td><td colspan="2"></td></tr>
<tr><td>Surname</td><td colspan="2"></td><td>Date of Birth</td><td colspan="2"></td></tr>
<tr><td colspan="3">Home Address (including postcode)</td><td colspan="2">Male</td><td>Female</td></tr>
<tr><td colspan="3" rowspan="6"></td><td colspan="2"></td><td></td></tr>
<tr><td colspan="6">Parent/Carer's Details</td></tr>
<tr><td colspan="3">Mr/Ms/Miss/Mrs</td><td colspan="2"></td></tr>
<tr><td colspan="3">First Name</td><td colspan="2"></td></tr>
<tr><td colspan="3">Surname</td><td colspan="2"></td></tr>
<tr><td colspan="3">Relationship to child:</td><td colspan="2"></td></tr>
<tr><td colspan="3" rowspan="2">Copy of Birth Certificate provided

Yes/No</td><td colspan="3">Home no:</td><td colspan="2"></td></tr>
<tr><td colspan="3">Mobile no:</td><td colspan="2"></td></tr>
<tr><td rowspan="2">Has either parent been in the Armed Forces over the last 3 years</td><td>Yes</td><td>No</td><td colspan="3">Work no:</td><td colspan="2"></td></tr>
<tr><td></td><td></td><td colspan="3">Email address:</td><td colspan="2"></td></tr>
<tr><td rowspan="3">Does your child or other children receive Free School Meals or ever been registered for Free School Meals over the last 6 years</td><td rowspan="2">Yes</td><td rowspan="2">No</td><td colspan="3">National Insurance No</td><td colspan="2"></td></tr>
<tr><td colspan="3">Date of Birth</td><td colspan="2"></td></tr>
<tr><td colspan="3" rowspan="2">Parental Responsibility (tick)</td><td>YES</td><td></td><td>NO</td><td></td></tr>
<tr><td></td><td></td><td colspan="3">Mothers Present or last occupation</td><td colspan="2"></td></tr>
<tr><td colspan="3">Name of brothers and sisters attending school</td><td colspan="4">Parent/Carer's Details</td></tr>
<tr><td colspan="3"></td><td colspan="3">Mr/Ms/Miss/Mrs</td><td colspan="2"></td></tr>
<tr><td colspan="3"></td><td colspan="3">First Name</td><td colspan="2"></td></tr>
<tr><td colspan="3"></td><td colspan="3" rowspan="2">Surname</td><td colspan="2" rowspan="2"></td></tr>
<tr><td colspan="3">Other family attending school(ie cousins)</td></tr>
<tr><td colspan="3"></td><td colspan="3">Relationship to child:</td><td colspan="2"></td></tr>
<tr><td colspan="3"></td><td colspan="3">Mobile no:</td><td colspan="2"></td></tr>
</table>

Father's Address (if different from child)	Email address:				
	National Insurance No				
	Date of Birth				
	Parental Responsibility (tick)	YES		NO	
	Fathers Present or last occupation				

Emergency Contact Details

In case of an emergency please list the people who should be contacted in order of priority (**INCLUDING PARENTS**):

NB you will need to ensure the Emergency Contacts you include below have given consent for you to share their details. Please read and sign below:

I have gained permission from my additional contacts that I can share their information with the school.

Print Name …….. Sign ……..

Emergency Contact 1		Emergency Contact 2	
Mr/Mrs/Ms/Miss		Mr/Mrs/Ms/Miss	
Full Name		Full Name	
Telephone No:		Telephone No:	
Address		Address	
Postcode		Postcode	
Relationship to child		Relationship to child	
Permission to take home		Permission to take home	
Permission to phone		Permission to phone	
Permission to text		Permission to text	
Permission to email		Permission to email	
Permission to send letter		Permission to send letter	

Emergency Contact 3		Emergency Contact 4	
Mr/Mrs/Ms/Miss		Mr/Mrs/Ms/Miss	
Full Name		Full Name	
Telephone No:		Telephone No:	
Address		Address	
Postcode		Postcode	
Relationship to child		Relationship to child	
Permission to take home		Permission to take home	
Permission to phone		Permission to phone	

Permission to text		**Permission to text**	
Permission to email		**Permission to email**	
Permission to send letter		**Permission to send letter**	

Previous School History			
Previous School/Nursery/Playgroup name:			
Address:			
Tel No:			
Date Left			
Reason			
Pre-School preference if available (PLEASE TICK)			
Morning		**Afternoon**	
Are you entitled to 2yr funding for your child?		**2yr funding code**	
Foundation One preference if available (PLEASE TICK)			
Morning		**Afternoon**	
Are you entitled to 30 hour funding for your child?		**30 hour Eligibility Code (11 digit number)**	

Medical Information			
Family Doctor		**Surgery**	
Medical Conditions we should know about, including allergies (food and other):			
Medication needed in school: (including asthma inhalers):			
Dietary Requirements			

I give permission for a member of staff to administer the above medication.

Signature of Parent/Guardian _____Date_____

I do not give permission for a member of staff to administer the above medication.

Signature of Parent/Guardian _____Date_____

Has your child got any **Special Educational Needs**	**Yes**	**No**

If YES please give details	

Has your child got any current involvement with any Outside Agencies e.g. Social Workers, Health Visitors, Speech and Language Therapists, Paediatricians, the Children's Centre or others.	**Yes**	**No**

If YES please give details	

Is your child in receipt of Disability Living Allowance	

Please add any additional information that you feel the school needs to be aware of e.g. collection issues, family conflicts, medical history, language barriers etc.

Ethnic and Cultural (please tick which one applies)			
Ethnicity		**Religion**	
Languages			
First Language spoken:			
Language spoken at home:			
If not White/British please complete the following:			
Proficiency In English (tick which one applies)		New to English	
		Early Acquisition	
		Developing competence	
		Competent	
		Fluent	

National Identity	
Country of Birth (as shown on Birth Certificate)	
National Identity (as shown on passport)	
Passport Number (for child)	

Data Protection

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self-esteem for children and young people, and their families, and so are to be welcomed. Children love to have their work instantly uploaded to our website or school media pages, and the response from parents, who can see what their child is doing in school on a regular basis, is fantastic.

However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph in the local press, and as a result being targeted for abuse.

In line with many schools and following advice from organisations such as local authorities and the police, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media, should continue.

The Department for Education's broad rule of thumb for schools is that "if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil". For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. **The press, however, like to reflect the local community by naming children who appear, and may decline to photograph your child if this facility is denied to them.**

We are mindful of the fact that for some families, there may be reasons why a child's identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your consent on this issue, you need to let the school office know straight away.

If your child is old enough to express their own view, you may want to consult with them about the categories of consent, and we invite you to use this letter to explore their feelings about being photographed at school.

PLEASE BE AWARE THAT UNLESS THIS IS COMPLETED, WE WILL BE UNABLE TO USE PHOTOGRAPHS OR VIDEOS OF YOUR CHILD ON OUR WEBSITE, IN PUBLICATIONS OR LOCATIONS OUTSIDE OF SCHOOL.

Conditions of use

- This form is valid for the duration your child remains at The Forge Trust.
- It is **your** responsibility to let us know if you want to withdraw or change your agreement at any time.
- We, the school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may include, if selected, work from pupils.
- We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately. This may include suitable PE kit e.g. T-shirts and jogging bottoms, or football kits, but will not include unsuitable PE kit e.g. leotards or swimwear.

• We will take class photos of your child, which will be available to purchase annually by parents of children in the class. If you do not wish your child to be on the photo, you must contact the school office directly before the school photos are taken.

As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will:
• use these for personal and family use only.
• only put photos of our children taken at school on social media networks if they do not contain recognisable images of other children.

The Act defined eight data protection principles to ensure that information was processed lawfully. ... It was superseded by the Data Protection Act 2018 (DPA 2018) on 23 May 2018. The DPA 2018 supplements the EU General Data Protection Regulation (GDPR), which came into effect on 25 May 2018.

We understand that where consent has not been obtained from parents for any other use, we would be in breach of the Data Protection Act 2018 unless this purpose is safeguarding children.

For transparency, we need to inform you that Parent's name, number, and email address will be sent through our Secure Management Information System called 'Wonde' to both 'Teacher2parents' and 'School Money'. This is to ensure you receive vital information about the school in a timely and efficient manner without the responsibility of delivering of these important messages being placed on pupils. You also will have full access to our booking system for Clubs/Trips/Events and meals. Giving the school a full record of your children's requirements.

Keeping Children Safe in Education

"Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children."
Keeping children safe in education - GOV.UK (www.gov.uk)

Parental Permissions

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Please give consent to the following questions: *1.* May we use your child's photograph (unidentified) in the school prospectus and website or other printed publications /displays that we produce for promotional purposes? **Duration of publication 3 to 4 years**	**Yes / No** **Signature**_____
2. May we use your child's image (unidentified) or video on our website/social media pages such as Twitter. **Duration of publication whole Academic year**	**Yes / No** **Signature**_____
3. May we use, if selected your child's work and image on our website and Tapestry and Dojo's general information page? **Duration of publication whole Academic year**	**Yes / No** **Signature**_____
4. May we record your child's image (unidentified) on video or webcam e.g. for end of term videos and virtual performances? **Duration of publication 1 year**	**Yes / No** **Signature**_____
5. May we record your child's image (unidentified) on video or webcam e.g. filming lessons for teacher development such as but not limited to Swivl? **Duration of development training – all footage will be deleted at the end of this period**	**Yes / No** **Signature**_____
6. Do you give consent for **photos** of my child to be put up in the **classroom.** **Duration of Academic year**	**Yes / No** **Signature**_____
7. Do you consent to your child's image and name being published with a press photograph? **Duration will be determined by the press**	**Yes / No** **Signature**_____
8. Do you agree to your child's image being taken by our school photographer for individual and class photographs? **Duration of publication whole Academic year**	**Yes/No** **Signature**_____
9. Do you agree to your child's class or group photograph being distributed outside of school i.e. to other parents of pupils within your child's class or group. PLEASE NOTE if you do not give permission then your child will not be included in class or group photographs.	**Yes/No** **Signature**_____
10. I give permission for my child to go out on **visits to places that are within WALKING DISTANCE** within normal school hours.	**Yes/No** **Signature**_____
11. I give permission for **paediatric** and child and **family therapy reports** to be copied to school.	**Yes/No** **Signature**_____

Please note:

- ***Websites can be viewed throughout the world and not just in the United Kingdom.***
- ***Unidentified above means we will only use the first name.***
- ***Conditions for use of these photographs are on the back of this form***

Please detach and keep the following sheets for your own reference:-

Privacy Notice

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

Who are we?

We, The Sir Donald Bailey Academy, Newark, are a Data Controller for the purposes of the Data Protection Act and in line with the requirement of the General Data Protection Regulation. We collect information from you and your family and may receive information about you and your family from your previous school and the Learning Records Service.

Notice for parents/carers

Under data protection law, individuals have a right to be informed about how the Academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, The Sir Donald Bailey Academy, are the 'data controller' for the purposes of data protection law.

For further information, (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents;
- Results of internal assessments and externally set tests;
- Pupil and curricular records;
- Characteristics, such as ethnic background, eligibility for free school meals, whether "Looked After" by the Local Authority or special educational needs;
- Exclusion information;
- Details of any medical conditions, including physical and mental health;
- Attendance information;
- Safeguarding information;
- Details of any support received, including care packages, plans and support providers;
- Photographs.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care;
- Protect pupil welfare;
- Assess the quality of our services;
- Administer admissions waiting lists;
- Carry out research;
- Comply with the law regarding data sharing;
- Publicise the work of our academy and Trust.

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation;
- We need it to perform an official task in the public interest;

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way;
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- The Department for Education- to meet our legal obligations to share certain information such as assessment information;
- The Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- The pupil's family and representatives- to meet our legal obligation to report to parents;
- Our regulator [e.g. Ofsted, Trustees, the CEO and other representatives of the Forge Trust;
- Suppliers and service providers – to enable them to provide the service we have contracted them for;
- Financial organisations- to meet our legal obligation in complying with an audit;
- Central and local government – to meet our legal obligation to share certain information for example relating to performance in standardised tests or assessments;
- Survey and research organisations- where this is in line with policies and leads to improved outcomes for pupils;
- Health authorities- to meet our obligation to support the well-being of pupils and for safeguarding purposes;
- Health and social welfare organisations- to meet our legal obligation to safeguard children;
- Police forces, courts, tribunals – to meet our legal obligation to safeguard children;

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the School Census and Early Years' Census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Parents and pupils' rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the academy holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you or your child;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact Beverley Dale, HR and Office Manager.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress;
- Prevent it being used to send direct marketing;
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact Beverley Dale (HR and Office Manager).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact Tim Pinto Data Protection Officer for The Forge Trust, The E-Safety Office, tpinto@esafetyoffice.co.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Beverley Dale (HR and Office Manager).

Beverley Dale

The Sir Donald Bailey Academy

Bailey Road

Newark, Notts

NG24 4EP

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.