



Meadowhead School Data Collection Sheet

Child:

| | | | | | | | |
|-------------------------------------|--|--------------------|--|----------------|--|---------|--|
| Legal forename: | | Middle name: | | Legal surname: | | | |
| Preferred forename: | | Preferred surname: | | Date of birth: | | Gender: | |
| Main home address (incl. postcode): | | | | | | | |
| Additional home address: | | | | | | | |

Contacts:

Please indicate a priority level for each contact. (1=highest). Note that more than one contact can be given priority of 1. Also ensure that, as a minimum, all persons with parental responsibility are listed.

Who has parental responsibility (PR)

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he is either married to the child's mother, or listed on the birth certificate

| | | | | | | | |
|-------------------------------------|---------|--------------------------|-------|------------------------|--|--|--|
| Title: | | Full Name: | | | | | |
| Priority for contact: | | Parental Responsibility: | | Relationship to child: | | | |
| Main home address (incl. postcode): | | | | | | | |
| Telephone | Home: | | Work: | | | | |
| | Mobile: | | | | | | |
| Email Address: | | | | | | | |

| | | | | | | | |
|-------------------------------------|---------|--------------------------|-------|------------------------|--|--|--|
| Title: | | Full Name: | | | | | |
| Priority for contact: | | Parental Responsibility: | | Relationship to child: | | | |
| Main home address (incl. postcode): | | | | | | | |
| Telephone | Home: | | Work: | | | | |
| | Mobile: | | | | | | |
| Email Address: | | | | | | | |

Contacts – continued:

| | | | | | |
|--|----------------|---------------------------------|--------------|-------------------------------|--|
| Title: | | Full Name: | | | |
| Priority for contact: | | Parental Responsibility: | | Relationship to child: | |
| Main home address (incl. postcode): | | | | | |
| Telephone | Home: | | Work: | | |
| | Mobile: | | | | |
| Email Address: | | | | | |

Additional details:

| | |
|--|-----------------------|
| Name(s) of any brothers/sisters currently at Meadowhead | |
| What is the child's first language? | |
| Which language is mainly used at home: | |
| Name of medical practice where child is registered: | |
| Is this child in care? | |
| Is this child adopted? | |
| Is this child a service child? | |
| Is this child entitled to Free School Meals? | |
| Has an application for Free School Meals been made? | |
| In the event of the school closing for adverse weather this child should: | |
| Go home | Stay in school |
| Other (please give details) | |
| | |

Previous school attended:

| Name and address of school: | Date started: | Date left: |
|------------------------------------|----------------------|-------------------|
| | | |

Widening Participation in Higher Education:

From time to time some of our pupils have the opportunity to participate in university outreach schemes. These schemes are aimed specifically at capable pupils from families with no parental experience of Higher Education. If you would this student to be considered for any such schemes in future, please tick the box.

Data Protection Act 2018

The School is registered under the Information Commissioner's Office 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 Department for Education.

Parent or carer's name: _____

Parent or carer's signature: _____

Date: _____

Medical conditions

IMPORTANT

Medical data is extremely important to the School. It enables the School to ensure your child's safety and wellbeing, and meet our duty of care. Nevertheless, medical data is a Special Category of data under the Data Protection Act 2018, and as such requires your consent for the School to hold medical data. You can withdraw consent at any time. If you provide consent and subsequently change your mind, you can contact us to remove consent by emailing: enquiries@meadowhead.sheffield.sch.uk

If you consent to the School holding medical data please complete the box below to indicate any medical conditions, and sign and date the form and return to school - even if there are no medical conditions to declare at present:

| | |
|--|--|
| Any illness, disability or allergy: | |
| Any regular prescribed medication: | |

Parent or carer's name: _____

Parent or carer's signature: _____

Date: _____

Ethnicity Data

Our ethnic background describes how we think of ourselves. This may be based on many things, including for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The Information Commissioner recommends that young people aged 11 – 15 years have the opportunity to decide their own ethnic identity. However, the Department for Education believes that this is best done with the support and knowledge of their parent(s) or those with parental responsibility, in a family context. It is advised that pupils aged 16 or over should make their own decisions.

Ethnicity data is fundamental for providing the means for schools to analyse the impact of their policies and procedures to ensure all students fulfil their potential and have equality of opportunity. It is one element of data that schools must report, as a statutory requirement, to the Department for Education through the School Census three times a year.

Ethnicity data is a Special Category of data under the Data Protection Act 2018, and as such requires your consent for the School to hold that data. You can withdraw consent at any time. If you provide consent and subsequently change your mind, you can contact us to remove consent by emailing enquiries@meadowhead.sheffield.sch.uk

Please study the list below and tick one box only to indicate ethnic background if you give consent for School to hold that data, and sign and date the form and return to school. Please also tick to indicate who provided the information.

- | | |
|---|---|
| <input type="checkbox"/> White – British | <input type="checkbox"/> Black Caribbean |
| <input type="checkbox"/> White – Irish | <input type="checkbox"/> Black – Somali |
| <input type="checkbox"/> White Eastern European | <input type="checkbox"/> Other Black African |
| <input type="checkbox"/> Any other White background | <input type="checkbox"/> Any other Black background |
| <input type="checkbox"/> Traveler of Irish heritage | |
| <input type="checkbox"/> Gypsy | <input type="checkbox"/> White and Black Caribbean |
| <input type="checkbox"/> Roma | <input type="checkbox"/> White and Black African |
| <input type="checkbox"/> Other Gypsy/Roma | <input type="checkbox"/> White and any other Asian background |
| | |
| <input type="checkbox"/> Hong Kong Chinese | <input type="checkbox"/> Taiwanese |
| <input type="checkbox"/> Malaysian Chinese | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Singaporean Chinese | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Other Chinese | <input type="checkbox"/> White and Pakistani |
| | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Yemeni | |
| <input type="checkbox"/> Any other Asian background | <input type="checkbox"/> Any other mixed background |
| | |
| | <input type="checkbox"/> Other Ethnic Group |

This information was provided by:

Parent / Guardian

Pupil

Parent or carer's name: _____

Parent or carer's signature: _____

Date: _____

Religion Data

At Meadowhead School we offer a supportive environment where we offer encouragement to our students as well as expecting them to behave respectfully to others. As part of this supportive atmosphere, we believe that knowing the religious beliefs of the students allows us to better facilitate observation of specific festivals, dietary, medical and other beliefs.

Religion is a Special Category of data under the Data Protection Act 2018, and as such requires your consent for the School to hold that data. You can withdraw consent at any time. If you provide consent and subsequently change your mind you can contact us to remove by emailing enquiries@meadowhead.sheffield.sch.uk

Please study the list below and tick one box only to indicate your child's religion if you give consent for School to hold that data, and sign and date the form and return to school.

- Buddhist
- Catholic
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other Religion
- No Religion

- I do not consent for religious belief to be recorded

Parent or carer's name: _____

Parent or carer's signature: _____

Date: _____

Image Use Consent

At Meadowhead School, we sometimes take photographs and videos of pupils. We use these in classes, in the school's prospectus, on the School's websites and on display boards around school, and on other promotional materials. Sometimes local newspapers and TV stations also film in school to highlight the achievements of our students.

We would like your consent to take photos/videos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

If you wish to give consent for the School to use images of your child please tick the relevant box(es) below, and sign and date and return to school:

- I consent for photos/video of my child to be used on the school website, school social media, and other printed promotional materials, as well as any news articles OR case studies reported by other media agencies or school business partners.
- I consent for photos/videos of my child to be used for internal school displays or on digital presentations (e.g PowerPoints which may be shown in meetings or on screens around school).
- I do not consent to the school taking or using photos/videos of my child

You can withdraw consent at any time. If you provide consent and subsequently change your mind, you can contact us to remove consent by emailing enquiries@meadowhead.sheffield.sch.uk

Parent or carer's name: _____

Parent or carer's signature: _____

Date: _____

**All completed forms should be returned in a sealed envelope to:
6th Form Office, Meadowhead School, Dyche Lane S8 8BR**

If you have any questions about how the data will be stored and used, please do not hesitate to contact our Data Manager on enquiries@meadowhead.sheffield.sch.uk

Meadowhead School recognises that your privacy is important to you. All information provided will be kept confidential and stored within a secure computer database or otherwise, by Meadowhead School and Sheffield Local Authority, under strictly regulated conditions in accordance with the provisions of the Data Protection Act 2018