|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Date of Birth |  |
| Forename |  | Gender |  |

|  |  |
| --- | --- |
| Home Address |  |
| Postcode |  |
| Home telephone |  |

**Contact Information**

|  |  |  |
| --- | --- | --- |
| Mothers Full Name |  | Parental Responsibility  YES / NO |
| Fathers Full Name |  | Parental Responsibility  YES / NO |

**1st Contact**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | | Relationship | Parental Responsibility  YES / NO | Contact Priority  (1,2,3?) |
| Address  Post code | | | Home Phone  Work Phone | Mobile Phone |
| Email address |  | | | |

**2nd Contact**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | | Relationship | Parental Responsibility  YES / NO | Contact Priority  (1,2,3?) |
| Address  Post code | | | Home Phone  Work Phone | Mobile Phone |
| Email address |  | | | |

**3rd Contact**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | | Relationship | Parental Responsibility  YES / NO | Contact Priority  (1,2,3?) |
| Address  Post code | | | Home Phone  Work Phone | Mobile Phone |
| Email address |  | | | |

|  |  |
| --- | --- |
| Is there a court order preventing a family member having contact with your child and access to their data?  If yes, please supply copy of evidence and details | YES / NO |

**Sibling Information**

|  |
| --- |
| Name and present year group of any brothers or sisters in attendance at St Francis of Assisi |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dietary – Free school meals eligible? | YES/NO |  | Is your child on the SEN register? | YES/NO |
| Is your child a Looked after child? | YES/NO |  | If yes: Statement or EHCP |  |
| Is your child adopted? | YES/NO |  | Other in-school support? | YES/NO |
| Are you a member of the Armed Forces? | YES/NO |  | Does your child have a Health Care Plan? | YES/NO |

**Medical**

|  |  |
| --- | --- |
| Doctors name  Surgery address  Post code  Telephone number |  |

|  |
| --- |
| 1)Does your child have any medical conditions (eg. Asthma, eczema, diabetes)? YES / NO  If yes, please give details |
| 2)Does your child suffer from any re-occurring illnesses which may affect their schooling?YES/NO  If yes, please give details |
| 3) Does your child have problems with:- Eyesight YES / NO  Hearing YES / NO  If yes, please give details Speech YES / NO |
| 4) Does your child have any allergies? YES / NO  If yes, please give details |
| 5) Does your child take any medication on a regular basis? YES / NO  If yes, please give details |
| 6) Do any of these medicines need to be taken during school hours? YES / NO  If yes, please give detail |

**Please note that ‘in cases of an EMERGENCY’ if we are unable to contact you we will seek further medical assistance for your child.**

**The Use of Paracetamol / Medication in School**

**School does not provide or administer any medication including paracetamol. School offers storage for medication in the medical room and advises parents to use this facility. Please fill out the appropriate ‘Storage of Medication in School Form’.**

**Cultural Information**

Please select from the table below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ethnicity |  | Language |  | Religion |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ethnicity | Code | Language | Code | Religion | Code |
| Any other Asian background | AOTH | Akan/Twi-Fante | AKA | Anglican | ANG |
| Any other Black background | BOTH | Dutch/Flemish | DUT | Baptist | BPT |
| Any other Ethnic group | OOTH | English | ENG | Christian | CHR |
| Any other Mixed background | MOTH | French | FRN | Hindu | HIN |
| Any other White background | WOTH | German | GER | Jewish | JEW |
| Black – African | BAFR | Greek | GRE | Muslim | MUS |
| Black - Caribbean | BCRB | Hindi | HIN | No Religion | NON |
| Indian | AIND | Igbo | IGB | Other Religion | OTH |
| Pakistani | APKN | Malayalam | MLM | Roman Catholic | ROC |
| Refused | REFU | Other | OTH | Sikh | SKH |
| White British | WBRI | Punjabi | PNJ |  |  |
| White Irish | WIRI | Polish | POL |  |  |
| Mixed White and Asian | MWAS | Portuguese | POR |  |  |
| Mixed White and Black African | MWBA | Shona | SHO |  |  |
| Mixed White and Black Caribbean | MWBC | Slovak | SLO |  |  |
| Traveller – Irish Heritage | WIRT | Swedish | SWE |  |  |
| Gypsy / Roma | WROM | Vietnamese | VIE |  |  |

|  |  |
| --- | --- |
| Family’s First Language |  |
| Country of Birth |  |
| Nationality |  |

**Transport**

Please check box below

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Car |  | Walk |  | School bus |  | Public bus |  | Taxi |  |

If travelling by bus, please provide the bus number and if your student has a bus pass.

|  |  |  |  |
| --- | --- | --- | --- |
| Bus number |  | Bus pass | YES / NO |

**Previous school information**

|  |  |
| --- | --- |
| School name  Address  Telephone number |  |

**Parental consent tick boxes**

Please note signatures will be required on the appropriate forms

|  |  |
| --- | --- |
| Consent for Biometric Information? | YES / NO |
| Do you require a paper copy of reports? | YES / NO |

|  |  |
| --- | --- |
| Please chose a memorable password to request student data? |  |

**St Francis of Assisi GDPR Statement**

​The General Data Protection Regulation (GDPR) encourages organisations that are responsible for using people’s information to make sure it is clear why we need your information and how it is used.

​To help explain how your information is used we have published a Privacy Notice, which you can find on our school website (www.stfrancis.cc)

We are also taking the opportunity to review how we manage data and our GDPR compliance.  St Francis of Assisi Catholic College is committed to the highest standards of information security, privacy and transparency.

**Data Protection Officer**

We have appointed a Data Protection Officer from SIPs Education with matters relating to Data Protection and the use of your personal information. Our Data Protection Officer is registered with the Information Commissioners Officer (ICO).

​If you have a question about how your personal data is used in school, or would like to make a formal request, you can contact our Data Protection Officer by emailing  [**gdpr@sipseducation.co.uk**](mailto:gdpr@sipseducation.co.uk)