THE CORBET SCHOOL

Headteacher Mr P N Adams BSc Pg Dip

SHROPSHIRE'S PRIVACY NOTICE & SECONDARY REGISTRATION FORM

Dear Parent / Carer

As you are transferring into our secondary school, we need to issue you with a Shropshire Privacy Notice (PN) and ask you to complete a new school registration form. Please would you kindly complete all the details on pages 3 to 7, sign on page 7 and return them to the school administrator as soon as possible so that we can put them onto our school database. At the same time this PN tells you what we use this information for and how we ensure that it is not passed to others without secure measures taken. Please keep pages 1 & 2 in case you want to access the full version PN. If you wish to view the full PN, please go to www.shropshire.gov.uk, under the search facility type **"Privacy Notice"** and then click on the appropriate **Schools Privacy Notice**. Alternatively, please ask to see a hard copy here at the school. We can let you have a copy of the full version if you wish.

Birth certificates: **please would you bring into the school your child's birth certificate (or adoption certificate/deed poll details where the original birth certificate is no longer relevant). This is simply to ensure that the correct legal name is on the school's database. You may leave a copy with us if you wish. If you want your child to be "known as" another name, we will ensure that all correspondence with you uses that name. We cannot use the "known as" name as the legal name on our school systems.**

We collect and hold personal information relating to our pupils and may receive information about them from their previous school or college, local authority and/or the Department for Education (DfE). We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a unique learner number (ULN) and may also give us details about learning or qualifications.

Once our pupils reach the age of 13, the law requires us to pass on certain information to Shropshire Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to Shropshire Council by informing the school administrator. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website www.shropshire.gov.uk.

Company Number: 07721594
Registered Office: The Corbet School
Eyton Lane, Baschurch, Shropshire. SY4 2AX
Telephone: 01939 260296 Fax: 01939 262009
Email: admin@corbet.shropshire.sch.uk
www.corbetschool.net

LANGUAGE COLLEGES TECHNOLOGY COLLEGES SSAT

The school may pass young people's information to Shropshire Youth, Shropshire's careers guidance service, who are subject to the same legal constraints on how they deal with data.

We will not give information about you to anyone without your consent unless the law and our policies allow us to. If you want to receive a copy of the information about your son/daughter that we hold please contact the school administrator.

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for the use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:
https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: https://www.gov.uk/government/publications/national-pupil-database-requests-received

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at www.shropshire.gov.uk; or
- the DfE website at https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you want to receive a copy of the information about you that we hold, please contact the school administrator.

Having completed the attached school registration form and received this PN, this should suffice for the whole of the time your child stays in a Shropshire maintained school as all the details will be transferred to your child's new school, whether that be another primary, infant, junior or secondary. If, however, you transfer out of the county or to a private school, you should be issued with a new PN appropriate to your new local authority or school. Thank you for reading this – please would you now go to page 3 and complete the information we need to process your child's admission and registration into our school. Your help in completing this form is much appreciated.

School Administrator Form correct as at: January 2017

SCHOOL REGISTRATION FORM: CONFIDENTIAL PERSONAL DETAILS FOR YOUR CHILD

ON COMPLETION, PLEASE RETAIN PAGES 1 & 2 FOR INFORMATION AND PASS PAGES 3-7 BACK TO US AT THE SCHOOL. TO ENSURE WE HAVE THE CORRECT LEGAL NAME ON OUR SYSTEM, PLEASE BRING US YOUR CHILD'S BIRTH CERTIFICATE, OR ADOPTION CERTIFICATE IF THIS IS APPROPRIATE. IF YOU WISH, WE CAN TAKE A COPY FOR YOUR CHILD'S RECORD. THANK YOU. AT ANY TIME YOU CAN ASK WHAT DETAILS WE HOLD ON YOUR CHILD.

1.	Your child's legal surname	
2.	Your child's legal forename(s)	
3.	Your child's "known as" surname – only complete if this is different from 1 above.	
4.	Your child's "known as" forename – only complete if this is different from 2 above.	
5.	Your child's date of birth	D D M M Y Y Y Y
6.	Your child's country of birth	
7.	Your child's nationality	
8.	Your child's full address	
9.	Postcode (please print) please ensure it matches the Post Office website, inserting a space where necessary (e.g. SY22 5JH)	
10.	Does your child have any medical conditions (including asthma or allergies) that we need to be aware of? Please provide full details including any medication that is being taken orally or by injection.	
11.	The name of your child's doctor' and contact telephone number.	
12.	The name and town of your child's previous primary/junior/secondary.	
13.	Are you a member of the armed forces? Please circle Yes or No. (Your classification will be either PStat Cat 1 or 2; please note this only refers to regular forces and not the territorials.)	Yes No
	CHILD'S PARENT/CARER DETAILS (1)	**THIS SHOULD BE THE PARENT/CARER WITH WHOM YOUR CHILD RESIDES FOR THE MAJORITY OF THE WEEK**
14.	Your relationship to child	
15.	Your Title (Mr/Mrs/Miss/Ms/Rev etc)	
16.	First name	
17.	Surname	

18.	Full address	
19.	Postcode (see note in 9 above)	
20.	Home telephone number	
21.	Work telephone number	
22.	Mobile phone number	
23.	Email address (we will not divulge to any third party). Please print this in capital letters – we will insert it into our systems in lower case.	
	PARENT/CARER DETAILS (2)	
24.	Relationship to child	
25.	Your Title (Mr/Mrs/Miss/Ms/Rev etc)	
26.	First name	
27.	Surname	
28.	Full address	
29.	Postcode (see note in 9 above)	
30.	Home telephone number	
31.	Work telephone number	
32.	Mobile phone number	
33.	Email address (see note in 23 above).	
	PARENT/CARER DETAILS (3)	
34.	Relationship to child	
35.	Your Title (Mr/Mrs/Miss/Ms/Rev etc)	
36.	First name	
37.	Surname	
38.	Full address	
39.	Postcode (see note in 9 above)	
40.	Home telephone number	
41.	Work telephone number	
42.	Mobile phone number	
43.	Email address (see note in 23 above).	
	PARENT/CARER DETAILS (4)	
44.	Relationship to child	
45.	Your Title (Mr/Mrs/Miss/Ms/Rev etc)	
46.	First name	
47.	Surname	

48.	Full address	
49.	Postcode (see note in 9 above)	
50.	Home telephone number	
51.	Work telephone number	
52.	Mobile phone number	
53.	Email address (see note in 23 above)	
54.	If your child has a before or after school carer please give the name and telephone number	

WE ALSO NEED YOUR PERMISSION FOR CERTAIN ASPECTS OF YOUR CHILD'S EDUCATION – PLEASE WOULD YOU CIRCLE Yes or No AS APPROPRIATE. THANK YOU.

Accessing the internet at school	Yes No
Copyright permission of any work produced	Yes No
Involvement in our daily worship	Yes No
Photograph in our school prospectus, website, video, newsletter, media	Yes No
School Photographs	Yes No
Sex education	Yes No
Emergency first aid (if you circle no, please let the Secretary have details as to what you would not allow under this consent).	Yes No
May take part in normal class activities outside school premises. I understand that specific consent will be sought for visits that last more than one day	Yes No

On the next couple of pages we ask you about your child's Ethnicity, Religion, Mother Tongue and language and how your child normally travels to school. We know that some parents/carers are concerned about identity theft but be assured that whenever we do transfer any information to other parties it is done through totally secure networks. You have every right to refuse to give any of the following information. However, if you complete each section in a positive way, it may result in additional resources for the authority and the school. In relation to the mode of travel please be honest about this and where, for example, part of the journey is by car and part, say, is walking, please list the mode of transport used for the majority of the journey to school. This information can be used to great advantage for us when working on School Travel Plan and with Shirehall colleagues in obtaining funding for Safer Routes to School.

For school use:

Date received		G&T	Yes No
Date entered on SIMS		LAC	Yes No
UPN		If LAC, name of LA	
Tutor group		Tutor	
Admission date		Admission number	
ULN (where applicable)		Reports to other Parent/Carer	Yes No
FSM	Yes No	Meals or sandwiches	Meals Sandwiches

(A) Ethnic background (based on the Census ethnic categories)

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.*** Please study the list below and tick one box only to indicate the ethnic background of your son or daughter named above.

			School use (SIMS codes)
White			
	♦ English	☐	**WENG**
	♦ Scottish	☐	**WSCO**
	♦ Welsh	☐	**WWEL**
	♦ Cornish	☐	**WCOR**
	♦ White Eastern European*	☐	**WEEU**
	♦ White Western European**	☐	**WWEU**
	♦ Other White British	☐	**WOWB**
	♦ Irish	☐	**WIRI**
	♦ Traveller of Irish Heritage	☐	**WIRT**
	♦ Gypsy/Roma	☐	**WROM**
	♦ White - Other	☐	**WOTW**
Mixed	♦ White and Black Caribbean	☐	**MWBC**
	♦ White and Black African	☐	**MWBA**
	♦ White and Asian	☐	**MWAS**
	♦ Any other mixed background	☐	**MOTH**
Asian or Asian British			
	♦ Indian	☐	**AIND**
	♦ Pakistani	☐	**APKN**
	♦ Bangladeshi	☐	**ABAN**
	♦ Any other Asian background	☐	**AOTH**
Black or Black British			
	♦ Caribbean	☐	**BCRB**
	♦ African	☐	**BAFR**
	♦ Any other Black background	☐	**BOTH**
Chinese		☐	**CHNE**
Any other ethnic background		☐	**OOTH**
I DO NOT wish to give this information		☐	**REFU**

***** White Eastern European includes those from Belarus, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Moldova, Poland, Romania, Russia, Serbia & Montenegro, Slovak, Slovenia and Ukraine. ** White Western European includes those from Austria, Belgium, Denmark, Finland, France, Germany, Holland, Italy, Luxembourg, Malta, Norway, Portugal, Spain, Sweden and Switzerland. **Please do not use WOTW if you can tick WEEU or WWEU**.

(B). Please would you let us have your family's religion by ticking one box below?

1. Christian	☐	5. Sikh	☐
2. Hindu	☐	6. Buddhist	☐
3. Jewish	☐	7. No Religion	☐
4. Muslim	☐	8. Other Religion	☐
9. **I DO NOT** wish to give this information			☐

(C). Mother tongue and home language

"Mother tongue" or first language is the language to which your child was initially exposed during early development and continues to use this language in the home or the community. If a child acquired English, subsequent to early development, English cannot be denoted as their mother tongue no matter how proficient they have become. On this basis, please would you tick the appropriate box for what you therefore consider to be your child's mother tongue:

1. English	☐	**ENG**
2. Other than English	☐	**OTH**
3. **I DO NOT** wish to give this information	☐	**REF**

If you ticked 2 above, please would you tell us the most appropriate language you regard as your child's home language? (If we are unable to find this on our extensive listing of languages we may contact you for further clarification).

(D). Mode of travel to our school

Please tick the predominant mode of travel for your child – please tick ONE box only:

1. Bus – type not known *(see 5 or 6 as alternatives)*	☐	**BNK**	6. Public Service Bus *	☐	**PSB**
2. Car or Van	☐	**CAR**	7. Taxi	☐	**TXI**
3. Car Share *(with child/children from a different dwelling)*	☐	**CRS**	8. Train	☐	**TRN**
4. Cycle	☐	**CYC**	9. Walk	☐	**WLK**
5. Dedicated School Bus *	☐	**DSB**	10. Other Please specify……..	☐	**OTH**

** Note – a public service vehicle will always have a service number, a dedicated school bus will not. If you are involved in a park and stride service this needs to be ticked as Car and not Walk. Mode of travel information is vital for School Travel Plans and will be updated in your child's class every January by the teacher checking that there has been no change in the way in which your son or daughter gets to our school.*

I acknowledge receipt of and the content of this privacy notice and I agree that the information I have provided above must only to be used for the purposes indicated on pages 1 and 2 and no other.

Signed…… (Parent/Carer)

Date…….

This document can be made available in other formats, e.g. Braille, as well as other languages. Please tell us if that is the case and we will make arrangements with the Local Authority to ensure that you receive one as soon as possible. Please note that documents requested in other languages can take between four and six weeks to supply.