



THE CORBET SCHOOL

Headteacher Mr P N Adams BSc Pg Dip

SECONDARY REGISTRATION FORM

Dear Parent / Carer,

As your child will shortly be joining The Corbet School we would be grateful if you would complete all of the details on the attached forms and return them to the school administrator as soon as possible so that we can add the details to our school database.

We collect and hold personal information relating to our pupils in order to:-

- Support our pupils learning
- Provide support and appropriate pastoral care
- Monitor pupil progress
- Assess the quality of our services

The enclosed **Parent Privacy Notice** explains how we will use the personal information we gather and who we share this information with. It also explains your rights in regard to the information processed by us, and other organisations that support us in providing a good education for our pupils.

There is also a **Pupil Privacy Notice** which explains this to our pupils and I would be grateful if you could pass this to your son / daughter.

The registration form should suffice for the whole time your child stays in a Shropshire maintained school as the details will be transferred should they move school. If any of the details change we would appreciate if you would let us know at the earliest convenience.

School Administrator

Form correct as at: May 2018

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



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	<table border="1"> <tr> <td>D</td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
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)	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								
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.)	<table border="0"> <tr> <td style="padding: 0 20px;">Yes</td> <td>No</td> </tr> </table>	Yes	No						
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)	<input type="text"/>
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)	<input type="text"/>
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)	<input type="text"/>
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)	<input type="text"/>
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	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.

White		School use (SIMS codes)
◆ English	<input type="checkbox"/>	WENG
◆ Scottish	<input type="checkbox"/>	WSCO
◆ Welsh	<input type="checkbox"/>	WWEL
◆ Cornish	<input type="checkbox"/>	WCOR
◆ White Eastern European*	<input type="checkbox"/>	WEEU
◆ White Western European**	<input type="checkbox"/>	WWEU
◆ Other White British	<input type="checkbox"/>	WOWB
◆ Irish	<input type="checkbox"/>	WIRI
◆ Traveller of Irish Heritage	<input type="checkbox"/>	WIRT
◆ Gypsy/Roma	<input type="checkbox"/>	WROM
◆ White - Other	<input type="checkbox"/>	WOTW
Mixed		
◆ White and Black Caribbean	<input type="checkbox"/>	MWBC
◆ White and Black African	<input type="checkbox"/>	MWBA
◆ White and Asian	<input type="checkbox"/>	MWAS
◆ Any other mixed background	<input type="checkbox"/>	MOTH
Asian or Asian British		
◆ Indian	<input type="checkbox"/>	AIND
◆ Pakistani	<input type="checkbox"/>	APKN
◆ Bangladeshi	<input type="checkbox"/>	ABAN
◆ Any other Asian background	<input type="checkbox"/>	AOTH
Black or Black British		
◆ Caribbean	<input type="checkbox"/>	BCRB
◆ African	<input type="checkbox"/>	BAFR
◆ Any other Black background	<input type="checkbox"/>	BOTH
Chinese	<input type="checkbox"/>	CHNE
Any other ethnic background	<input type="checkbox"/>	OOth
I DO NOT wish to give this information	<input type="checkbox"/>	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 | <input type="checkbox"/> | 5. Sikh | <input type="checkbox"/> |
| 2. Hindu | <input type="checkbox"/> | 6. Buddhist | <input type="checkbox"/> |
| 3. Jewish | <input type="checkbox"/> | 7. No Religion | <input type="checkbox"/> |
| 4. Muslim | <input type="checkbox"/> | 8. Other Religion | <input type="checkbox"/> |
| 9. I DO NOT wish to give this information | <input type="checkbox"/> | | |

(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 <input type="checkbox"/> BNK
<i>(see 5 or 6 as alternatives)</i> | 6. Public Service Bus * <input type="checkbox"/> PSB |
| 2. Car or Van <input type="checkbox"/> CAR | 7. Taxi <input type="checkbox"/> TXI |
| 3. Car Share <i>(with child/children from a different dwelling)</i> <input type="checkbox"/> CRS | 8. Train <input type="checkbox"/> TRN |
| 4. Cycle <input type="checkbox"/> CYC | 9. Walk <input type="checkbox"/> WLK |
| 5. Dedicated School Bus * <input type="checkbox"/> DSB | 10. Other <input type="checkbox"/> OTH |
- Please specify.....

** 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.