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| MillthorpeCrestColour.jpg | **MILLTHORPE SCHOOL STUDENT ADMISSION FORM** | Office use only |
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| Data Protection Act 1998 and GDPR 2018: The information provided by you will be used for the administration and management of Education & Children’s Services. For further information  about GDPR please see page 5 | | |
| **STUDENT DETAILS:**  Legal Surname: ……………………………….……… Chosen Surname: …….………………………..…….  Legal Forename: ………………….………………….. Chosen Forename: ………….……………………….  Middle Name: ………………….…………. Date of Birth: ………….…………. Gender (M/F) …....……….  Home Address: …………………………………………….……………………… Post Code: ……………….  Names(s) of any siblings already at Millthorpe: ………………………………………………………………. | | |
| **Normal practice will be to send letters and reports to those parents/carers with whom the student lives and, on request, to any other person with parental responsibility. Please circle the Contact Priority (1, 2, 3) to indicate the preferred order in which contact should be made.** | | |
| **DETAILS OF 1st PARENT/CARER (with whom the student lives):**  Surname: ………………………….……………… Forename: ………. ………………..……. Title: …………  Occupation: ………………………………….. Place of Work: ………………………… Armed Forces  Mobile No: ……………………….… Work No: ……….……………….. Home No: ……..……………………  **Our main means of communicating with home is via email**  **Please provide a main email address which is checked regularly**  Please write your email address clearly: …………………………………………………..…………………….  Relationship to student: (eg, parent, step-parent, carer, foster carer) ………………………………………..  Do you have **Legal Responsibility** for the student? YES / NO Contact Priority: 1 2 3  Is your child a Young Carer: YES / NO | | |
| **DETAILS OF 2nd PARENT/CARER:**  Surname: ………………………….……………… Forename: ………..………………..……. Title: …………  Home Address (if different from 1st Parent/Carer): ………………………………………………………………  ………………………………………………………………..………… Post Code: ….…………………………..  Occupation: ………………………………….. Place of Work: ………………………… Armed Forces  Mobile No: ……………………….… Work No: ……….……………….. Home No: ……..……………………  Please write your email address clearly: …………………………………………………..…………………….  Relationship to student: (eg, parent, step-parent, carer, foster carer) ………………………………………..  Does this person have **Legal Responsibility** for the student? YES / NO Contact Priority: 1 2 3  Copies of Reports/emails required? YES / NO  **ADDITIONAL EMERGENCY CONTACT:**  Surname: ………………………….……………… Forename: ………. ………………..……. Title: …………  Mobile No: ……………………….… Work No: ……….……………….. Home No: ……..……………………  Please indicate relationship to student (eg, step-parent, grandparent, foster carer) ………………………..  Does this person have **Legal Responsibility** for the student? YES / NO Contact Priority: 1 2 3 | | |
| **HEALTH INFORMATION**:  GP Surgery Name & Address: ……………………………………………………………………..…………….  …………………………………………………………………………………………………………..……………  **Medical Conditions** – please tick if you child suffers from any of the following medical conditions:  Asthma Epilepsy Diabetes Migraines Eczema  Has your child been diagnosed as having asthma? YES / NO  **Use of Emergency Salbutamol inhalers in school**  The Department for Health has issued guidance to schools regarding the use of emergency salbutamol inhalers (asthma rescue inhalers). Schools now have the discretionary power to hold a salbutamol inhaler for emergency use, ie, if the student’s own inhaler is broken or empty. To allow us to administer the inhaler in an emergency situation please give your consent by ticking the box below  In the event of my child displaying symptoms of asthma and, if their inhaler is unavailable or unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies – PLEASE TICK  **Allergy** – please give details: …………………………………………………………….………………………  ………………………………………………………………………………………………….……….……………  **Other** – please give details ………………………………………………………………..………….………….  **Treatment or medication** – Please give details of any treatment/medication required: …….….………..  ……………………………………………………………………………………………………………..…………  **Anaphylaxis:**  Is your child at risk of severe allergy requiring treatment with an adrenaline injection? YES / NO  If YES please provide details: ………………………………………………………………………….…………  I give consent for the school to administer an adrenaline injection in case of emergency YES / NO  I give consent for a photograph of my child to be included on the Students at Risk of Anaphylaxis registers which are displayed in school  YES / NO  Please provide details of any other medical problems: …………………………………………….………….  …………………………………………………………………………………………………………….………….  **If you require the school office to administer prescription medication to your child, please complete an “Administration of Medication” form (available from the school office or website)**  Does your child have a Health Care Plan? YES / NO If yes, please attach a copy to this form  Does your child have any dietary requirements? YES / NO If yes, please provide details  …………………………………………………………………………………………………………………………  **TRAVEL ARRANGEMENTS** – Please tick **ONE** box only (ie, transport used most often/for greater distance)  Bus Cycle Car/Van Taxi Train Walk Other …………… | | |
| **ETHNIC / CULTURAL INFORMATION**  We are required by the Department of Education to obtain statistics about the ethnic origin and cultural background of our students. This information is confidential.  **HOME LANGUAGE:** ………………………………….. **FIRST LANGUAGE:** …………………………………  **RELIGION:** ……………………………..………….…… **NO RELIGION** 🞎   ETHNIC ORIGIN (Please tick ONE box only):White 🞎 British Asian/Asian British 🞎 Indian🞎 Irish 🞎 Pakistani 🞎 Traveller of Irish Heritage 🞎 Bangladeshi  🞎 Gypsy/Roma 🞎 Any other Asian background  🞎 White European    **Mixed** 🞎 White and Black Caribbean **Black/Black British** 🞎 Caribbean   * White and Black African 🞎 African   🞎White and Asian 🞎 Any other Black background  🞎Any other mixed background  🞎 **Chinese**   * **Any other ethnic background** (please specify) : …………………………………….……………….. * **I do not wish to give my child’s ethnic background**   **THIS ETHNIC INFORMATION WAS PROVIDED BY:** 🞎 Parent 🞎 Student | | |
| **EDUCATION HISTORY**  Name & Address of last school ………………………………………………………………………………….  Attended from ………………………………………….. to ……………………………………….……………. | | |
| **PHOTOGRAPHS AND VIDEO** are occasionally taken of students engaged in their day to day school activities and some of these may be used to promote the school, for example in newsletters, presentations, displays and on the school website. All images will be used in accordance with the school’s policy for the use of images of students and images will not be published alongside the students’ full names or other information that could easily be used to identify them. A full copy of the policy is available on the school website.  🞎 I give permission for photographs and video to be taken of my child  🞎 I give permission for photographs/video and the name of my child to be released to the press  **CONSENT FOR USE OF E-MAIL AND THE INTERNET**  🞎 I give permission for my child to use E-mail and the Internet. I understand that my child must behave responsibly in using the computers and the Internet and I support the school in insisting on sensible use of the network. **I will contact the school if I wish to amend this consent at any time.**  **DATA PROTECTION**  Millthorpe School processes personal data about the children and young people attending the school. This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. All such information is covered by the Data Protection Act 1998. As a ‘data controller’ under the Act, Millthorpe School is required to inform you of the purposes for which we hold personal data and how it is used. The data Millthorpe School hold is used to:     * support your child’s teaching and learning * monitor and report on your child’s progress * provide appropriate pastoral care, promote welfare and safeguard children * assess how well the school is doing and inform service planning in the City of York area   From time to time we are required by law to pass some of this information to the Local Authority and the DfE. We also receive requests for information about our students from other agencies, such as the Youth Support Services/Careers Services, Qualifications and Curriculum Authority, YorOK, School Health, NYBEP (work experience) etc.  **If you DO NOT want this additional information about your child to be passed to other relevant health and education agencies, please tick the relevant boxes below:**   |  |  | | --- | --- | |  | **I do not** wish information about my child to be passed to other relevant agencies | |  | **I do not** wish any information (other than name & address) to be passed to Youth Support Services |   Further information about Data Protection is contained in Fair Processing Notice (Layer One) and Fair Processing Notice (Layer Two) copies of which are available on request from Millthorpe School Office. | | |
| **If there is any other information that you would like school to be aware of regarding you or your child, please write in the space below:** | | |
| **Signed: ……………………………………………………… Parent/Carer Date: ………………………………..** | | |
| **IF ANY OF THESE DETAILS CHANGE PLEASE INFORM THE SCHOOL OFFICE IMMEDIATELY** | | |

**MILLTHORPE SCHOOL –**

**MEDICAL CONSENT FORM FOR ROUTINE TRIPS**

Student Name: …………………………………………………… Tutor Group: …………………...

Address: …………………………………………………..…………….….………………………………

I consent to my child attending low risk\* trips throughout the school day. I understand that the information the school holds about my child’s health or medical requirements will be used to inform the planning of such trips; and that it is my responsibility to ensure this information is current and complete.

I consent to:

* my child being given any necessary emergency medical treatment during the course of trips
* trip staff administering prescription medication required as detailed on my child’s admission form or subsequent notification by parents/carers, and with the prior consent of the school

(as per the school’s Supporting Students with Medical Conditions Policy, available on website)

I acknowledge the need for my child to behave responsibly on these trips and the need for staff to take reasonable steps to keep all children on the trips safe.

Name Parent/Carer: ………………………………………………………………..………………….

Signature of Parent/Carer: ………………………..……………………………..……..…………….

Date: …………………………………………………………………………………….……………….

Signature of Parent/Carer: ………………………………….…….. Date: ……………………………

\*Low risk trips are considered to be those that take place entirely or almost entirely within the normal school day and involve activities that are similar or equivalent to normal activities within school. We will always seek explicit consent for trips that:

* are considerably outside the school day
* are residential
* involve significant travel
* involve adventurous or higher risk activities

**GDPR PRIVACY NOTICE FOR STUDENTS AND THEIR FAMILIES**

Millthorpe School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The School Business Manager acts as a representative for the school with regard to its data controller responsibilities; they can be contacted via the school office **or** via the school email address: [admin@millthorpeschool.co.uk](mailto:admin@millthorpeschool.co.uk)

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

The Trust Principal for South Bank Multi Academy Trustis the Data Protection Officer for all the schools in the Trust. The role of the Data Protection Officer is to oversee and monitor all of the data protection procedures across all the schools in the Trust, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 01904 686400or via the Trust’s central office on [finance@southbanktrust.co.uk](mailto:finance@southbanktrust.co.uk).

**Why do we collect and use your information?**

All schools have a legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding pupils and their families from a child’s previous school, Local Authority and/or the DfE (Department for Education). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

* Article 6 and Article 9 of the GDPR
* Education Act 1996
* Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

* To support pupil learning
* To monitor and report on pupil progress
* To provide appropriate pastoral care and personal support
* To assess the quality of our service
* To comply with the law on Safeguarding
* To comply with the law regarding data sharing

**Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

* Personal information – e.g. name, pupil identification number, date of birth and address
* Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
* Attendance information – e.g. number of absences and absence reasons
* Assessment information – e.g. statutory test and exam assessment results
* Relevant medical information
* Information relating to SEND
* Behavioural information – e.g. number of temporary exclusions
* Photographs – e.g. to aid records management and attendance procedures or to celebrate work

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

**How long is your data stored for?**

Personal data relating to pupils and their families is stored in line with the South Bank Trust’s GDPR Policy. In accordance with the GDPR Policy, the school does not store personal data indefinitely: data is only stored for as long as is necessary to complete the task for which it was originally collected.

**Will my information be shared?**

The school is required to share pupil data with the Department for Education (DfE) on a statutory basis. This includes the following information:

* Pupil name
* Pupil date of birth
* Pupil nationality
* Pupil first language
* Pupil gender
* Pupil performance data (Early Years Profile outcomes; SATs results in Year 2 and Year 6)

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Scarcroft Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

* Conducting research or analysis;
* Producing statistics; and
* Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

The school will not share your personal information with any third parties without your consent, unless the law instructs us to do so. Information is regularly shared with:

* Pupil destinations upon leaving the school (e.g. other schools)
* The Department for Education (DfE)
* The Local Authority
* The NHS
* Children’s Services
* The Police

The information that we share with these parties includes the following:

* Personal Data
* Assessment Data
* Behaviour information
* Special Educational Needs and Disability information

**What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

* Be informed about how the schooluses your personal data
* Request access to the personal data that the schoolholds
* Request that your personal data is amended if it is inaccurate or incomplete
* Request that your personal data is erased where there is no compelling reason for its continued processing
* Request that the processing of your data is restricted
* Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way that the school and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

**Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.millthorpeschool.co.uk](http://www.millthorpeschool.co.uk) or download our [**GDPR Data Protection Policy**](https://www.theschoolbus.net/article/gdpr-data-protection-policy/4575).