



THE BERKELEY ACADEMY

PUPIL REGISTRATION FORM

FOR OFFICE USE:	
ADMISSION DATE	ADMISSION NO
YEAR GROUP	CLASS
UPN	HOUSE

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Details of Pupil

Legal name (full): _____

Preferred Forename: _____

Date of Birth: _____ Gender: _____

(Please bring your child's **Birth Certificate** to the School Office to confirm enrolment)

Pupil's home address: _____

_____ Post Code: _____

Do both parents live with the pupil at the above address? **Please circle: YES / NO**

Details of Parents / Primary Carers(This information is needed to enable the School and Education Authority to meet their legal obligations).

Parent / Primary Carer (1) Mr/Mrs/Miss/Ms/Dr/other Name	Parent / Primary Carer (2) Mr/Mrs/Miss/Ms/Dr/other Name
Address (if not as pupil above):	Address (if not as pupil above):
Relationship to pupil:	Relationship to pupil:
Home telephone number:	Home telephone number:
Work/daytime number:	Work/daytime number:
Mobile number:	Mobile number:
E-mail:	E-mail:

Do both parents have parental responsibility? **Please Circle: YES / NO**

Parental responsibility is defined by the Children Act 1989. People that have parental responsibility are:

Birth mothers (except where the child has been adopted)

Birth fathers if they were married to the mother at the time of the child's birth

Birth fathers if they and the birth mother registered the birth of their child together from 1/12/03.

If **NO**, please state name of parent with parental responsibility: _____

If **YES**, would the non-resident parent like to have contact with school? **Please Circle: YES / NO**

Please provide the school with name, address and contact details on Page 8 if not included in the section above.

Emergency Contacts

Please give details of up to three other people who may be contacted on your behalf in case of an emergency:

Title: Mr/Mrs/Miss/Ms/Dr Forename _____ Surname _____

Daytime Place (i.e. work/home): _____ Daytime Tel No: _____

Home address: _____

_____ Post Code: _____

Home phone number: _____ Mobile phone number: _____

Please indicate this contact's relationship with the pupil: _____
(e.g. step-parent/Grandparent/neighbour)

Title: Mr/Mrs/Miss/Ms/Dr Forename: _____ Surname: _____

Daytime Place (i.e. work/home): _____ Daytime Tel No: _____

Home address: _____

_____ Post Code: _____

Home phone number: _____ Mobile phone number: _____

Please indicate this contact's relationship with the pupil: _____
(e.g. step-parent/Grandparent/neighbour)

Title: Mr/Mrs/Miss/Ms/Dr Forename: _____ Surname: _____

Daytime Place (i.e. work/home): _____ Daytime Tel No: _____

Home address: _____

_____ Post Code: _____

Home phone number: _____ Mobile phone number: _____

Please indicate this contact's relationship with the pupil: _____
(e.g. step-parent/Grandparent/neighbour)

Medical Details

Name of Medical Practice child is registered with: _____

Address: _____

Tel No: _____ Post Code: _____

Please give details of any long-term medical condition(s) (e.g. allergies/dietary needs/disability) and medication which the school should be aware of **and provide written medical evidence**:

Please continue on Page 8 if necessary.
(A supplementary form may be issued by the School Office for further details)

Special Educational Needs and/or Development Delays

- | | | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | My child has an IEP and/or IBP (please provide the school with a copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | My child has undergone medical and/or educational assessment (please provide additional details below) |
| <input type="checkbox"/> | <input type="checkbox"/> | My child has experienced development delay (please provide additional details below)
(e.g. premature birth, speech, language, hearing, sight, co-ordination, other) |
| <input type="checkbox"/> | <input type="checkbox"/> | I have concerns about my child’s development (please provide additional details below) |

Please continue on Page 8 if necessary.

Languages

First Language: _____ Home Language: _____
(The language to which your child was exposed to during early development and continues to use in the home or in the community – may well be the same as **Home Language**).

Previous nursery/school

Name of previous nursery/school: _____

Address: _____

Tel No: _____ Post Code: _____

Dates attended: _____

Family Links

Does the pupil live with a Parent/Carer who is a current member of the “regular” armed forces and has been assigned Personal Status Category 1 or 2 by the Secretary of Defence?

Please Circle: YES / NO

Ethnicity (please select one option):

- | | | | |
|----------------------------|--------------------------|--------------------------|--------------------------------------|
| Bangladeshi | <input type="checkbox"/> | <input type="checkbox"/> | Black – African |
| Black – Caribbean | <input type="checkbox"/> | <input type="checkbox"/> | Chinese |
| Gypsy/Roma | <input type="checkbox"/> | <input type="checkbox"/> | Indian |
| Pakistani | <input type="checkbox"/> | <input type="checkbox"/> | Traveller of Irish Heritage |
| White – British | <input type="checkbox"/> | <input type="checkbox"/> | White – Irish |
| White and Asian | <input type="checkbox"/> | <input type="checkbox"/> | White and Black African |
| White and Black Caribbean | <input type="checkbox"/> | <input type="checkbox"/> | Any other Asian background |
| Any other Black background | <input type="checkbox"/> | <input type="checkbox"/> | Any other ethnic group |
| Any other mixed background | <input type="checkbox"/> | <input type="checkbox"/> | Any other White background |
| Other, please state: _____ | <input type="checkbox"/> | <input type="checkbox"/> | I do not wish to record an ethnicity |

Religion (please select one option):

- | | | | | | | | |
|----------|--------------------------|-------------|--------------------------|-------|--------------------------|------------------------------------|--------------------------|
| Buddhist | <input type="checkbox"/> | Christian | <input type="checkbox"/> | Hindu | <input type="checkbox"/> | Jewish | <input type="checkbox"/> |
| Muslim | <input type="checkbox"/> | No religion | <input type="checkbox"/> | Sikh | <input type="checkbox"/> | I do not wish to record a religion | <input type="checkbox"/> |

Other, please state: _____

Dietary Needs

Gluten free Dairy free Other allergies.....

Your child can be provided with a special menu according to their dietary needs. A letter from the GP will be necessary stating which diet your child is following in order that our catering team can provide an adapted diet.

Other Dietary needs for religious or personal preferences:

No Pork No Beef Kosher food only Halal

Vegetarian Other (please specify).....

Consents

- | | | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | I give my consent to share my child’s medical/disability information with personnel within school. |
| <input type="checkbox"/> | <input type="checkbox"/> | I give my consent for accompanied activities off the school site (e.g. walk to the post box or church).
NB Specific consent will be requested for trips and activities involving any form of transport. |
| <input type="checkbox"/> | <input type="checkbox"/> | I give my consent for my child to travel in a member of staff’s car in the case of an emergency |
| <input type="checkbox"/> | <input type="checkbox"/> | My child has an allergy to animal fur/feathers |

DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY

I declare the above information to be correct to the best of my knowledge at the time of completion.
 I agree to notify the school of any change in my child’s circumstances and update any records which may change.
 I understand that Legal confirmation will be required for changes relating to custody, residency or access orders
 I understand that the Headteacher must be informed of any conditions which might affect my child’s education.

Signed (Parent).....

Name of Parent.....

Date.....

THE BERKELEY ACADEMY

HOME – SCHOOL PARTNERSHIP AGREEMENT

The School

We are committed to the development of each individual to achieve his or her potential as a citizen, as an active participant in and contributor to Society.

The School

We will:

- Provide each child with an enriched variety of experience based on a broad and balanced curriculum.
- Encourage respect for oneself, others and our surroundings.
- Inform parents regularly of their child’s progress and achievements.
- Provide and monitor activities for Home Learning.
- Provide a safe, secure and supportive environment.

The Family

We will:

- Ensure our child is punctual and attends regularly, providing explanation for absence or lateness.
- Support our child in activities provided for Home Learning.
- Attend Parent Consultation Evenings.
- Ensure our child is appropriately dressed and equipped for school.
- Inform the school of significant concerns and issues which may affect our child’s learning in school.

The Child

I will:

- Try to do my best at all times.
- Take good care of myself and others.
- Take care of my school and its equipment.
- Ask for help when I need to.
- Try to behave sensibly.

Together

We will:

- Tackle any special needs and circumstances.
- Encourage the child to achieve our school’s expected standards of conduct.
- Enable the child to develop a lively and enquiring mind, fulfilling his/her potential.
- Promote positive attitudes to all aspects of school life.

Signed (for the school)

Signed (for the family)

Signed (for the child)

Supplementary Information

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We The Berkeley Academy collect and process pupil information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation. An example of this is the school census return which is a statutory requirement on schools under [Section 537A of the Education Act 1996](#).

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information including dietary requirements
- Special educational needs information
- School meal information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data whilst the child remains at the primary school, unless there is a further need to retain the data in accordance with IRMS recommendations.

How will my information be stored?

Pupil information is held electronically on the schools SIMS system. Paper records are stored in secure filing cabinets.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority (LA)
- the Department for Education (DfE)
- NHS/School Nurse
- Social Workers
- Speech and Language (Jane Mullen)
- SIMS
- Cheshire East Catering
- Schoolcomms (Texting and Email service)
- Lunchhound (Lunch ordering service)
- Assessment information ITrack
- Evolve (School Trips risk assessment)
- Providers of Curriculum based activities (pupil name only) i.e., My Maths, Tapestry (Nursery and Reception Class)
- Instant Nursery Manager (Invoicing system for Nursery, Holiday and Out of School Club)
- School Photo Company (Academy Photography)

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law allows us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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:
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data in compliance with the GDPR.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Will this information be used to take automated decisions about me? No information is used to make automated decisions.

Will my data be transferred abroad and why? The DfE would only do it if it might meet the strict conditions laid down (see above)

Requesting access to your personal data

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child's educational record, contact Mrs Jenny Whiston, Chancery Multi Academy Trust, Excalibur Primary School, Ivy Lane, Alsager, ST7 2RQ. Email: DPO@chancerytrust.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Mrs Jenny Whiston, Chancery Multi Academy Trust, Excalibur Primary School, Ivy Lane, Alsager, ST7 2RQ