

Data Collection Sheet

Please check that the information below is correct, amend any errors and/or complete missing details and return it to the school office as soon as possible so your child's record can be updated accordingly.

Surname:	Legal Surname:
Forename:	Middle Name:
Gender:	Date of Birth:
Year :	Reg Group:
Address:	
Telephone Number:	
Email:	

Please give details of all persons who have parental responsibility and anyone else to be contacted in an emergency, placing them in the order they should be contacted. Please provide two or more contacts with telephone numbers wherever possible. ***If any details change during the school year please let the school office know as soon as possible to ensure that your child's record is up to date in case of an emergency.***

Priority	Name / Relationship	Parental Responsibility Yes/No	Home Address / Phone / Email	Work Address / Phone / Email
1			Address: Tel: Mobile: Email:	Tel: Email:
2			Address: Tel: Mobile: Email:	Tel: Email:
3			Address: Tel: Mobile: Email:	Tel: Email:
4			Address: Tel: Mobile: Email:	Tel: Email:

The **Travel Arrangement** on record for _____ is: _____ (If blank or incorrect please tick appropriate choice below)

* As only one mode of travel can be recorded please identify the main or most frequently used mode of travel.

Car	Car Share	Cycle	Metro	Public Bus	School Bus	Taxi	Train	Walk	Other
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The **Dietary Needs** on record _____ are:

Medical Practice:	Telephone:
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Medical Conditions:

Ethnicity:	First Language:	Religion:
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Country of Birth:	Nationality (both, if dual):
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Child from Service Family: (Parent/s sharing the child's Home address currently serving in the Armed Forces - <u>not</u> TA)	<i>(If blank or incorrect please tick appropriate choice below)</i>			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Yes</td> <td style="width: 25%;">No</td> <td style="width: 50%;">Refused</td> </tr> </table>	Yes	No	Refused
Yes	No	Refused		

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Signature: _____ Date: _____