* **The John of Gaunt School**

**Data Collection Sheet**

**Student Details**

**Please ensure that all sections are completed in BLOCK CAPITALS.**

|  |  |
| --- | --- |
| Students Surname  |  |
| Students LEGAL Surname (if different) |  |
| Students Forename |  |
| Students Middle Name(s) |  |
| Students Chosen Name (if different) |  |
| Date of Birth |  | Gender |  |
| Students mobile Number |  |
| Students E-mail address |  |
| Students Previous school |  |
| Details of siblings already at JOG |  |
| Home Address  |  | **Postcode:** |

**Parent or Carer Details**

Parents and Carers will appreciate that the school has legal responsibilities for the care of, and access to, students and must be correctly informed of these details. Parents and Carers with Parental Responsibility are entitled, and will receive, communications including emails, reports and newsletters and have access to School Gateway our parent portal that gives information about attendance, personal details, reports, timetables, etc. Please note that one Parent or Carer must be Priority 1.

If you wish to receive all communications from the John of Gaunt School, please circle PRIORITY 1

If you do not wish to receive all communications from the John of Gaunt School, please circle PRIORITY 2

|  |  |  |
| --- | --- | --- |
| Parent or Carer | **Relationship to Student:** | **Parental Responsibility** **(Please circle) Yes No**  |
| Title (Please circle) | **Mr/Mrs/Ms/Miss/Dr/Other:** | **Priority (please circle) 1 2** |
| First Name |  |
| Surname Name |  |
| Mobile Number |  |
| Home Number |  |
| Work Number |  |
| E-mail address |  |
| Home Address (if different from student) |  |

|  |  |  |
| --- | --- | --- |
| Parent or Carer | **Relationship to Student:** | **Parental Responsibility** **(Please circle) Yes No**  |
| Title (Please circle) | **Mr/Mrs/Ms/Miss/Dr/Other:** | **Priority (please circle) 1 2** |
| First Name |  |
| Surname Name |  |
| Mobile Number |  |
| Home Number |  | Work Number |  |
| E-mail address |  |
| Home Address (if different from student) |  |

Emergency Contacts

Please keep us informed of any changes to these numbers or contacts in the future. Any emergency contacts listed may be contacted in the event that your child needs to be looked after off site. We will assume that if you have listed them, you are happy for them to collect and look after your child if we are unable to contact Parents or Carers in the first instance.

Under the new Keeping children safe in education we need to have at least 2 emergency contact numbers (where practicable) for each student.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Name | Relationship to Student | Contact Telephone Numbers |
| 1st Contact |  |  |  |
| 2nd Contact |  |  |  |

Medical Information

|  |  |
| --- | --- |
| Medical Practice:  |    |
| Address:  |   |
| Medical Conditions or Disabilities: |  |

Expected Method of Travel to School

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mode of Travel **(Please circle)** | Walk | Bicycle | Car | Taxi | Car Share | Train | Public Bus | School Bus (Fare pay) | School Bus (with Bus Pass | Other |

Meal Arrangements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Please circle** | Free School Meal | Paid School Meal | Sandwiches | Home | Other |

Other Information

|  |  |  |  |
| --- | --- | --- | --- |
|  **Please circle** | Service Family | Looked After | Adopted LAC |

Language Information

|  |  |
| --- | --- |
| Main Language Spoken at Home  |   |
| Is English an additional language for your child? |  |
| If not English, please state child’s main language |  |
| Religion  |   | No religion | I do not wish to state |

|  |
| --- |
| **Data Protection:** The school is registered under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) (EU) 2016/679 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 DfES. **Signature: Date:**  |

**Remember – it is important to inform the school office immediately if any of these details change, as we may need to use this information to contact you in an emergency. Thank you.**

Ethnicity Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.***

The DfE recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the student or child named above. Please also tick whether a parent or the student filled in the form.

|  |  |
| --- | --- |
| **White**  | **Code**  |
|   [ ] White British  | WBRI  |
|   [ ] White Irish  | WIRI  |
|   [ ] White Traveller of Irish Heritage  | WIRT  |
|   [ ] White Turkish / Turkish Cypriot  | WTUR  |
|   [ ] White Eastern European  | WEEU  |
|   [ ] White Western European  | WWEU  |
|   [ ] White Gypsy/Roma  | WROM  |
|   [ ] White other **Mixed**  | WOTW  |
|   [ ] White and Black Caribbean  | MWBC  |
|   [ ] White and Black African  | MWBA  |
|   [ ] White and Asian  | MWAS  |
|  [ ] Any other mixed background **Asian or Asian British**  | MOTH  |
|   [ ] Indian  | AIND  |
|   [ ] Pakistani  | APKN  |
|   [ ] Bangladeshi  | ABAN  |
|   [ ] Nepalese  | ANEP  |
|   [ ] Other Asian **Black or Black British**  | AOTA  |
|   [ ] Black Caribbean  | BCRB  |
|   [ ] Black African  | BAFR  |
|   [ ] Any other Black background  | BOTH  |

|  |
| --- |
| **This information was provided by:** **Parent [ ]** **Student [ ]**  |

**Chinese**

* [ ] Chinese CHNE

**Any other ethnic background**

* [ ] Filipino OFIL
* [ ] Japanese OJPN
* [ ] Moroccan OMRC
* [ ] Thai OTHA
* [ ] Any other Ethnic Group OOEG

 **No record to be made**

 [ ] **I do not wish an ethnic background category to be recorded**  REFU