

# Student Information and Consent Sheet



Each section must be completed in full and signed by the parent/carer as a full and accurate record. Please read the accompanying brochure before completing. If your son/daughter uses a name other than their legal name please send a copy of their birth certificate and/or passport also.

## Contact information for student

Preferred surname ..... Legal surname .....  
Forename(s) ..... Preferred forename.....  
Date of birth ..... Gender M  F  Home telephone .....  
Home address.....  
..... Postcode .....  
Previous school/address .....

## Contact information for parents/carers

The people listed below should have parental responsibility or be an emergency contact for your child. In the event of an emergency we will contact them in the priority order stated.

### Principal contact – parent/carer details, 1<sup>st</sup> contact in emergency

Name ..... Relationship to child .....  
Home address .....  
..... Postcode.....

Parental responsibility\*    yes             no

\* A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he is either married to the child's mother or listed on the child's birth certificate (after 01/12/2003 (England/Wales), from 04/05/2006 (Scotland) or from 15/04/2002 (Northern Ireland)). An unmarried father can apply for parental responsibility if he does not automatically have it ([www.gov.uk/parental-rights-responsibilities](http://www.gov.uk/parental-rights-responsibilities)).

Telephone - home..... Telephone - work.....  
Telephone - mobile..... Occupation.....  
*(Occupation needed for parents/carers only – used to help us analyse external examination results)*  
Email - home .....  
Email - work.....

### 2<sup>nd</sup> contact in emergency

Name ..... Relationship to child .....  
Home address .....  
..... Postcode.....

Parental responsibility\*    yes             no

Telephone - home..... Telephone - work.....  
Telephone - mobile..... Occupation.....  
*(Occupation needed for parents/carers only – used to help us analyse external examination results)*  
Email - home .....  
Email - work.....

### 3<sup>rd</sup> contact in emergency

Name ..... Relationship to child .....  
Telephone - home..... Telephone - work.....  
Telephone - mobile..... Parental responsibility\*    yes             no

**Family links** - Please list any siblings currently at Tuxford Academy

Name..... Year/Reg..... Relationship to Y6 student .....

Name..... Year/Reg..... Relationship to Y6 student .....

Name..... Year/Reg..... Relationship to Y6 student .....

**Continuing, please delete or circle the yes/no sections as appropriate**

**Medical information** (Please notify the academy of any changes to medical information/medication as soon as possible)

Doctor's name ..... Telephone No. ....

Doctor's/Surgery address.....

Has your child got any medical conditions or is on long-term medication that needs to be taken during school hours? yes / no

If yes please give details .....

Any allergies? yes / no If yes, please specify:

Any dietary needs yes / no If yes, please specify:

I give permission for the academy to make contact to discuss any medical/dietary requirements as listed above and I am aware it is my responsibility to ensure that medical information is up to date and the academy is notified of any changes.

Signed ..... Print name.....

**Additional information**

Does your child have, or is currently being assessed for, an Education Health Care Plan (EHCP)? yes / no

If yes, please give details .....

Does your child have any identified Special Educational Needs? yes / no

If yes, please give details .....

Is your child currently, or has previously, been in the public care system? yes / no

<https://www.nottinghamshire.gov.uk/care/childrens-social-care/looked-after-children>

Is your child adopted, or currently in the process of formal adoption? yes / no

Are there any S8 Orders or particular circumstances? (court order re contact/residency) yes / no

Is English an additional language for your child? yes / no

Do you give permission for your child to be transported in a car belonging to a member of staff who has appropriate insurance cover at any time? I.e. in the event of an emergency. yes / no

Is either parent/carer in her Majesty's Armed Forces or is MOD personnel? yes / no  
(If parents are serving members of the Armed Services the academy can claim additional funding)

If yes, please give further details .....

Signed ..... Print name.....

## Meal and travel information

**Meal arrangements** (circle as appropriate):

School meal                      Sandwiches                      Free meal                      Home

**Travel information** (circle as appropriate):

School coach                      Public transport                      Bicycle                      Walk                      Car                      Taxi  
(number if known)                      (number if known)

## Consent for taking, storing and using images of Tuxford Academy students

Throughout their time at the academy, students will be involved in a number of activities which may be documented by photograph or video. This may then be used by Tuxford Academy or Diverse Academies Trust to advertise activities and promote success via our websites, social media channels, marketing publications, and in the press.

I give consent for my son/daughter's image to be used as detailed above:

Signed .....                      Print name.....

## Consent to participation in educational visits

I am happy for my child to take part in off-site trips and activities that take place during the school day subject to the following:

1. The academy will send you information about each of the following trips or activities before they take place:
  - visits (including residential trips) which take place during the holidays or a weekend
  - adventure activities at any time
  - activities/trips/visits that begin and/or finish outside of the normal school hours, for example theatre and reward trips, subject field trips etc

**\*Please note that some visits/trips to other schools/venues which may involve later finishing times (such as sporting fixtures) are often only verbally agreed between staff and students**

2. All arrangements for trips are vetted and approved by the Principal

The academy uses an online system called Scopay to pay for trips and uniform (ordered online). You will receive information in September to register for an account.

**Please note it is your responsibility to ensure that medical information is up to date.**

Signed .....                      Print name .....

## Biometric data recording and storage

I agree\* to the use of biometric data of my child for:

- cashless catering purposes
- book lending purposes
- Post 16 attendance/Y11 study leave recording

Signed .....                      Print.....

*\*A pupil's objection or refusal overrides any parental consent to the processing (DfE guidance – March 2018).*

## Careers education

To provide a broad and fully supported curriculum:

I am happy for my child to have access to the careers service and external providers supporting in careers lessons and events

yes / no

Signed .....                      Print.....

# Special circumstances for students transferring to Tuxford Academy

Some students are admitted to Tuxford Academy without completing normal admissions procedures. Please indicate if the student has been admitted for one of the following reasons:

Permanent Exclusion from another school yes / no

Managed Move from another school yes / no

Other Agency Involvement yes / no

If yes to any of the above please give details: .....

.....  
Continue on a separate sheet if necessary

## General Data Protection Regulations (GDPR)

The academy is registered under the Data Protection Act for holding personal data. The academy has a duty to protect this information and keep it up to date. The academy is required to share some data with the Local Authority, the Department for Education, and the Governments' Careers Service. For further information on this please refer to published policies on our website <https://dalp.org.uk/about-us/policies/>

Signed ..... Print.....

## Additional information required for analysis of progress and planning for trips abroad

Town and Country of birth .....

Home Language ..... Religion .....

### Personal information

Information in this box is not compulsory. If you would prefer not to complete it please indicate by putting a tick in the box below and we will update our records.

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 Information Commissioner (formerly the Data Protection Registrar) 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 this information sheet is for. Please also tick whether the ethnic background was chosen by you as parent/carer or the student.

Completed by Parent  Completed by student

#### White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy / Roma
- Any other White background

#### Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

#### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

#### Black or Black British

- Caribbean
- African
- Any other Black background

## Form completed by

Print name .....

Signed .....

Date .....

### School Office Use only:-

Entered onto SIMS by: ..... Date: .....

In-year transfers only

File requested: ..... File received: ..... CTF requested: ..... CTF received: .....