

S11/1 Data Collection on Admission to School: Pupil Information

This form is for completion by the Parent/Guardian of every child **once** they have been given a place at the school.

Parents/Guardians must also complete S11/2 giving **your** contact details as well as information on people to be contacted in the event of an emergency. It helps if these people are local.

Please provide as much of the following information as you can. If you need help in completing the form, please ask the School Administrator/Secretary/Bursar. The grey shaded areas are for the school's use. Please return your completed form to the school.

Newton Poppleford Primary School

1 Pupil's basic details

Legal surname* Legal forename

Gender Male Female Date of Birth Middle names(s)

Preferred surname* (If different) Preferred forename (if different)

* please see note under 'General Principles for Schools' on the S11/2 Contacts Information Form

For schools use only

Birth certificate seen? Please tick if you have seen the child's Birth Certificate or any other legal document e.g. Deed Poll, specifying the **Legal** surname of the child.

Admission date Admission no. UPN

2 Pupil's address

Address

Postcode

3 Pupil's medical details

Emergency consent? e.g. the school has permission to give/arrange emergency treatment Yes No

Dietary needs: please tick any that apply

- | | | |
|---|--|--|
| <input type="checkbox"/> Artificial colouring allergy | <input type="checkbox"/> Kosher foods only | <input type="checkbox"/> No pork |
| <input type="checkbox"/> Gluten free | <input type="checkbox"/> No dairy produce | <input type="checkbox"/> Seafood allergy |
| <input type="checkbox"/> Halal | <input type="checkbox"/> No nuts of any type or quantity | <input type="checkbox"/> Vegetarian |
| <input type="checkbox"/> Other (please specify) | <input type="text"/> | |

Medical practice

Doctor's name Surgery name

Surgery address
Tel no:

Other medical information e.g. asthma, diabetes, hearing aid etc. which the school should be aware of

Ethnicity*

Ethnic information was provided by:

Parent

Pupil

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture and ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

Please tick one box only

White

- British
 Irish
 Traveller of Irish Heritage
 Gypsy/Roma
 Greek/Greek Cypriot
 Turkish/Turkish Cypriot
 Western European ¹
 Eastern European ²
 Other ³

Chinese

- Hong Kong Chinese
 Other Chinese ⁴

Black or Black British

- Caribbean
 African
 Any other Black background

Any other ethnic background

- Afghan
 Arab ⁵
 Filipino
 Iranian
 Japanese
 Malay ⁶
 Thai
 Any other Ethnic group ⁷

Mixed

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

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background

- I do not wish an ethnic background to be recorded

Notes:

1 Western European includes: Italian, French, German, Spanish, Portuguese and Scandinavian

2 Eastern European inc: Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian, Montenegrin and Romanian.

3 Other White Background includes: any white category not previously mentioned e.g. Albanian, Australian, Bosnian-Herzegovinian, Canadian, Croatian, Kosovan, New Zealander, North American, Serbian/Yugoslavian.

4 Other Chinese includes: Mainland Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, any other non-Hong Kong Chinese.

5 Arab includes: Palestinian, Kuwaiti, Jordanian and Saudi Arabian.

6 Malay includes Malaysian other than Malaysian Chinese (see Note 4).

7 Any other ethnic group includes any ethnic group not previously mentioned e.g. Egyptian, Iraqi, Korean, Kurdish (inc. Kurdish pupils from Iraq, Iran and Turkey), Latin/South/ Central American (inc. Cuban and Belizean), Lebanese, Libyan, Moroccan, Polynesian (inc. Fijian, Tongan, Samoan & Tahitian), Vietnamese, Yemeni.

Religious affiliation: please tick one box only

- Baha'i Christian Jewish Sikh No religion
 Buddhist Hindu Muslim Other* Decline to answer

* Please specify

Pupil's first language¹ What was the first language your child understood/spoke?

- English Other, please specify Decline to provide

Asylum status (please tick if either of the following apply) this pupil is seeking asylum this pupil is a refugee

¹ *The Department for Education advise that this information will help them understand a range of factors, allowing them to better plan to meet needs within the school system.²*

Meals

Please tick to indicate which of the following your child is most likely to have:

- Free school meal Home Sandwiches School meal

Note: it is important that parents of Foundation / Key Stage 1 pupils apply for free school meals. For information on how to apply please visit <https://new.devon.gov.uk/educationandfamilies/school-information/school-meals>

Mode of travel

Please tick to indicate which of the following your child is most likely to use to get to school:

- Bicycle Car share ¹ Dedicated school bus ² Taxi Walk
 Car/van Public service bus ² Bus (type not known) ² Train Other

¹ with child/children from a different household

² Route (if known)

Service child

Does this child have a parent(s) in regular HM Forces military units? Yes No
 (applies to children whose parents are Pstat Cat1 or Pstat Cat2)

For further information please see 'MOD personnel categories definition' in the Additional Guidance section of our website at <https://new.devon.gov.uk/supportforschools/administration/school-census>

Recoupment

The following information is required so that the Local Authority can recover the cost of educating children who are not its responsibility, mainly because the child's normal place of residence falls within a different Local Authority.

Please tick the appropriate box if you pay Council tax to one of the following Councils:

- Cornwall Plymouth Torbay
 Dorset Somerset Other (ie, not Devon or one of the others listed)

Linked agencies

It is important that all the agencies who are working with a child work together to ensure better outcomes for that child. In order to do that, please identify any other agencies working with your child, for example Social Care (i.e. Social Services)*, Youth Offending Team, Child and Adolescent Mental Health Services. Please list any agencies below:

* If you indicated above that Social Care (Social Services) are involved in the care of your child, please tick if this child is 'In Care' (sometimes known as being 'Looked After') and state which Local Government Authority is responsible for this child, e.g. Devon, Torbay etc below.

Child in care Local Authority responsible for child:

Special Education Needs

Please tick if this child has Special Educational Needs (i.e. has a Statement for Special Education Needs or an Education and Health Care Plan (EHCP) or is currently being assessed).

Previous school

Please provide details of the last school attended (includes Nursery Schools/Units or Pre-Schools/Playgroups)

School name

School address (if known)

School tel no. (if known)

Date of arrival at previous school * Date of leaving previous school *

*an approximate date would be helpful if the exact date is not known e.g. September 2019

Reason for leaving, e.g. moved house, normal school transfer age

Siblings please give details of any other children in your family with their dates of birth.

Forename(s)	Surname	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

6 Parent signature

Your signature Date

Please complete form S11/2 Data Collection on Admission to School – Contacts

7 What we (the school) does with the information you have provided on this form (GDPR)

Please see 'Privacy Notice Pupils' on the school website under 'parents/GDPR for detailed information.

A hard copy of this document is also included in the 'Starter Pack'.

8 What the Local Authority does with some of the information in this form

Devon County Council uses information about children and young people to enable it to carry out specific functions for which it is responsible. The Council also uses this personal data to derive statistics which inform decisions it makes (e.g.) regarding the funding of schools, assess their performance and to set targets for them. These statistics are used in such a way that individual children cannot be identified.

Further information on how the Local Authority uses your data is available in "What the LA does with your data" guide <https://new.devon.gov.uk/supportforschools/administration/information-governance/privacy-notice>

S11/2 Data collection on admission to school: contacts information

1 Pupil's basic details

Name of child contact details are for

UPN (for schools use only)

Please give details of everyone who has parental responsibility (see Note of page 6) and anyone else to be contacted in an emergency. Please give details of parents/guardians first, but give a low number in the "contact priority" box for any other people who should be contacted in an emergency. (Contact priority 1, ie the first person to contact in an emergency, contact priority 2, ie the second person to contact in an emergency, etc).

2 Parent/contact details

Surname

Forename(s)

Gender

Male

Female

Non-binary

Title (eg, Mr, Mrs, Miss, Ms Dr, Rev

Relationship to child - please tick to indicate which of the following applies:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Social worker | <input type="checkbox"/> Foster mother | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Father | <input type="checkbox"/> Religious/spiritual contact | <input type="checkbox"/> Headteacher | <input type="checkbox"/> Doctor |
| <input type="checkbox"/> Other family member | <input type="checkbox"/> Childminder | <input type="checkbox"/> Step father | <input type="checkbox"/> Carer |
| <input type="checkbox"/> Other relative | <input type="checkbox"/> Foster father | <input type="checkbox"/> Step mother | <input type="checkbox"/> Other contact |

Does this person have 'parental responsibility'? (see end of document for guidance)

Yes

No

Is there a Court Order relating to this child?

Yes

No

Contact priority (1 - 4) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc

Telephone numbers(s)

(with STD numbers where appropriate)

please tick if this is a main number

Notes

Home

Work

Mobile

Other

Email

Home

Work

Address (if different from the address given for the child)

If English is not your first language please state what is (this may include British Sign Language)

Do you need a translator / signer?

 Yes No

Place of work

3.1

Parent / contact details

Surname

Forename(s)

Gender

 Male Female Non-binary

Title (eg, Mr, Mrs, Miss, Ms Dr, Rev

Relationship to child - please tick to indicate which of the following applies:

 Mother Social worker Foster mother Teacher Father Religious/spiritual contact Headteacher Doctor Other family member Childminder Step father Carer Other relative Foster father Step mother Other contact

Does this person have 'parental responsibility'? (see end of document for guidance)

 Yes No

Is there a Court Order relating to this child?

 Yes No

Contact priority (1 - 4) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc

Telephone numbers(s)

(with STD numbers where appropriate)

please tick if this is a main number

Notes

Home

Work

Mobile

Other

Email

Home

Work

Address (if different from the address given for the child)

If English is not your first language please state what is (this may include British Sign Language)

Do you need a translator / signer?

 Yes No

Place of work

3.2

Parent / contact details

Surname Forename(s)

Gender Male Female Non-binary Title (eg, Mr, Mrs, Miss, Ms Dr, Rev

Relationship to child - please tick to indicate which of the following applies:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Social worker | <input type="checkbox"/> Foster mother | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Father | <input type="checkbox"/> Religious/spiritual contact | <input type="checkbox"/> Headteacher | <input type="checkbox"/> Doctor |
| <input type="checkbox"/> Other family member | <input type="checkbox"/> Childminder | <input type="checkbox"/> Step father | <input type="checkbox"/> Carer |
| <input type="checkbox"/> Other relative | <input type="checkbox"/> Foster father | <input type="checkbox"/> Step mother | <input type="checkbox"/> Other contact |

Does this person have 'parental responsibility'? (see end of document for guidance) Yes No

Is there a Court Order relating to this child? Yes No

Contact priority (1 - 4) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc

Telephone numbers(s) (with STD numbers where appropriate)	please tick if this is a main number	Notes
Home <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Work <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Mobile <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Email

Home

Work

Address (if different from the address given for the child)

If English is not your first language please state what is (this may include British Sign Language)

Do you need a translator / signer? Yes No

Place of work

Surname

Forename(s)

Gender

Male

Female

Non-binary

Title (eg, Mr, Mrs, Miss, Ms Dr, Rev

Relationship to child - please tick to indicate which of the following applies:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Social worker | <input type="checkbox"/> Foster mother | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Father | <input type="checkbox"/> Religious/spiritual contact | <input type="checkbox"/> Headteacher | <input type="checkbox"/> Doctor |
| <input type="checkbox"/> Other family member | <input type="checkbox"/> Childminder | <input type="checkbox"/> Step father | <input type="checkbox"/> Carer |
| <input type="checkbox"/> Other relative | <input type="checkbox"/> Foster father | <input type="checkbox"/> Step mother | <input type="checkbox"/> Other contact |

Does this person have 'parental responsibility'? (see end of document for guidance)

Yes

No

Is there a Court Order relating to this child?

Yes

No

Contact priority (1 - 4) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc**Telephone numbers(s)**

(with STD numbers where appropriate)

please tick if this
is a main number

Notes

Home

Work

Mobile

Other

Email

Home

Work

Address (if different from the address given for the child)

If English is not your first language please state what is (this may include British Sign Language)

Do you need a translator / signer?

Yes

No

Place of work

The following guidance has been provided by the Department for Education on their GOV.UK web page;

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>

What is parental responsibility?

In family law, parental responsibility means all the rights, duties, powers, responsibilities and authority that a parent of a child has in relation to the child. A person with parental responsibility for a child has the right to make important decisions about their upbringing and is entitled to information about their child. For example, they can

- give consent to what medical treatment the child should receive
- make decisions about what education the child should receive, including which school they should attend
- receive information such as pupil reports

Who has parental responsibility?

A child's birth mother (the person who carried the child) has parental responsibility unless it's removed by an adoption order or a parental order following surrogacy.

Where a child's father and mother were married to each other at the time of the child's birth, they each have parental responsibility for the child. Where the parents were not married to each other at that time, the child's father can gain parental responsibility:

- by registering the child's birth jointly with the mother
- by subsequently marrying the child's mother
- through a 'parental responsibility agreement' between him and the child's mother which is registered with the court
- by obtaining a court order for parental responsibility

Where two female parents have a child through fertility treatment, the mother's female partner is treated in the same way as a father. She has parental responsibility if she is married to or in a civil partnership with the mother at the time of the treatment (or if the two women agree in writing that she will be the child's second parent). She can also acquire parental responsibility in the same way that a child's father can.

People who are not the child's biological mother, father or second female parent can also acquire parental responsibility, please see 'Other ways to acquire parental responsibility' below.

Civil partners have parallel rights to married people in terms of parental responsibility. The same provisions for married people apply to them in terms of:

- acquiring parental responsibility - adoption, agreement with their civil partner or by an order from the court
- holding parental responsibility

Same-sex parents;

- Civil partners will both have parental responsibility if they were civil partners at the time of the treatment, e.g. donor insemination or fertility treatment.
- For non-civil partners, the 2nd parent can get parental responsibility by either:
 - Applying for parental responsibility if a parental agreement was made
 - Becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

Other ways to acquire parental responsibility

Parental responsibility can be acquired in other ways:

- adoption - only the adoptive parents will hold parental responsibility
- when a child is placed with prospective adopters they get parental responsibility for the child along with others holding parental responsibility, such as the local authority
- obtaining a parental order following surrogacy
- in the case of step-parents, through agreement with the child's mother - and other parent if that person also has parental responsibility for the child - or as the result of a court order
- being granted a child arrangements order determining that the child should live with him or her, or if the court determines that a parent should only spend time with the child, the court may also decide to grant parental responsibility
- being appointed a guardian or special guardian
- being named in an emergency protection order - although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare

A Local Authority can also acquire parental responsibility, if it's named in the care order for a child.

More than one person, and even several people, can hold and exercise parental responsibility for a child. The parental responsibility of one party does not necessarily stop simply because another person is also given it, although this can happen. Therefore, in some cases, several people may exercise parental responsibility on behalf of a child.

Parental responsibility is not given to a foster parent or key worker in residential care but it's essential that schools engage and work with these individuals, who are often the most influential and important people in the child's life. How a school engages with social workers and the birth parents of the child in each case needs to be defined locally, but it's an essential part of supporting the child's school and care environment.

For further information please see: <https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility>

5

General principles for schools

Everyone who is a parent, whether they are a resident or non-resident parent, has the same right to participate in decisions about a child's education and receive information about the child.

School staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child have the same rights as biological parents, for example:

- to receive information e.g. pupil reports
- to participate in activities e.g. vote in elections for parent governors
- to be asked to give consent e.g. to the child taking part in school trips
- to be informed about meetings involving the child, e.g. a governors' meeting on the child's exclusion

We have received the following advice from the County Solicitor's office concerning pupil surnames:

Where only one person holds parental responsibility for a child, he or she has the legal right to effect a change of the child's surname without any permission or consent.

Where more than one person has parental responsibility for a child, the surname of a child can only be changed with the consent or agreement of all those having parental responsibility for a child.

Where two or more people have parental responsibility for a child and there is in force either a residence or care order, then one of those people can only lawfully cause a change of the child's surname if all other people with parental responsibility consent in writing.

In any other situation it is necessary for the person seeking to change a child's surname to obtain an appropriate order from a court.