



General Data Protection Regulation (GDPR)

The Data Controller is Paul Bowen, Chief Financial Officer of Kingsbridge Educational Trust. Contact paul.bowen@ket.education or 01908 545300.

The Data Protection Officer's contact details are data.protection@ket.education or 01908 545300.

The purposes for collecting the information is to provide, education, training, welfare and educational support services. The Kingsbridge Educational Trust (KET) collects and uses certain types of personal information about pupils, parents and other individuals who come into contact with the Trust in order provide education and associated functions. The Trust may be required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, to ensure that personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation (GDPR) and other related legislation. Recipients of the information may include: education, training, careers and examining bodies; school staff / governors; parents and carers of pupils; healthcare professionals; social and welfare organisations; police forces; courts; current, past or prospective employers; voluntary or charitable organisations; business associates or professional advisers; suppliers and service providers; financial organisations; security organisations; press and the media. The Trust is committed to complying with the data protection principles as laid down in the GDPR at all times. This means that personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose/those purposes and the Trust will regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with the data retention policy. The Trust's Data Protection and FOI Policy ensures the rights for access to information, rectification, erasure, to restrict or object to processing and data portability are in accordance with the GDPR. The Trusts' Data Protection and FOI Policy ensures the right to withdraw consent at any time, though that withdrawal does not render any processing carried out before the withdrawal unlawful. Data subjects have the right to complain to the Information Commissioner's Office (the "ICO").

REGISTRATION DETAILS



Please complete this form so that we have the correct information relating to your

Child's Surname: First Name:

Preferred Name: Middle Name(s):

Previous School/Nursery.....

Date of birth: Gender:

Address:

..... Post Code:

EMERGENCY CONTACT NUMBERS: It is extremely important that we are able to make contact with you during the day should there be a problem with your child. Please therefore give daytime details and at least one other contact person and indicate the order in which they should be contacted. Please give names and addresses of both parents (where possible). Unless an order under Section 8 of the Children Act 1989 is in force, we are obliged to treat all those with parental responsibility equally and they are entitled to receive school reports and exercise other parental rights, such as voting.

Mother's Name: Dr/Mrs/ Miss/Ms

Mobile number: Home number:

Work number: Email:

Home address (if different from the child's):
.....

Contact Order (please circle): 1 2 3

Parental Responsibility: Yes/No (please delete as appropriate)

Have any court orders been issued? Yes/No (if yes, please provide copies of documentation)

Father's Name: Dr/Mr

Mobile number: Home number:

Work number: Email:

Home address (if different from the child's):
.....

Contact Order (please circle): 1 2 3

Parental Responsibility: Yes/No (please delete as appropriate)

Have any court orders been issued? Yes/No (if yes, please provide copies of documentation)

Name of Additional Contact Person..... Contact Order (please circle): 1 2 3

Mobile number: Home number:

Home address:

Relationship to child: Step parent / Grandparent / Other relation / Contact person / Other.....



Please provide names and dates of birth of brothers / sisters attending this school:

- 1. Full Name:Date of birth:
- 2. Full Name: Date of birth:
- 3. Full Name: Date of birth:

Please give details of any special family circumstances that the school should be aware of:

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.....

Dietary Needs

Please tick if your child has any of the following dietary needs.

Artificial Colouring Allergy	<input type="checkbox"/>	Gluten Free	<input type="checkbox"/>	No dairy produce	<input type="checkbox"/>
Kosher foods only	<input type="checkbox"/>	No pork	<input type="checkbox"/>	No beef	<input type="checkbox"/>
No nuts of any type	<input type="checkbox"/>	Egg allergy	<input type="checkbox"/>	Seafood Allergy	<input type="checkbox"/>
Vegetarian	<input type="checkbox"/>	Halal Meat	<input type="checkbox"/>		

Please detail any further dietary needs the school needs to be aware of:-
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Medical Details:

Name of family doctor:Telephone Number:

Address:

Are there any medical problems likely to cause difficulty or be relevant while attending this school e.g. emotional, diet, fits, medication, etc.?
.....
.....

Details of any regular medication: (e.g. asthma inhaler)

Will your child need to have their medication in school? Yes/No

If yes, please give details

If yes, does your child need an Epi-pen/Ana-pen? Yes / No



Ethnic Origin:

Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any of the groups indicated.

White – English		Indian	
White – Scottish		Pakistani	
White – Welsh		Bangladeshi	
White – Irish		Any Other Asian Background	
Traveller of Irish Heritage		Black Caribbean	
White – Gypsy / Roma		Ghanaian	
White - Italian		Nigerian	
White – Western European		Sierra Leonian	
White and any other Asian Background		Somali	
Any Other White Background		Other Black African	
White and Black African		Any Other Black Background	
White and Pakistani		Chinese	
White and Indian		Japanese	
White and Black Caribbean		Any Other Ethnic Group	
Any Other Mixed Background		Decline to Comment	

Country of birth:

Nationality:

Religion:

Main language spoken at home:

What was the first language the student spoke as a child:

Is your child Looked After by a Local Authority? Yes / No

Are you entitled to claim Income Support, Job Seeker’s Allowance (Income Based) or Child Tax Credit (if earning less than £16,190) Yes / No

Schools may be able to claim pupil premium funding for eligible students. The school is unable to collect this information from your child’s current school. Therefore, the school would really appreciate if you could complete the following questions so the school can ascertain if your child meets the eligible criteria.

Are you currently in receipt of free school meals Yes / No

Has your child recently been adopted from care or recently left care? Yes / No

Is your child from a family of UK Service Personnel or Crown Servants? Yes / No

Is there any further information you feel the school should know?

Signed: Date

Name: (please print)

Relationship to child