



General Data Protection Regulation (GDPR)

The Data Controller is Gemma Kintas, Chief Financial Officer of Kingsbridge Educational Trust. Contact gemma.kintas@ket.education or 01908 533290.

The Data Protection Officer's contact details are nicola@schoolsdp0.com or 01296 658502

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 - Foundation Year



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

Child's Surname: _____ First Name: _____
Preferred Name: _____ Middle Name(s): _____
Previous School / Nursery: _____
Date of birth: _____ Gender: _____
Address (including Postcode): _____

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 (inc title – Dr/Miss/Mrs/Ms etc): _____

Mobile number: _____ Home number: _____
Work number: _____ Email: _____

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

Contact Order: _____

Parental Responsibility: _____

Have any court orders been issued?
(if yes, please provide copies of documentation)

Father's Name (inc title – Dr/Mr etc): _____

Mobile number: _____ Home number: _____
Work number: _____ Email: _____

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

Contact Order: _____

Parental Responsibility: _____

Have any court orders been issued?
(if yes, please provide copies of documentation)

Name of Additional Contact Person: _____

Contact Order: _____

Mobile number: _____ Home number: _____

Home address: _____ Relationship to child: _____

If other please detail: _____



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:

Dietary Needs

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

Artificial Colouring Allergy

Gluten Free

Seafood Allergy

Kosher foods only

No pork

No dairy produce

No nuts of any type

Egg allergy

No beef

Vegetarian

Halal Meat

Vegetable / Fruit
please provide details below

Please detail any further dietary needs the school need to be aware of:

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?

If yes, please give details:

If yes, does your child need an Epi-pen/Ana-pen?



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 pupil spoke as a child:

Is your child Looked After by a Local Authority?

Are you entitled to claim Income Support, Job Seeker’s Allowance (Income Based) or Child Tax Credit (if earning less than £16,190)

Schools may be able to claim pupil premium funding for eligible pupils. 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.

Is your child currently in receipt of free school meals?

Has your child recently been adopted from care or recently left care?

Is your child from a family of UK Service Personnel or Crown Servants?

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

Signed:

Date

Name:

Relationship to child: