



DATA COLLECTION FORM

**2024 – 2025
Admission**

OFFICE USE ONLY

NAME _____ **CLASS** _____

**Sims
CTF
File
Medical
Groupcall
Photo**

**House

Start Date
Previous School

UPN**

CHILD'S DETAILS – Please inform the school of any future changes

LEGAL FORENAME(S) **LEGAL SURNAME**
Middle Name(s) Preferred Surname Preferred Forenames(s).....
Date of Birth Gender Home Address
..... Post Code.....
Home Telephone Number Email Address
A sibling attends our school YES / NO If yes give Full Name

PARENTS/GUARDIANS WITH WHOM CHILD IS LIVING

1. Surname Forename Mr/Mrs/Ms/Miss/Dr.....
Relationship to child..... Parent date of birth* **Parental Responsibility YES / NO**
Home Address..... Post Code.....
Home Phone Mobile Phone Work Phone.....
E-mail address..... Work E-mail address.....
Days of week at this address if regular.....

2. Surname Forename Mr/Mrs/Ms/Miss/Dr.....
Relationship to child..... Parent date of birth* **Parental Responsibility YES / NO**
Home Address..... Post Code.....
Home Phone Mobile Phone Work Phone.....
E-mail address..... Work E-mail address.....
Days of week at this address if regular.....

*for identification over the phone where necessary

Recording Parental Responsibility

It is important for education providers to record who has parental responsibility for the children in their care. Everyone who is a parent has a right to participate in decisions about a child's education, even though the school's main contact is likely to be the person with whom the child lives on school days. Unless there is a court order limiting an exercise of parental responsibility, such as a court order preventing the absent parent from having contact with the child, the academy and Multi Academy Trust staff must treat all parents equally.

All parents have rights/responsibilities under the 1991 Children Act. Schools are expected to inform all concerned about any ballots, elections of parent governors affecting the school, as well as producing [on request only](#) additional school reports and involving them in any special assessment.

Please tick box if you wish these additional reports to be forwarded to the person below ☐

PARENT AT ANOTHER ADDRESS

1. Surname..... Forename..... Mr/Mrs/Ms/Miss/Dr.....
Relationship to child..... Parent date of birth **Parental Responsibility YES / NO**
Home Address..... Post Code.....
Home Number Mobile Number E-mail address.....
To be contacted in the case of an emergency YES / NO Court Order in Place YES / NO (If yes please enclose a copy)

FREE SCHOOL MEALS

Please note that a claim form needs to be completed if you think you may be entitled to free school meals. Details are available by contacting the Free School Meals at Warwick on 01926 742060 or by making an application online at <http://www.warwickshire.gov.uk/freeschoolmeals>. The school benefits from the number of pupils entitled to Free School Meals and you are therefore encouraged to register your entitlement even if you do not intend to take them. The additional funds will be available to provide your child with opportunities they may not otherwise have in a wide variety of activities.

MEDICAL

Details of any Dietary Needs/Allergies

Name & Address of Doctor. Number.....

Allergies/Medical Conditions.....

I give my permission to use plasters as necessary YES / NO

Currently on any medication YES / NO please give details

ETHNIC / CULTURAL

Ethnicity..... Religion.....

Home Language spoken..... First Language spoken at home if NOT English.....

(Bangladeshi, Indian, Any other Asian Background, Pakistani, Black African, Black Caribbean, Any other Black Background, Chinese, Any other mixed Background, White and Asian, White and Black African, White and Black Caribbean, White British, White Irish, Traveler of Irish Heritage, Gypsy/Roma, Any other White Background, Any other Ethnic Group) **Please circle or write above.**

Pupils Recently Arrived from Overseas Home Country..... Date of arrival in UK.....

Immigration Status (please circle): Asylum Seeker / Refugee Status / Humanitarian Protection / UASC Leave

Discretionary Leave / Limited Leave to Remain / Indefinite Leave to Remain / EU Citizen / University

Family Visit Visa / Other Visa

Additional Information.....

ADDITIONAL INFORMATION

Lunchtime Arrangements (please circle): School Meal / Free School Meal / Packed Lunch

Mode of Travel to School (please circle): Walk / Car / Car Share / Bicycle / Taxi / Public Bus

WELFARE

Adopted from Care YES / NO **Looked After Child** YES / NO **Parent In Armed Forces** YES / NO

Please mention any **SPECIAL NEEDS** or other relevant circumstances you think may affect your child's work (e.g. Medical, learning difficulties, factors at home etc.....

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SCHOOL HISTORY

Previous School Name..... Telephone Number.....

Address..... Date Left

EMERGENCY CONTACT DETAILS

PUPIL INFORMATION

Pupil Name..... Date of Birth.....
Home address.....

PARENT(S) / CARER(S) INFORMATION

Parent / Carer One's name.....
Home address (if different from above).....
Home Tel. No..... Mobile.....
E-Mail Address

Parent / Carer Two's name.....
Home address (if different from above).....
Home Tel. No..... Mobile.....
E-Mail Address

ADDITIONAL EMERGENCY CONTACTS

Additional Contact One.....
Address

Emergency Telephone No.....
Relationship to Pupil.....
E-Mail Address

Additional Contact Two.....
Address

Emergency Telephone No.....
Relationship to Pupil.....
E-Mail Address

Please set out the priority in which you wish the above named individuals to be contacted:

1.....
2.....
3.....
4.....

Please ensure that you complete contact details for a MINIMUM of 3 people who the school can contact in case of emergency. Thank you

I confirm that I have sought the agreement of each of the above named individuals to be named as an emergency contact for the pupil names above and their consent before sharing their personal data as set out above with Harris Church of England Academy for this purpose.

Signed **Parent/Guardian Full Name**..... **Date**.....

CONSENT FORM – PUPIL PERSONAL DATA

Pupil Name..... Date of Birth.....

We are Harris Church of England Academy, part of The Diocese of Coventry Multi Academy Trust. During a pupil's time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been provided in relation to the use of this information, which is also available on the Multi Academy Trust website here: <https://www.covmat.org/information-resources/>

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not. If you are not happy for us to do any of the things in the tables attached then this will not affect your child's place at the Academy. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

- We obtain consent for photographs or videoing from parents, or pupils over the age of 13 years old;
- We do not use images of pupils accompanied by personal information such as full names, hobbies or interests;
- We ensure pupils are dressed appropriately in all images or videos;
- We make safeguarding expectations clear to all professional photographers or the press when invited to an event and ensure external photographers are accompanied at all times;
- For the protection of pupils and staff, only academy owned equipment will be used to record and store images taken by staff or volunteers on the academy site or during offsite academy activities including residential visits.
- We ensure images are securely stored. Hard copies kept in a locked cupboard and electronic images held in protected folders with restricted access.

The Academy may provide photographs and videos to the media, or the Academy may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Academy has no control over these.

As an Academy we are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the Academy and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

I am happy for the Academy to use:		Yes	No
Photographs of my child			
Videos of my child			
If yes, I am happy for the information selected above to be used:	Yes	Yes without names	No
On internal screens or internal notice boards which may also be viewed by visitors to the academy site			
On the Multi Academy Trust internal computer networks			
On the Academy website			
On the Multi Academy Trust website			
On the Academy social media sites			
On the Multi Academy Trust social media sites			
In the Academy prospectus or promotional material			
In local news media – newspapers, websites and television			
In national news media – newspapers, websites and television			
Individual photographs which may be sold to parents and may be taken by an external company			
In class and year group photos which may be sold to parents and may be taken by an external company			
Academy newsletters			
I am happy for the information selected above to be used after I have left the Academy. For example an image in a learning resource which may be retained and used for future years.			

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please contact us at:

Harris Church of England Academy
Harris Drive
Overslade Lane
Rugby
CV22 6EA

Telephone: 01788 812549

Email: consent@harriscofeacademy.co.uk

This consent will otherwise continue until your child leaves the Academy or the academic year in which your child reaches the age of 14 years old, at which point the Academy will seek consent directly from your child in relation to the above matters. If you have given consent for photographs or images to be used after your child has left the academy the consent will remain in place in line with the Data Retention and Destruction Policy.

Signed **Parent/Guardian Full Name**..... **Date**.....

ATTENDANCE AGREEMENT

In order that your child can achieve their full potential he/she needs to be in school; 96% - 100% is the acceptable range for attendance. The school celebrates full attendance (100%) with rewards.

- There will be occasions when illness means your child will need to stay at home and we would be grateful to receive a phone call by 9.00am on the first day of absence when this occurs.
- For Health and Safety reasons if your child arrives late to school (after 9.00am) they must sign in at Student Services or Reception, giving reasons for their lateness.
- Routine medical appointments / dental appointments should be made outside of school hours where possible.
- If you do need to take your child out of school for an appointment during school hours, please send in with them confirmation of their appointment and write a note in their logbook. Students can then be collected from reception at the appropriate time.
- Requests for absence in term time must be made in writing to the Headteacher. Application forms can be obtained from Student Services, Reception of the academy website. These will only be granted in exceptional circumstances.
- Please see our attendance policy on our website.

HOME SCHOOL COMMUNICATION AND PAYMENTS

We do our best to keep parents informed about what is going on at school, to do this we use GroupCall to send letter and information directly to you, either by email or text message. Generic letters are also available to view on the academy website under the 'News' tab.

We use Wisepay to collect any payments you need to make such as school dinners, school trips, tickets and after school clubs. Wisepay is a cashless secure online payment service that allows parents and guardians to make payments to the school using their credit or debit cards. This allows you to make payment to the school from anywhere there is an internet connection, quickly and simply. You will be able to see payments at any time, and payments are instant. When your child joins the academy, you will be sent an email with a username and password which is unique to your child along with instructions how to log into and use Wisepay.

Should you have any questions regarding WisePay please contact the Finance Office on 01788 812549 or by email at finance@harriscofeacademy.co.uk

SCHOOL TRIPS

Where a charge is made for a school trip or event, it is to cover costs of transport, insurance, admission or fees. Whilst the school cannot make a direct charge for activities which take place wholly or mainly within the school day, we do rely on voluntary contributions from parents to maintain the existing level of educational and cultural experiences essential to the development of the children. The school reserves the right to cancel any activity if it is not economically viable. The school can charge for activities/trips whereby over 50% of the time is outside the normal school day. The full policy is available from the academy office or on our website.

OUT OF SCHOOL VISITS

You will always be kept fully informed of any visit out of the academy. However, to save having to seek your permission to take your child out each time, we ask that you give consent below for your child to be able to take part in any local activities out of school during the time they attend Harris Church of England Academy, for example walking to our local churches; swimming; other schools; around Rugby for survey purposes or to visit an exhibition.

PARENTAL AGREEMENT

In selecting a place for my son/daughter at Harris Church of England Academy, I agree to play a full part in the life of the academy, reinforce the academy Behaviour Policy, Attendance and Punctuality Policy and Dress Code and actively support the academy when I can with any Fundraising & Events. I have received a copy of the academy Privacy Notices.

I also give permission for my child named..... to be able to participate in any local activities taking place outside of the academy while they are at Harris Church of England Academy. I understand that I will always be kept fully informed prior to each event.

Signed **Parent/Guardian Full Name**..... **Date**.....

Signed..... **Parent/Guardian Full Name**..... **Date**.....

Please make sure that you have signed this document in the three areas requested