



Admission Form Information Booklet

The Netherhall School

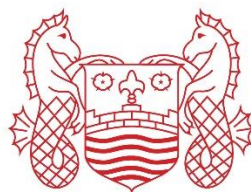


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Foreword

The information in this booklet is designed to help you complete the Admission Form as accurately and fully as possible. It also gives you information about your rights regarding data protection regulation and you should keep it for future reference and not hand it in with the Admission Form when completed. If you have any difficulty please email studentrecords@netherhallschool.org

Data Protection Regulations

The General Data Protection Regulations, Data Protection Act (2018) and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the school's student records database. The information on ethnic origin and first language is needed by the school and by Cambridgeshire County Council (the Children's Services Authority). A copy of Cambridgeshire County Council's Privacy notice can be found at <https://www.cambridgeshire.gov.uk/privacy-statement/education-service-privacy-notice/>

For further information on the handling of personal data, please see a copy of the Privacy Notice at: <http://www.netherhall.org/school-information/data/privacy-notice/>

Student Details

a) Basic

Legal Names

These must be as shown on the student's birth certificate.

Preferred Names

These are the names that your child wishes to be called in school.

Gender

We can only currently record gender as Male or Female. If your child associates with a gender other than this please let us know.

Home Address

This should be the main residence of the child. If you have joint custody and the child alternates between addresses, please notify the school in writing of the alternative arrangements.

Previous UK School

If the previous school that your child attended was overseas, please also enter the name of any school that they attended in the UK. There is no need to complete this if your child's previous school was in the UK.

Date of Arrival in UK

Please enter the date that your child became a resident in the UK if coming from overseas.

Name and Form of siblings

Please enter the names and form groups of any older siblings who already attend the school.

b) Ethnicity, Religion and Language

Ethnic Origin

Please tick the description that most accurately represents your child's ethnicity.

Religion

If you do not wish to disclose this, please enter 'Refused'.

First Language & Second Languages

Please enter the language that your child speaks at home and any other language that they are exposed to under 'Second Language'.

c) Medical and Special Needs

Disability

A disability is defined as 'a physical or mental impairment which has substantial and long term adverse effect on your child's ability to carry out normal day to day activities'. If your child has a disability please enter a brief description on the admission form and also inform the school of the nature of the disability and how it affects their school day.

Special Needs Provision

If your child is already receiving special needs provision at their present school, please enter the levels of provision provided. This is usually one of the following:

- Education Healthcare Plan
- SEN Support

Medical Condition

Please let us know if your child has any medical conditions. If there is insufficient space on the form please send us more details on a separate sheet.

Medication to be stored at school

If you need us to store medication at school, you will need you to fill in an additional form giving us more information and permission to dispense this. Without your written consent we will be unable to administer any medication.

Allergies

Please let us know if your child has any allergies. Details of any food allergies can then be passed on to the canteen.

d) Travel and Lunch Arrangements

Please tick the method of transport that represents the most frequently used or the longest element of your child's journey to school by distance.

e) Other

The school can claim extra funding to help accommodate the needs of students with certain circumstances. Please tick the columns where any of these apply to you.

Emergency Contacts

Please enter names in order of priority, of the people who you would like us to contact in an emergency. We would prefer that you tell us the names of at least two people. One of the first two names must have parental responsibility.

Parental Responsibility

The following persons are generally deemed to have parental responsibility: -

- The child's mother
- The child's father if he is named on the birth certificate

There are some exceptions to this rule; further information is available on the government website <https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility>.

The school uses this criteria to determine who we are allowed to disclose information to regarding the child so it is important that we know the details for all parents who qualify.

Contact Details

For parents or carers with parental responsibility

Please enter all the telephone numbers that you are happy for us to contact you with placing a tick in the Main column for the number you would like us to use first. Please also enter any email addresses that you are likely to use so that we can identify you when you contact us. If you tick the box in the Main column, we will use that email address to contact you for all school communication.

If you supply us with your national insurance number and date of birth then this information is used by the local authority to ascertain if your child becomes eligible for free school meals at any future date. You do not have to complete this part if you have any objections to us recording this information.

For other contacts without parental responsibility

It is possible that you may wish to have a person that does not have parental responsibility such as a neighbour or older sibling as an emergency contact. We now require their permission to record their information on our database and you should find a separate form within this package to ask them to read and sign. The final page with their signature needs to be returned with the Admission Form otherwise we will not be able to record them as a contact. Please tick the 'Main' box if you provide us with more than one telephone number for each person so that we know which to ring first.

Do not complete the 'National Insurance number' and 'Date of birth' fields.

Separated Parents

Please let us know the details of any parent who is no longer living with the child. If there is restricted access or a court order, please let us know in writing and enclose a copy.

Parental Consent

To comply with various regulations, we require your signature for each of the options shown. You also need to be aware that when your child is deemed to have adequate capacity and understanding, in some circumstances he/she can override your decisions. For more information please refer to the school website where there is a list of all related school policies. <http://www.netherhall.org/school-information/school-policies>

If you wish at any point in time to change your preferences or withdraw your consent, please email studentrecords@netherhallschool.org

a) Media

The school will take a photograph of your child when they first attend. This is used to identify them when on school premises, for the purposes of teaching and learning and safeguarding and is not optional.

We often use photos of students on our website, on social media and in our school prospectus and newsletters to give people a flavour of school life, to keep the school community informed about what our students do and to celebrate achievements.

Under data protection laws (UK GDPR and Data Protection Act 2018 and other applicable laws), we need the consent of parents / carers to use photographs or video images of students in this way usually until they reach the age of 13. From the age of 13, pupils may give their own consent where we are satisfied that they are able to understand what this means.

Where we use images of individual students, the full name of the student will not be displayed and not used in such a way that the student can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

As part of our commitment to processing personal data fairly and transparently, we will ask you to complete the consent form each year to make sure you're still happy with the ways we use your child's data. Photographs and videos will be retained for up to 2 years.

You can withdraw or change your consent at any time by contacting studentrecords@netherhallschool.org. Please note that processing of your child's personal data for the reasons below will cease once you have withdrawn consent. Your consent will still be valid for any publications that have already been printed.

We place great emphasis on personal data protection, and you can find full details regarding our processing activities in our Privacy Policy, available at <https://anglianlearning.org/gdpr-policies/>. Our Data Protection Officer (DPO) is Mark Povey who can be contacted at the following email address Mark@Js-ig.com.

b) Offsite Activities

There are various occasions when your child may be asked to represent the school in events that are held off-site. Parents will always be informed on an individual basis beforehand. You need to give us your permission if you wish your child to take part in such events.

c) Parents and Friends Association

The Parents and Friends of Netherhall are a group of parents who organise various fundraising activities such as Quizzes, Bingo etc. The money raised at these events is used to buy equipment for the school community.

If you wish to be notified of forthcoming events you will have to give your consent for your name and email address to be forwarded to the secretary of the Association. Their privacy notice can be viewed here: <http://www.netherhall.org/images/uploads/documents/Privacy Notice for PAFN.pdf>