



KESH

KING EDWARD VI
SHELDON HEATH ACADEMY

In Year Application Form

1. PERSONAL DETAILS: [PLEASE NOTE THAT ALL DETAILS CONTAINED IN THIS FORM ARE COVERED BY THE DATA PROTECTION ACT]

Surname: _____ Forename: _____

Chosen Name: _____ Date of Birth: _____

Gender: Male / Female Email address: _____

Address: _____

Post Code: _____

Telephone Number: _____ Mobile: _____

Name of Father: _____ Name of Mother: _____

Language at Home: _____(Spoken) _____(Written)

Brothers or sisters attending KESH – Please give name and form: _____

Interpreter required? If so what language: _____

1A. ETHNICITY: Please see attached sheet.

1B. RELIGION: Please see attached sheet

1Ca. STATUS: Are you registered with the Home Office as an asylum seeker or refugee? Yes/No

*If YES, written proof from the Home Office must be provided.

1 C. EMERGENCY CONTACT:

Should we be unable to contact parents we need names of other reliable adults to contact in an emergency.

Emergency Contact (1)

Emergency Contact (2)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone No: _____

Telephone No: _____

Relationship to Pupil: _____

Relationship to Pupil: _____

1D. MEDICAL INFORMATION:

Doctor's Name: _____

Telephone No: _____

Address: _____

Medical Conditions:

Wears Glasses		Allergies (if yes, please state)	
Hearing Aid		Any other conditions	

2. Is there any legal / court order relating to this child? Y [] N [] (Tick ONE only)

If YES, give details: _____

3. TRAVEL ARRANGEMENTS: How will your child travel to the Academy? – Please tick one box only:

Bicycle	<input type="checkbox"/>	Car	<input type="checkbox"/>
Bus	<input type="checkbox"/>	Walk	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	Other(please specify)	<input type="checkbox"/>

4. FREE MEALS: What will your child do for lunch – please tick one box only:

Payment	<input type="checkbox"/>
Free School Meals	<input type="checkbox"/>
Sandwiches	<input type="checkbox"/>

You will qualify for free school meals if you or your partner are receiving:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

Please apply online at www.link2ict.org/FSM . This is a one off application for your child's whole school career – your eligibility will be checked electronically every week, replacing the need to bring paperwork into the Academy.

If your application is successful, KESH Academy will also receive extra funding from the Government to use in support of teaching and learning (Pupil Premium).

SIGNED: _____ Parent/Guardian Date: _____

The information collected in this form will be used in compliance with the Data Protection Act 1998. The information is being collected by the Academy & the Personnel and Equalities Division for the purpose of administering the Education Service. The information may be disclosed, as appropriate, within the Education Service, to Academy Governors, to the Department for Education and relevant statutory bodies.

ETHNIC MONITORING FORM

CONFIDENTIAL

Pupil's Surname _____

First Name _____

Date of Birth _____

Male/Female _____

Section 1: Pupil's Ethnic Origin

Our ethnic background describes how we think of ourselves. This may be based on many things, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as country of your birth or nationality. Please tick one box from the list below. If there isn't one for you, then tick the 'Other' box under one of the main categories and write in your own description.

Asian including Black Asian

ABAN	Bangladeshi	<input type="checkbox"/>
AIND	Indian	<input type="checkbox"/>
AKPA	Kashmiri Pakistani	<input type="checkbox"/>
AKAO	Kashmiri Other	<input type="checkbox"/>
AOPK	Pakistani	<input type="checkbox"/>
ASLT	Sri Lankan	<input type="checkbox"/>
AOTA	Asian Other	<input type="checkbox"/>

(Please describe) _____

White including British White

WBRI	White UK Heritage	<input type="checkbox"/>
WIRI	White Irish	<input type="checkbox"/>
WROM	White Gypsy/Roma	<input type="checkbox"/>
WIRT	White Traveller of Irish Heritage	<input type="checkbox"/>
WALB	White Other – Albanian	<input type="checkbox"/>
WBOS	White Other – Bosnian	<input type="checkbox"/>
WCRO	White Other – Croatian	<input type="checkbox"/>
WWEU	White Other – West European (Excl. UK)	<input type="checkbox"/>
WOTW	White Other – Other	<input type="checkbox"/>

(Please describe) _____

Black including Black British

BAOF	Black African	<input type="checkbox"/>
BCRB	Black Caribbean	<input type="checkbox"/>
BSOM	Black Somali	<input type="checkbox"/>
BOTH	Black Other	<input type="checkbox"/>

(Please describe) _____

Other Ethnic Groups

OARA	Arab (Excl. Yemeni)	<input type="checkbox"/>
OAFG	Afghan	<input type="checkbox"/>
CHNE	Chinese	<input type="checkbox"/>
OKOR	Korean	<input type="checkbox"/>
OKRD	Kurdish	<input type="checkbox"/>
OVIE	Vietnamese	<input type="checkbox"/>
OYEM	Yemeni	<input type="checkbox"/>
OIEG	Any other ethnic Group	<input type="checkbox"/>

(Please describe) _____

Mixed/Dual Heritage

MABL	Asian and Black	<input type="checkbox"/>
MWAS	White and Asian	<input type="checkbox"/>
MWBA	White and Black African	<input type="checkbox"/>
MWBC	White and Black Caribbean	<input type="checkbox"/>
MOTM	Any other Mix background	<input type="checkbox"/>

REFU I do not wish an ethnic background Category to be recorded

Section 2: Religious Affiliation

BUD	Buddhist	<input type="checkbox"/>
CHR	Christian	<input type="checkbox"/>
ROC	Christian – Roman Catholic	<input type="checkbox"/>
HIN	Hindu	<input type="checkbox"/>
JEW	Jewish	<input type="checkbox"/>

MUS	Muslim	<input type="checkbox"/>
NON	No Religion	<input type="checkbox"/>
SIK	Sikh	<input type="checkbox"/>
REF	Refused	<input type="checkbox"/>
OTH	Any other	<input type="checkbox"/>

(Please describe) _____

Section 3: First/Home Language

Please indicate the main language used in the home or the community. Please note the list below is most commonly spoken languages in Birmingham and is for guidance only. The Academy can record almost every language on their system. If your language is not listed below, please tick the 'Other' box and describe your language in space provided.

<input type="checkbox"/>	Albanian
<input type="checkbox"/>	Arabic (Iraq)
<input type="checkbox"/>	Arabic (Yemen)
<input type="checkbox"/>	Arabic (Other)
<input type="checkbox"/>	Bengali Sylheti
<input type="checkbox"/>	Bengali (Any Other)
<input type="checkbox"/>	Bosnian
<input type="checkbox"/>	British Sign Language
<input type="checkbox"/>	Carib. Creole/Patois
<input type="checkbox"/>	Chinese (Cantonese)
<input type="checkbox"/>	Chinese (Hakka)
<input type="checkbox"/>	Chinese (Mandarin)
<input type="checkbox"/>	Chinese (Any other)
<input type="checkbox"/>	Danish

<input type="checkbox"/>	Dutch
<input type="checkbox"/>	English
<input type="checkbox"/>	Farsi/Persian
<input type="checkbox"/>	Filipino
<input type="checkbox"/>	French
<input type="checkbox"/>	German
<input type="checkbox"/>	Greek
<input type="checkbox"/>	Gujerati
<input type="checkbox"/>	Hindi
<input type="checkbox"/>	Italian
<input type="checkbox"/>	Korean
<input type="checkbox"/>	Kurdish
<input type="checkbox"/>	Lingala
<input type="checkbox"/>	Malayalam

<input type="checkbox"/>	Norwegian
<input type="checkbox"/>	Panjabi (Gurmakhi)
<input type="checkbox"/>	Panjabi (Mirpuri)
<input type="checkbox"/>	Panjabi (Any other)
<input type="checkbox"/>	Polish
<input type="checkbox"/>	Portuguese
<input type="checkbox"/>	Pushto
<input type="checkbox"/>	Romanian
<input type="checkbox"/>	Russian
<input type="checkbox"/>	Shona
<input type="checkbox"/>	Slovak
<input type="checkbox"/>	Somali
<input type="checkbox"/>	Spanish
<input type="checkbox"/>	Swahili

<input type="checkbox"/>	Swedish
<input type="checkbox"/>	Tamil
<input type="checkbox"/>	Tagalog
<input type="checkbox"/>	Turkish
<input type="checkbox"/>	Urdu
<input type="checkbox"/>	Vietnamese
<input type="checkbox"/>	Welsh/Cymraeg
<input type="checkbox"/>	Wolloff
<input type="checkbox"/>	Any other (please Describe)

Refused

This information is provided by:

Parent
 Pupil

Date: _____

DATA PROTECTION ACT – FAIR PROCESSING NOTICE guidance for parents and pupils

Academy's, Local Authorities (LAs), the Department for Education (DFE), the government department which deals with education, the Qualifications and Curriculum Authority (QCA), Ofsted and the Learning and Skills Council (LSC) all process information on pupils in order to run the education system, and in doing so have to comply with the Data Protection Act 1998. This means, among other things that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **Academy** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the Academy as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time schools are required to pass on some of this data to LAs, the DFE and to agencies, such as QCA, Ofsted and LSC that are prescribed by law.

The Governing Body of Academies in England is also required by law to supply basic information to ContactPoint. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the Academy.

The **Local Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DFE in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual pupils.

The **Learning and Skills Council** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

The **Department for Education** (DFE) uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DFE will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school. The DFE will also provide Ofsted with pupil level data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DFE may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DFE may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to access your personal data, or you wish your parents to do so on your behalf, then please contact the relevant organisation in writing:

- the Academy at King Edward VI Sheldon Heath Academy, Sheldon Heath Road, Sheldon, Birmingham, B26 2RZ;
- the LA's Data Protection Officer at Strategic Directorate of Learning and Culture, Birmingham City Council,;
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE;
- LSC's Data Protection Officer at Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT;
- the DFE's Data Protection Officer at DFE, Caxton House, Tothill Street, LONDON, SW1H 9NA.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested. Separately from the Data Protection Act, regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the Academy. If you wish to exercise this right you should write to the Academy.

Providing information to Youth Support Services providers

For pupils approaching or above age 13, the Academy is also required to pass on information to Youth Support Services providers on request. This information includes the name and address of the pupil and parent, and any further information relevant to the Youth Support Services' role, which is to support young people, helping them to achieve their potential and to realise benefits from education and training. However parents, or the pupil themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Youth Support Services. If as a parent, or as a pupil aged 16 or over, you do not want Youth Support Services to receive from the Academy information beyond name and address, then please contact the Academy within **four** weeks of receiving this note.

The LA and DFE may supply to Youth Support Services providers information which they have about your child, but will not pass on any information they have received from the Academy if you (or your child if aged 16 or over) have notified the Academy that Youth Support Services should not receive information beyond name and address.

Layer 2 of this Fair Processing Notice gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of the parents and pupils. This can either be obtained by accessing the Academy website or requesting a hard copy from the Academy office.

Yours sincerely

Mrs R. Elcocks
Principal

INFORMATION REQUESTED FROM PARENTS

The Department of Education (DFE) has asked for the collection of information on pupils' ethnic background. The Local Authority also requires this information from schools to help ensure that all children have the opportunities to fulfil their potentials.

The following information answers some of the questions you may have about the information requested.

WHY DO WE NEED TO COLLECT THIS INFORMATION?

- ◆ To know and respond to the particular need of various sections of the community.
- ◆ To make informed decisions and hence target our resources according to identified need.
- ◆ To monitor levels of attainment at school, local and national level.
- ◆ To help authorities to identify barriers to achievement, to establish strategies to raise standards for all pupils equally.
- ◆ To make successful bids for additional money available for such purposes.
- ◆ To identify areas of need in practice and develop policies to meet needs effectively.
- ◆ To monitor changes in practice and develop policies to meet needs effectively.
- ◆ To enable us to meet the cultural, language and faith/religious needs of pupils in schools and to help us communicate with parents.

HOW WILL WE MAKE SURE THAT PERSONAL INFORMATION ABOUT YOUR CHILD IS SECURE AND CONFIDENTIAL?

This information will be part of a pupil's personal file, which is always treated as strictly confidential. Information gathered will be used solely to compile statistics at local and national level and will not allow individual pupils to be identified in public domain and will only be used for valid education purposes. From time to time information will be passed from the Academy to the Local Authority and to the DFE. Parents have the right to see the personal information held on their child and amend if necessary.