



Beckfoot Oakbank

Student information & consent forms

Please sign and return in the pre-paid envelope by

26th March 2021

No child left behind

ADMISSION FORM September 2021

Surname		Forename	
Middle Name(s)		Chosen Name	
Address			
Gender (please circle)	Male Female	Date of Birth	
Home Language (please circle)	Bengali English Urdu Other (Please state)		
Ethnicity		Country of Birth	
Does your child have a parent/guardian in the Armed Forces? (please circle)		YES	NO
Names of any siblings attending Beckfoot Oakbank			

Contacts (in an emergency we will try to contact in this order) ***Required information :2 contacts with email address**

Our main communication method is via the My Ed App, please indicate if one or both legal guardian would like to receive communications via the App system (further information will follow in the new starter booklet)

	Name	Address (including postcode)	Telephone Number	Email	Relationship
1	Legal Guardian 1 My Ed App: yes/no				
2	Legal Guardian 2 My Ed App: yes/no				
3	Other Contact				
4	Other Contact				

All information will be addressed to Legal Guardian 1, please indicate in the opposite box if there is a requirement for a copy to be sent to another contact include name and postal address details

Building relationships | Breaking the cycle | Planning for Everyone | Managing Emotions

Confident communicators | Knowledgeable and Expert Learners | Committed Community Contributors | Future-ready Learners

No child left behind

Previous schools attended (please list below)	From	To

About my Child – Name:

We would like to get to know your child before they start at Beckfoot Oakbank. We would be grateful if you would complete the boxes below with some information about their personality, interests and achievements.

Personality

Interests

Achievements

PARENT PAY FORM & CASHLESS CATERING – Biometric Consent

As the school moves to a cashless system for all transactions (including: school meals, replacement student planners, PE socks, school trips etc.). All purchases must be through parent pay. Further information is included in the new starter booklet.

Please complete and return to set up a ParentPay account/add another child to an existing account. Please note this does requires an email address.

Details of the cashless catering and biometric system are included within the new starter booklet.

Linked to your parent pay account, this includes the student's finger prints being taken to allow access to the library & school meals. Finger prints are converted into a digital image which is stored in our system, finger prints are not stored on our system.

I consent to setting up a parent pay account and my child participating in the biometric registration system in school.

Child's name:

Tutor Group (if known):

Name of Parent/Carer:

Email Address:

Date:

Please note that if your child leaves school or ceases to use the biometric system, his or her data will be deleted.

Further information and guidance

Information on biometric information can be found on the Department for Education's website under 'Protection of Biometric Information of Children in Schools'

Also

For GDPR information please refer to the Information Commissioner's Office:-

www.ico.org.uk

Please sign and return this form if you wish your child to participate in the biometric system.

Medical Information Form

We need as much information as possible to help your child settle into school.

Student Name & DOB:	
Doctor's Name:	
Doctor's Address:	

Does your child suffer from any of the following conditions?

Condition	Tick if YES	For this condition, do they use?	Tick if YES	If yes please supply school with:
Asthma		Relieving inhaler		Relieving inhaler
Allergy <small>—please advise what your child is allergic to:</small>		Antihistamine		Antihistamine
Diabetes		Insulin		Hypo Box/Snack Box
Epilepsy		Medication		Medication
Anaphylaxis Reaction		Adrenaline auto injector		Adrenaline auto injector

Does your child have a care plan in place? Yes ☐ No ☐

If Yes, please provide a copy to Beckfoot Oakbank

Does your child take any other medication, either on a regular basis or as required? Yes ☐ No ☐

Will any of the medication be needed at school? Yes ☐ No ☐

If yes, please supply a quantity to school, clearly labelled with your child's name, dosage and frequency. You will be required to complete a consent form when bringing medicines into school.

Does your child have any other medical conditions that you would like us to know about, that may have an impact on their health or learning?

Please provide further details:

Signature of the person completing this form:

Date:

Relationship to student:

The information you give us on this form will be kept on the school database which can only be accessed by teaching and admin staff. However, if you have given us information that needs to be shared with school, but do not wish for it to be available to all, please indicate on this form.

COMPLETE IF YOUR CHILD USES A SALBUTAMOL INHALER

USE OF EMERGENCY SALBUTAMOL INHALER

In line with the guidance on the use of emergency salbutamol inhalers in schools issued by the Department of Health, as a school we are now allowed to retain emergency salbutamol inhalers. These would be for emergency use by a student who has been diagnosed with asthma and prescribed an inhaler, if the student does not have their own prescribed inhaler with them.

Our first aid team will only be able to administer the emergency inhaler in these circumstances, if we have the written permission of the parent to do so.

If you wish your child to be able to receive salbutamol from an emergency inhaler held by school, should the first aid team consider he/she is displaying symptoms of asthma and his/her own inhaler is not available or is unusable, you should complete the enclosed consent form

CONSENT FORM:

USE OF EMERGENCY SALBUTAMOL INHALER

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler (delete as appropriate).
2. My child has a working, in date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: Date:.....

Name & Relationship (print)

Child's name

COMPLETE IF YOUR CHILD USES A ADRENALINE AUTO INJECTOR

USE OF EMERGENCY ADRENALINE AUTO INJECTOR

In line with the guidance on the use of adrenaline auto injectors (AAI) in schools issued by the Department of Health, as a school we are now allowed to retain an auto injector (Epipen) for emergency use. These would be for emergency use by a student who has been diagnosed with anaphylaxis and prescribed an AAI, if the student does not have their own AAI or it has not worked sufficiently.

Our first aid team will only be able to administer the emergency AAI in these circumstances, if we have the written permission of the parent to do so.

If you wish your child to be able to receive treatment from an emergency AAI held by school, should the first aid team consider he/she is displaying signs & symptoms of anaphylaxis and his/her own medication is not available, unusable or has not worked sufficiently, you should complete the enclosed consent form

CONSENT FORM:

USE OF EMERGENCY ADRENALINE AUTO INJECTOR

1. I can confirm that my child has been diagnosed with anaphylaxis / has been prescribed an adrenaline auto injector.
2. My child has a working, in-date auto injector, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child presenting with signs & symptoms of anaphylaxis, and if their injector is not available, is unusable or has not worked sufficiently, I consent for my child to have treatment from an emergency Epipen held by the school for such emergencies.

Signed: Date:.....

Name & Relationship (print)

Child's name

Photography and use of images consent form

Photography and use of images or recordings of children

Occasionally, we may take photographs of the children at our school. We may use these images in our Beckfoot Oakbank prospectus or in other printed publications that we produce, as well as on our website. We may also make video recordings at events, for monitoring or for other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage that may be used to promote Beckfoot Oakbank and our achievements. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

The school may use our/my child's image as detailed above for the duration of the time our/my child is at Beckfoot Oakbank:	YES/NO
We/I understand that we/I may amend this consent at any time by giving written notice to the school:	YES/NO

Name of Student:

Signature Parent / Carer:

Print name:

Date:

Beckfoot Trust Student Privacy Notice

We collect and use personal data relating to students and their families under the principles of the General Data Protection Regulations (GDPR).

Beckfoot Trust is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed. Each school has a GDPR lead who acts as a representative for the school with regard to its data controller responsibilities. Details are available on the Beckfoot Trust website www.beckfoottrust.org

In some cases, your data will be outsourced to a thirdparty processor; however, this will only be done with your consent, unless the law or our policies requires the Trust to share your data. Where the Trust outsources data to a third-party processor, Beckfoot Trust has sought assurances from the processor to ensure they process data in line with the GDPR and the privacy rights of individuals.

Adam Varley is the Data Protection Officer. This role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01274 771444 or compliance@beckfoot.org.

The categories of student information that we collect, hold and share include:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health and accident information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Use of internet and ICT resources in school
- Photographs □
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Collecting Student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this. Why we collect and use this information

We collect and use personal data as set out under the GDPR and UK law. We use this data

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect student welfare □ to safeguard students
- to enable students to take part in national or other assessments and to publish the results of public examinations or other achievements of students
- to assess the quality of our services
- to share news about our work and promote our services
- enable us to carry out specific functions for which we are responsible
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information as set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform with GDPR, any information the Trust processes fulfils one of the following requirements from Article 6 of the GDPR:

- Legal Obligation

No child left behind

- Public Interest
- Vital interest of the data subject, or another person
- Contractual Obligation

Where we process special categories of personal data we do so under obligations covered in Article 9 of GDPR:

- A substantial public interest

Where the above do not apply the school will seek consent for specific purposes in line with Article 6.1.a of the GDPR. This will be done in writing and will clearly define the uses of personal information and ask for consent for each and every use.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Storing student data

Where information forms part of a student's statutory education record, The Education Regulations 2005 SI 2005 No. 1437, the academy will retain the information for 25 years from the child's date of birth. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Why we share student information We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

We are required to pass information about our students to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Students) (England) Regulations 2013.

Who we share student information with We routinely share student information with: ☐ Schools that the student's attend after leaving us ☐ Our local authority ☐ The Department for Education (DfE) ☐ Trust staff ☐ The student's family and representatives ☐ Parents or carers of Trust school students ☐ Educators and examining bodies ☐ Ofsted ☐ Suppliers and service providers – to enable them to provide the service we have contracted them for ☐ Financial organisations ☐ Central and local government ☐ Our auditors ☐ Survey and research organisations ☐ Health authorities ☐ Health and social welfare organisations ☐ Professional advisers and consultants ☐ Charities and voluntary organisations ☐ Media publications ☐ Police forces, courts, tribunals

Data collection requirements: To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth Support Services Students aged 13+ Once our students reach the age of 13, we also pass student information to our local authority and/or provider of Youth Support Services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services through Youth Support Services and careers advisers.

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of Youth Support Services by informing us. This right is transferred to the child / student once he/she reaches the age 16. Students aged 16+ We will also share certain information about students aged 16+ with our local authority and/or provider of Youth Support Services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services via post-16 education and training providers, Youth Support Services and careers advisers. For more information about services for young people, please visit www.bradford.gov.uk.

The National Pupil Database (NPD) The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

No child left behind

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/nationalstudent-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by: ☐ conducting research or analysis ☐ producing statistics ☐ providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of: ☐ who is requesting the data ☐ the purpose for which it is required ☐ the level and sensitivity of data requested: and ☐ the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protectionhow-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/nationalstudent-database-requests-received>

To contact the DfE visit: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the relevant Trust school GDPR lead.

Details are available on the Beckfoot Trust website www.beckfoottrust.org

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations