



Ysgol Greenhill, Heywood Lane, Tenby  
 PEMBROKESHIRE, SA70 8BN  
 TEL: 01834 840100

**STUDENT INFORMATION FORM**

**IMPORTANT** Please read, complete and sign every section of this form. **THANK YOU**  
 This form is also available in Welsh/Mae'r eitem hon ar gael yn Cymraeg hefyd

**PERSONAL DETAILS** note: name must be that recorded on birth certificate/passport

LEGAL SURNAME \_\_\_\_\_ OTHER SURNAME \_\_\_\_\_  
(as appears on birth certificate/passport)

FORENAMES \_\_\_\_\_ CALLED NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ POSTCODE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_ MALE/FEMALE

HOME TELEPHONE NO: \_\_\_\_\_ STUDENT MOBILE NUMBER: \_\_\_\_\_

**Parent/Guardian 1** **In an emergency, should we call 1st / 2nd / 3rd / 4<sup>th</sup> (circle one only)**

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_

Gender \_\_\_\_\_ Male/Female Relationship to Pupil \_\_\_\_\_

Legal Guardian Yes/No Resides with Pupil Yes/No Member of Armed Forces Yes/No

ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ POSTCODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

WORK TELEPHONE NUMBER \_\_\_\_\_ Name of Employer \_\_\_\_\_

**Parent/Guardian 2** **In an emergency, should we call 1st / 2nd / 3rd / 4<sup>th</sup> (circle one only)**

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_

Gender \_\_\_\_\_ Male/Female Relationship to Pupil \_\_\_\_\_

Legal Guardian Yes/No Resides with Pupil Yes/No Member of Armed Forces Yes/No

ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ POSTCODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

WORK TELEPHONE NUMBER \_\_\_\_\_ Name of Employer \_\_\_\_\_

Please give details below of someone else who could be contacted in an emergency (e.g. grandparents, relative, friend or neighbour)

**Other Contact**

**In an emergency, should we call 1st / 2nd / 3rd / 4th (circle one only)**

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_

Gender Male/Female Relationship to Pupil \_\_\_\_\_

Legal Guardian Yes/No Resides with Pupil Yes/No Member of Armed Forces Yes/No

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

WORK TELEPHONE NUMBER \_\_\_\_\_ Name of Employer \_\_\_\_\_

**Other Contact**

**In an emergency, should we call 1st / 2nd / 3rd / 4th (circle one only)**

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_

Gender Male/Female Relationship to Pupil \_\_\_\_\_

Parental Responsibility Yes/No Resides with Pupil Yes/No Member of Armed Forces Yes/No

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

WORK TELEPHONE NUMBER \_\_\_\_\_ Name of Employer \_\_\_\_\_

**Siblings** (please list name and tutor group of brothers and/or sisters that currently attend Greenhill School)

\_\_\_\_\_  
\_\_\_\_\_

**Health Details**

Name and Address of Doctor \_\_\_\_\_

Tel. No. \_\_\_\_\_

Disability YES/NO If yes please give details and any provisions required \_\_\_\_\_

Current Medical Conditions/Dietary Needs that the school should be aware of

\_\_\_\_\_  
\_\_\_\_\_

**ABILITY TO SPEAK WELSH**

1. Can your child speak Welsh? YES  Please complete Questions 2 and 3  
NO

2. Fluency in Welsh (only answer these questions if you answered Yes to question 1)

a) -My child speaks Welsh fluently  b) My child speaks Welsh but not fluently

3. Does your child speak Welsh in the home? YES  NO

**I do not wish the information regarding Welsh language to be recorded**

4. Was the language first learned by your son/daughter as a small child English and/or Welsh? Yes  No   
If the first language your child learnt **was not** English and/or Welsh, what was the first language they learnt?  
(Your child may still be using this language at home or in your community). \_\_\_\_\_

**I do not wish information regarding the first language my child learnt to be recorded**

**ADDITIONAL INFORMATION**

- 1. Do you think your child is eligible for free school meals? Yes  No
- 2. Does your child travel by school transport? Yes  No
- 3. Is your child entitled to a free bus pass? Yes  No
- 4. Is your child a young carer? Yes  No
- 5. Does your child have a Statement of Special Education Needs? Yes  No

6. Do you consider your child to have any particular difficulties in school? \_\_\_\_\_

7. Do you consider your child to have any special talents? \_\_\_\_\_

8. Does your child play a musical instrument? If so, which and to what grade? -----

9. What is your child's religion? \_\_\_\_\_

**I do not wish the information regarding my child's religion to be recorded**

Name of Previous School(s)	Dates attended	Address	Tel no

**NATIONAL IDENTITY**

Your child's national identity relates to one of the groups listed below that he/she most identifies with.  
Please tick **one** box only

- Welsh
- English
- Scottish
- Irish
- British
- Other  Please Specify: \_\_\_\_\_

**I do not wish my child's national identity to be recorded**

Ethnicity – Please tick **ONE** on this page

WNAG	'New' Traveller		OMRC	Moroccan	
OAFG	Afghanistani		ANEP	Nepali	
BAFR	African		BNGN	Nigerian	
AAFR	African Asian		WOCC	Occupational Traveller	
WALB	Albanian		AOTA	Other Asian	
AOTH	Any Other Asian Background		BOTB	Other Black	
BOTH	Any Other Black Background		BAOF	Other Black African	
OOTH	Any Other Ethnic Background		COCH	Other Chinese	
MOTH	Any Other Mixed Background		OOEG	Other Ethnic Group	
WOTH	Any Other White Background		WOTG	Other Gypsy	
OARA	Arab		MOTM	Other Mixed Background	
MAOE	Asian and any other Ethnic Group		AOPK	Other Pakistani	
MABL	Asian and Black		WOTR	Other Roma	
MACH	Asian and Chinese		WOTT	Other Traveller	
ABAN	Bangladeshi		WOTW	Other White	
MBOE	Black And Any Other Ethnic Group		APKN	Pakistani	
MBCH	Black And Chinese		WPOL	Polish	
BEUR	Black European		OPOL	Polynesian	
BNAM	Black North American		WPOR	Portuguese	
WBOS	Bosnian-Herzegovinian		WRRR	Roma	
WOBG	British Gypsy		WOOR	Roma From Other Countries	
WBUL	Bulgarian		WRMA	Romanian	
BCRB	Caribbean		WRUS	Russian	
MCOE	Chinese And Any Other Ethnic Group		OSAU	Saudi Arabian	
CHNE	Chinese Or Chinese British		WSCA	Scandinavian	
WCRO	Croatian		WSER	Serbian	
WCZE	Czech		WSHP	Show Person	
OEGY	Egyptian		BSLN	Sierra Leonian	
BERI	Eritrean		CSNG	Singaporean Chinese	
WOER	EU Roma		ASNL	Sinhalese	
OFIL	Filipino		WSVK	Slovakian	
WFRE	French		WSVN	Slovenian	
WGER	German		BSOM	Somali	
BGHA	Ghanaian		WSPA	Spanish	
WGRE	Greek/Greek Cypriot		ASLT	Sri Lankan Tamil	
WRGG	Gypsy		BSUD	Sudanese	
WOOG	Gypsy From Other Countries		OSYR	Syrian	
CHKC	Hong Kong Chinese		CTWN	Taiwanese	
WHUN	Hungarian		OTHA	Thai	
AIND	Indian		WIRT	Traveller	
OIRN	Irani		WITH	Traveller Of Irish Heritage	
OIRQ	Iraqi		WTUR	Turkish/Turkish Cypriot	
WITA	Italian		WUKR	Ukrainian	
OJPN	Japanese		OVIE	Vietnamese	
AKAS	Kashmiri		WBRI	White-British	
OKOR	Korean		MWOE	White And Any Other Ethnic Group	
WKOS	Kosovan		MWAS	White And Asian	
OKRD	Kurdish		MWBA	White and Black African	
OLAM	Latin/South/Central American		MWBC	White and Black Caribbean	
WLAT	Latvian		MWCH	White and Chinese	
OLEB	Lebanese		WEUR	White and European Other	
OLIB	Libyan		OYEM	Yemeni	
WLIT	Lithuanian				
OMAL	Malay				
CMAL	Malaysian Chinese		NOBT	Information Not Obtained	
WMAL	Maltese		REFU	Information Refused	
AMPK	Mirpuri Pakistani				
WMON	Montenegrin				
				<b>I DO NOT WISH MY CHILD'S ETHNIC BACKGROUND TO BE RECORDED</b>	

# Privacy Notice:

## What the School, Local Authority and Welsh Assembly Government does with information it holds on Pupils

This Privacy Notice provides information about the collection and processing of pupils' personal and performance information by the Welsh Assembly Government, Pembrokeshire Local Authority (LA) and Greenhill School.

### The collection & processing of personal information

The school collects information about pupils and their parents or legal guardians when they enrol at the school. The schools also collect information at other key times during the school year. Information is also received from other schools when pupils transfer. Any personal or sensitive information you share with us will be used to provide you with services and any statutory duties The Local Authority is required to fulfil. The processing of your data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school and Local Authority as the data controller.

We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- provide catering and payment services
- communicate with our pupils and parents/carers
- safeguard and promote the welfare of students
- assist in the prevention or detecting of crimes (including CCTV)

### The sharing of personal information

#### Welsh Government (WG) & Local Authority (LA)

The School has a legal duty to share certain information about pupils with the Welsh Assembly Government as part of what is called the Pupil Level Annual Schools Census (PLASC). The Welsh Assembly Government uses this personal information for research (carried out in such a way that ensures individual pupils cannot be identified) and for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics)

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified.

In addition WG and the LA receive information regarding National Curriculum assessment and Public Examination results and attendance data at pupil level.

#### Organisations who may share personal information

Information held by the School, LA and the Welsh Government on pupils, their parents or legal guardians may also be shared with other organisations when necessary including the Auditor General for Wales and the Local Health Board (School Nurse). For example if the sharing of information would protect a child's safety or, if the sharing is strongly in a child's best interest. We will not give information about our pupils to anyone without your consent unless the law allow us to do so.

We may need to share your child's personal information within the Local Authority and other services (e.g. a training provider) as part of Welsh Government's Youth Engagement and Progression Framework, a process designed to support your child's learning, and help them progress into further education, employment or training. We will only share the minimum amount of information necessary with whom we are legally obliged.

Examples of information we may need to share include:

Name,  
Date of birth,  
Examination results,  
Barriers to learning

#### Pupils Aged 14 or Over

The information you supply will be used by the Chief Executive of Skills Funding, to issue your child with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at <http://www.learningrecordsservice.org.uk/learnparent/>.

#### Your Rights & Accessing Personal information held about your child

Pupils have certain rights under the General Data Protection Regulation 2016, including the **right of access**- to be given access to personal data held about them. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish or, to give consent for a parent or guardian to act on their behalf. A parent or guardian would normally be expected to make a request on a child's behalf if the child is younger than 12 years of age.

**The right to rectification** - You have the right to ask to have your information corrected.

**The right to restrict processing may apply** - You may request that we stop processing your personal data in relation to any council service. This may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.

**The right to object - This** is not an absolute right and will depend on the legal basis for processing your personal data.

If you wish to access your personal data, or that of your child, then please contact the school in writing.

#### How long do we keep hold of your information?

We will only hold the information provided to us for as long as is required by law and to provide you with the necessary services. Data will be held in accordance with our retention schedules and will be securely disposed of once it is no longer required. For example, financial information such as Invoices are destroyed after 7 years. For further information on retention schedules, please contact the school.

### Other information

The Welsh Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security. The Welsh Government, LA and School will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

### Seeking further information

For further information about the personal information collected and how it is used or, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact;

- the school on 01646 682461
- your Local Authority Data Protection Officer on 01437 775503. E-mail: [DataProtection@pembrokeshire.gov.uk](mailto:DataProtection@pembrokeshire.gov.uk)
- **the Welsh Government's data protection officer at, The Welsh Government, Cathays Park, Cardiff, CF10 3NQ;**
- The Information Commissioner's office help line can be contacted on 03031231113;  
**Customer Contact:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.  
Information is also available from [www.ico.gov.uk](http://www.ico.gov.uk)

### Consent

I agree that any images/recordings taken by the school may be used for educational or publicity purposes

**I give consent**

**I do not give consent**

I agree that medical treatment may be administered to my son / daughter in the event of an emergency and that all relevant medical information has been given to the School

**I give consent**

**I do not give consent**

I agree that the School can contact me by email for matters relating to my child specifically and general information such as the School Newsletter. I understand that the school will provide general information via email and website and by no other means.

**I give consent**

**I do not give consent**

Parent/guardian

signature: \_\_\_\_\_

PRINT NAME IN BLOCK CAPITALS \_\_\_\_\_

Date: \_\_\_\_\_