



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 / 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 _____

Parent/Guardian 2 **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 _____

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 |
|----------------------------|----------------|---------|--------|
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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 | | | | |
| | | | | I DO NOT WISH MY CHILD'S ETHNIC BACKGROUND TO BE RECORDED | |

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

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
- **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

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: _____