



Ref: Admissions/NewIntake/DataLegislation

May 2023

Dear Parent/Carer

In keeping with the General Data Protection Regulation, we would be grateful if you would complete the attached Data Collection Admission Form, details of which will be kept on computer file.

**I would be grateful if you could check your child's details and complete all blank sections.**

We must be provided with a minimum of two emergency contacts. Details of all those with parental responsibility for the child **MUST** be included on the form. Please provide the names and addresses of those people, together with the name, address, telephone number and email address of the person with whom the child is living. You are not obliged to answer the questions but it would be helpful if you do so because it will enable the school to keep you informed of your child's education and progress and allow you to exercise your rights.

**The following guidance may be of help to you in completing the form.**

#### **Legal Surname**

Children should be registered under the surname which is on their birth certificate unless evidence is produced that their name has been legally changed by adoption, change of name deed etc. It is vital this information is correct as it will appear on any examination certificates which a child receives.

The school will normally record students' surnames as those shown on their birth certificate. If the parent or guardian registering the student with the school wishes to use a surname other than that stated on the child's birth certificate, a written explanation for the difference should be supplied to the school at the time of registration.

If the school is subsequently requested to change that surname then it can only do so with the consent of all those with **parental responsibility** for the child.

Therefore, before we are able to amend student records with new name details we must receive a letter stating:

- student's current surname
  - student's new surname
  - legal document as proof of change of name
  - that all those with parental responsibility for the student are aware of, and agree to the change
- or;
- that you have sole parental responsibility for the student

It is advised that all parents, whether they have parental responsibility or not, are at least aware of any change to students' surnames.

The changing of names is a private law matter and should be resolved between parents/carers and the school cannot be held responsible for any disagreements that may arise following name changes.

## **Parental Responsibility**

### **Defining 'Who is a parent?'**

It is important that schools and local authorities are aware that parents may be recognised differently under education law than under family law.

For the purposes of education law, section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be an adoptive parent, step-parent, guardian or other relative);
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

### **What is Parental Responsibility?**

In family law, parental responsibility means all the rights, duties, powers, responsibilities and authority that a parent has in relation to the child. People other than a child's natural parents can acquire parental responsibility through:

- being granted a child arrangements order determining that the child should live with him or her, or if the court determines that a parent should only spend time with the child, the court may also decide to grant parental responsibility;
- being appointed a guardian or special guardian;
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare);
- adopting a child;
- when a child is placed with prospective adopters they get parental responsibility along with others holding parental responsibility, such as the local authority;
- obtaining a parental order following surrogacy;
- (in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.

Civil partners have parallel (as far as possible, identical) rights to married people. The same provisions for married people apply to them in terms of acquiring (i.e. in the case of adoption, agreement with their civil partner or by an order from the court) or holding parental responsibility.

Where a child's father and mother were married to each other at the time of the child's birth they each have parental responsibility for the child. Where the parents are not married to each other, the child's father can gain parental responsibility:

- by registering the child's birth jointly with the mother;
- by subsequently marrying the child's mother; or
- through a 'parental responsibility agreement' between him and the child's mother which is registered with the court; or
- by obtaining a court order for parental responsibility.

Where two female parents have a child through fertility treatment, the mother's female partner is treated in the same way as a father.

In addition, a local authority can acquire parental responsibility if it is named in the care order for a child.

**More than one person can hold and exercise parental responsibility for a child. The parental responsibility of one party does not stop simply because another person is also given it. So, in some cases several people may be regarded as being the 'parent' of a child.**

## **Medical Information**

Vision, colour vision, (spectacles), hearing, asthma, diabetic, eczema, epilepsy, migraine, allergy or any other medical condition should be briefly summarised.

## **Service Children in Education Indicator**

If a child has a parent or parents who are serving in the regular armed forces (including children with a parent who is on full commitment as part of the full time reserve service) or one of their parents has died whilst serving in the armed forces (& they receive a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme) please contact the School. (If you decide to declare this status we will need to see your Military Identification (ID) Card.) Service children attract a premium awarded to the school & is designed to assist the school in providing the additional support that these children may need. Please note, however, that data on individual children is not being shared with the Ministry of Defence.

## **Equal Opportunities – Collection and Recording of Students' Ethnic Background**

The Information Commissioner has advised that students aged 11–15 are considered capable of deciding their own ethnic identity. The DfE recommends that this decision be made with the support and knowledge of the parent or guardian. Students aged 16 and over are recommended to make their own decision.

The information you provide will be used to compile statistics on the school careers and experiences of children from different backgrounds, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly and the information will not be used for any other purpose. From time to time this information will be passed to the Local Education Authority and the DfE to contribute to local and national statistics. Information about your child's ethnic background will be passed on to any other school to which your child transfers to save you having to be asked for it again. You can ask to check your child's information at any time, and, if you wish, have the ethnic background changed or removed.

***Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.***

Please study the list below and choose the relevant description and indicate ethnicity on the enclosed data sheet. **Please also indicate whether the section was filled in by a parent or the student.**

## **Ethnic Background**

White – British	White and Black Caribbean	Indian	Gypsy
White – Irish	White and Black African	Pakistani	Gypsy/Roma
White – Northern Irish	White and Asian	Bangladeshi	Other Gypsy Roma
Traveller of Irish Heritage	Any other Asian background	Chinese	Roma
Any other Black background	Any other ethnic background	Black African	
Any other White background	Any other mixed background	Black Caribbean	

## **English as an Additional Language**

“First Language” is the language to which the student was initially exposed during early development and continues to be exposed to in the home or in the community. If the student was exposed to more than one language during early development the language other than English should be recorded, irrespective of the student's proficiency in English. If a student acquires English subsequent to early development, then English is not their first language no matter how proficient in it they become.

## **CCTV in School**

Culcheth High School operates a CCTV system in school and around the school premises. Recorded material is stored in a way that maintains the integrity of the image. This is to ensure the rights of individuals recorded by the CCTV system are protected. Once there is no reason to retain the recorded images, they will be deleted by the Facilities Manager. Recorded images are viewed in a restricted area, such as a designated secure office. Monitors are correctly sited to eliminate casual viewing.

The CCTV system and the images produced are controlled by the Facilities Manager who is responsible for how the system is used and its purpose (which is a legal requirement of the General Data Protection Regulations).

### **Keep Kids Safe/MyED School App (Iris Reach) – School Communication System**

Of paramount importance to our school is the safety of the students and effective communication with parents/carers. We have made use of the latest technology and have implemented a system to improve this communication. The Keep Kids Safe at School™ system securely sends text messages, automated voice broadcasts and emails direct to parents and carers with **the first priority contact details**.

If your child is absent you may receive an app, text or voice message informing you of the absence and requesting that you either message or call the school to explain this. You may also receive app messages, text messages or voice messages from time to time, informing you of events, such as review days, notification of parents evening, school closure etc. Any message that is sent from the school will show Culcheth High School as the sender or in the body of the message.

**The key to the success of this system is that we have the correct details for contacting you so we will utilise the information that you have provided to us.** Please ensure that you inform the school of any changes to these details when they occur.

Please return the Data Collection form to Culcheth High School Office as soon as possible.

Yours faithfully

A handwritten signature in black ink, appearing to be 'CPH' with a stylized flourish at the end.

C P Hunt (Mr)  
Headteacher