# Data Collection Sheet

# Please ensure that all relevant boxes are completed. Please provide us with a minimum of two people and their contact details for emergencies. Thank you.

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s Legal Surname:** |  | **Child’s Surname:****(*if different*)** |  |
| **Forename:** |  | **Middle name:** |  |
| **Chosen name:****(*If different*)** |  | **Gender:** |  |
| **Date of Birth:** |  |  |  | **Class:**  |  |
| **Home Address:**  |  |
| **Post Code:** |  | **Home Telephone:** |

|  |
| --- |
| **Please give details of all persons who have parental responsibility** and anyone else you wish to be contacted in an emergency.(Place them in the order that you wish for them to be contacted in an emergency.) ***Please give a minimum of 2 contacts****.* |
| **Priority ?****Please circle** | **Name/Relationship to child** | **Home Address/Phone/Mobile** | **Work Address & Phone****(Including department or extension if applicable)** |
| **1****Or****2** | **MOTHER / GUARDIAN****Full Name:****Parental responsibility**:Yes / No  | **Home Address:****Tel:** **Mobile:** **Email:** | **Work Address:** **Work Tel:**  |
|  |
| **1****Or****2** | **FATHER / GUARDIAN****Full Name:****Parental responsibility:**Yes /No | **Home Address:****Tel:** **Mobile:** **Email:** | **Work Address:** **Work Tel:**  |
|  |
| **3** | **Full Name:****Relationship with child**: | **Home Address:****Tel:** **Mobile:** **Email:** | **Work Address:** **Work Tel:**  |
|  |
| **4** | **Full Name:****Relationship with child:** | **Home Address:****Tel:** **Mobile:** **Email:** | **Work Address:** **Work Tel:**  |

|  |  |
| --- | --- |
| **GP Name and Surgery** |  |
|  |  |
| **Address:** |  |
| **Telephone Number:** |  |

|  |
| --- |
| **Medical Conditions**: |
|  |
| **Disabilities:**  |
|  |
| **Dietary Requirements:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnicity:** |  | **Religion:** |  |
| **Home Language:** |  | **Child First Language:** |  |
| **Mother First Language** |  | **Father First Language** |  |
| **Forces Family** | Yes / No | **NHS Number** |  |
| **GDPR Act 2018:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. |
| **Signature:**  | **Date:** |