



Admissions Booklet

Student Name:	
----------------------	--

There are several pieces of information which we must collect from you and agreements/consents that must be signed before your child joins us.

Please complete this booklet and return it as soon as possible. Your child will not be admitted to Royds School until this booklet is returned.

Declaration	
I confirm that the information supplied in this booklet is correct to the best of my knowledge and I agree to the terms of the privacy notice at the back of the booklet.	
Signature:	
Print Name:	
Relationship to Student:	
Date:	

Basic Student Information

Basic Information			
Surname:		Legal Surname:	
Forename:		Middle Name(s):	
Chosen name:		Gender:	
Date of Birth:		Year Group:	

Legal Surname: If your child uses another surname it is important that we still know their legal surname as any external examinations have to be registered in their legal surname.

Siblings If there are brothers/sisters in the school, please give the full name and present form. Also, if there are younger siblings, please state their current primary school.			
Name:		Form / Primary School:	
Name:		Form / Primary School:	
Name:		Form / Primary School:	
Name:		Form / Primary School:	

Home Address	
House Number and Street:	
Town:	
Postcode:	
Home Telephone Number:	

Ethnicity			
White British		White Irish	Traveller of Irish Heritage
Gypsy/Roma		White/Black African	White Eastern European
White/Asian		White/Black Caribbean	White Western European
Indian		Black Caribbean	Black African
Bangladeshi		Kashmiri Other	Kashmiri Pakistan
Other Pakistan		Other Asian	Chinese
Any Other Ethnic Group		Any other Black Background	Any Other Mixed Background
Refused			

Please (✓) the appropriate box.

Languages used at home			
First language used at home:			
English as a second language:	Yes	No	Please select YES if English is not the main language spoken in the home. Please select NO if English is the main language or the only language spoken in the home.
Religion (please state):			
Country of Birth:			
Nationality:			

Educational History			
Previous School	Address	Start Date	Leaving Date

Emergency Contacts

Please give details of people who can be contacted in an emergency. Royds School requires at least **three** different emergency contacts to ensure we can contact you if your child is ill at school. The admission form clearly states the priority in which we will contact individuals. It is important that if any of the contact details change e.g. telephone, mobile number, address, that you let the school office know immediately in case of any emergency. Please email office@roydsschool.org

Priority 1: Primary Contact/Carer - The person who lives with the child				
Surname:		Forename:		
Title:		Gender (M/F):		
Home Tel No:		Work Tel No:		
Mobile Number:				
E-Mail:				
Relationship to Child:				
Does the person named above have Legal Parental Responsibility for the child?	Yes		No	

If you would like two Gateway accounts (see page 5) contact 2 must be a parent/carers.

Priority 2: Secondary Contact				
Surname:		Forename:		
Title:		Gender (M/F):		
Home Tel No:		Work Tel No:		
Mobile Number:		Address if different to priority 1:		
Email:				
Relationship to Child:				
Does the person named above have Legal Parental Responsibility for the child?	Yes		No	

Priority 3: Additional Contact				
Surname:		Forename:		
Title:		Gender (M/F):		
Home Tel No:		Work Tel No:		
Mobile No:		Email:		
Relationship to Child:				
Does the person named above have Legal Parental Responsibility for the child?	Yes		No	

School Gateway Account

We have a messaging system called 'School Gateway' which allows you to see information about your child's attendance, behaviour and rewards as well as receiving messages from us. Reports which are issued three times a year will be sent to this email address. It is therefore important that gateway contacts are not mixed up with emergency contacts, which for example, are often grandparents. It is especially important email addresses are correct, as this is our main medium of contact.

School gateway accounts can only be registered for parents/carers.

It would be beneficial if parents who do not live at the same address could set up a joint email account purely to receive school correspondence.

Gateway contact one should match the primary carer details on the previous page.

School Gateway Contact One				
Surname:		Forename:		
Title:		Gender (M/F):		
Email Address:				
Relationship to Child: (Parent/Step Parent)				
Does the person named above have Legal Parental Responsibility for the child?			Yes	No

We appreciate some children may live in two separate residences with different parents. In such cases, a second gateway account can be added to enable both parents to receive communication from school with regard to letters and reports etc. If you would like a second gateway account, please complete the box below.

School Gateway Contact Two				
Surname:		Forename:		
Title:		Gender (M/F):		
Email Address:				
Relationship to Child: (Parent/Step Parent)				
Does the person named above have Legal Parental Responsibility for the child?			Yes	No

Home Circumstances and Support

To enable transition to be as smooth as possible, please give details of any agencies that are currently involved with, or have been involved with your child or family within the last 12 months.

Please (✓) the appropriate box.

Educational Support	✓	Family Support	✓
Visual Impairment		Social Services	
Stars/Autism Support		CAMHS	
Hearing Impairment		Family Support/Cluster	
Educational Psychology		Attendance Intervention Team	
Physiotherapy		Mindmate	
ADHD support/medication		Barnados	
SENIT Behaviour Support		Bereavement Services	
Speech and Language Therapy		MST/Signpost	
Occupational Therapy		Counselling Services	
Any Other – Please state below		Any Other – Please state below	

Additional circumstances	Yes	No
Does your child have an EHCP?		
Are your family subject to an Early Help Plan?		
Is your child a young carer?		
Is your child under a special guardianship order or adopted?		

Name of Social Worker (if applicable):	
---	--

Medical Information

Doctor's Name:		Tel No:	
Address of Practice:			
Medical Conditions / Allergies of which the school should be aware:			
Asthma		Allergy: Please give details below	
Diabetes		Other: Please give details below	
Epilepsy			
Heart Condition			
I wish to speak to a member of staff regarding my child's medical information.			

Please note only EpiPens and inhalers can be carried by students around school. All other medication must be given in at Student Services. Our Medical Welfare Officer reserves the right to administer a lower dosage than that requested by a parent (not on a printed pharmacy label) if the parental instruction contravenes NICE guidelines.

Additional Needs

Royds School is committed to meeting the learning needs of all our students. To enable us to tailor our lessons to individual student's learning styles, monitor and track students' progress effectively and put additional support in place if appropriate please answer the following questions:

Royds School uses the definition of disability given in the Equality Act (2010): 'a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.'

'Substantial' This is more than minor or trivial. For example, it takes much longer than it usually would to complete a daily task like getting dressed.

'Long-term' This means 12 months or more. For example, a breathing condition that develops as a result of a lung infection.

Do you consider your child to have a disability?	Yes / No
If yes, please give details:	

Royds School uses the definition of a learning difficulty given in the SEN Code of Practice (2001): 'a child who has **significantly** greater difficulty learning than the **majority** of children of the same age.'

Do you consider your child to have a learning difficulty?	Yes / No
If yes, please give details:	

Additional Miscellaneous Information

Please provide us with a specimen of your signature for our records.

	Parent / Carer Name	Parent / Carer Signature
1.		
2.		
Date:		

Travel Arrangements to and from School

Please indicate the main method of transport (1) and then a secondary method (2) e.g. should a bus not arrive.

Car/Van		Bus		Taxi	
Bicycle		Walks		Authority Arranged Transport	
Car Share		Other			

Catering Arrangements

School Dinner Paid		School Dinner Free		Sandwiches		Other			
Does the named child qualify for Free School meals?						Yes		No	
Special Dietary Needs e.g. Gluten Free / Nut Free									

Please (✓) the appropriate box.

Support, Intervention and Enrichment

You may be aware that schools receive additional funding known as Pupil Premium for students who have been in receipt of free school meals at any point in the last six years. Schools also receive this funding for children who have been looked after continuously for more than six months, and children of service personnel. At Royds School we focus on three key areas: support, intervention and enrichment. In order to apply for this additional funding, we rely on families to inform us if their children meet these criteria. Could you please therefore complete the table below. All information received will be treated in strictest confidence but will help the school to obtain the funding it requires from the Department for Education to operate effectively.

I confirm that my child meets the following criteria for the Pupil Premium:

My child has been adopted from care	
My child left care under a Special Guardianship Order (SGO)	
My child left care under a Residence Order (RO)	
Their parent/carer is in the Military Forces	
My child has been in receipt of Free School Meals during the last 6 years.	

Permissions

Internet Access

I have read and understood the School Email and Internet Acceptable Use Policy and give permission for my child to access the internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of the material accessed through the internet. The school will not be held liable for any damages arising from the use of the internet facilities.

I agree with the above statement.

I disagree with the above statement.

Web Publication

I consent to images of my child or their work being published on the school website or social media

I agree with the above statement.

I disagree with the above statement.

Photographs

I give consent for photographs of my child to be published both inside and outside the school and online in accordance with the school rules that photographs will not identify individuals i.e. where an image is used, a full name will not also be used. Consent will normally be sought from students at the time a photograph is taken and also before external publication

I agree with the above statement.

I disagree with the above statement.

Biometric Information

Royds has implemented a cashless catering system that identifies students using a thumbprint. This thumbprint is not recorded as an image and cannot be used for any purpose other than on the cashless catering system. I consent to my child's biometric information being recorded for this purpose.

I agree with the above statement.

I disagree with the above statement.

Consent for Information Sharing

I have read and understood Royds School's Privacy Policy for student information and understand how my child's information may be used and shared. I consent to my child's information being shared through the school's information management system (SIMS) and with third parties provided it is for the purpose of school activities such as work experience or safeguarding. Information is never shared for commercial purposes.

I agree with the above statement.

I disagree with the above statement.

Extra-Curricular

I give permission for my child to participate in extra-curricular clubs, representative sport or voluntary roles e.g. coaching in primary schools. I consent to my child travelling in hired transport or the school mini bus to these events with a member of staff. I will ensure my child is collected promptly from school after practices, rehearsals, matches or events.

I agree with the above statement.

I disagree with the above statement.

Vandalism

I understand that if a student deliberately damages or steals any school property a bill will be raised to the student's family to reimburse the school for any repairs or replacements required as a result.

I understand my parents will be required to pay for any deliberate damage that I cause.

I agree with the above statement.

I disagree with the above statement.

Online Behaviour

I understand that any abuse or bullying online against either staff or students will not be tolerated. I will remember this and be mindful with the comments I make on social media. I understand that false allegations or abuse against members of staff online will be referred to the police if appropriate.

I agree with the above statement.

I disagree with the above statement.

Anti-Bullying Charter

I have read and understood the Anti-Bullying Charter

I agree with the above statement.

I disagree with the above statement.

Signature

Parental Signature:

Student Signature:

Date

Royds School: Home School Agreement

Aspiration: Dream Big

Student	<p>I will have a positive attitude to learning: arrive to lessons on time, fully equipped and always strive to do my best.</p> <p>I will strive to meet the school's high expectations of me both as a leader and a learner.</p> <p>I will make a positive contribution in our learning community.</p>
Family	<p>I will make every effort to attend parents' evenings and key events in school.</p> <p>I will support my child's aspirations.</p> <p>I will participate in activities with my child, recommended by the school, to support character development and enrichment of the school's values beyond the school day.</p>
School	<p>We will promote high expectations, good behaviour and positive attitudes.</p> <p>We will role model the characteristics of an effective leader and learner.</p> <p>We will promote life skills and career development opportunities to prepare for adult life.</p>

Resilience: Be Determined

Student	<p>I will embrace challenges head on and never give up; I will see failure as a positive - a learning experience.</p> <p>I will recognise that hard experiences are part of learning and growing up and that school will support me to flourish.</p> <p>I will go to all lessons, try my best (even if I don't like them) and handle all issues responsibly and with maturity.</p>
Family	<p>I will support attendance and punctuality aspiring to achieve 100% attendance, pro-actively seeking solutions to ensure my child attends school, even if there are issues with things such as transport or friendship dilemmas.</p> <p>I will encourage my child to keep going even in times of adversity and work constructively with school.</p>
School	<p>We will work in partnership with families to ensure the best interests of our students.</p> <p>We will support students to learn from setbacks, embrace them and not be afraid to try again.</p>

Respect: Communicate with Kindness

Student	<p>I will be an ambassador for school; I will do the right thing even when no one is watching.</p> <p>I understand that school staff are here to help and support me and will interact with them and my peers in a positive and respectful manner.</p> <p>I know that bullying or harassment are never acceptable, including on social media, and will act to stop it.</p>
Family	<p>I understand the importance of working in partnership with the school.</p> <p>I will communicate appropriately and constructively, pro-actively making the school aware of any social, emotional or academic barriers to learning.</p> <p>I will monitor my child's use of technology, particularly social media. I will promote and role model positive behaviour online and offline for my child.</p>
School	<p>We will educate families on online risks and the positives associated with technology.</p> <p>We will promote diversity and equality.</p> <p>We will do everything in our power to ensure that students are safe from bullying, harassment or any other danger.</p> <p>We will maintain effective communication channels with parents and carers.</p>

Initiative: Solve Problems

Student	<p>I will stay calm when things do not go to plan and try to work out a solution for myself before asking for help.</p> <p>I will try my best when I am given challenges that are outside my comfort zone. I know this helps me learn.</p> <p>I will join in with extracurricular activities or new experiences even if they are unfamiliar or make me nervous.</p>
Family	<p>I will, in times of challenge, maintain effective and respectful communication in partnership with school.</p>

	<p>I will support my child with home learning, making sure they have the right space and conditions to learn.</p> <p>I will encourage my child to access enrichment activities at school including revision sessions and extra help offered.</p>
School	<p>We will provide a broad range of experiences that allow students to develop initiative and broaden horizons.</p> <p>We will identify barriers to learning and work with families to ensure appropriate interventions are in place.</p>

Reflective: Never Stop Learning

Student	<p>I will take responsibility for my own actions, take pride in my achievements and accept the consequences of poor choices.</p> <p>I understand and accept that there is always more to learn. This is how we grow.</p> <p>I understand the importance of independent learning and I will complete all tasks on time and to the best of my ability.</p>
Family	<p>I will support decisions made by the school and understand that sometimes certain information cannot be shared.</p> <p>I will role model a positive attitude to school and education to foster a love of learning for my child.</p>
School	<p>We will create an environment that allows students to focus on learning.</p> <p>We will work in collaboration with students, parents and the wider community to constantly reflect on what we offer, how we offer it and our vision to ensure it meets the needs of our learners and community.</p>

Signatures: I agree to abide by the principles outlined above

Student signature:		Print name:		Date:		Form:	
Family signature:		Print name:		Date:		Relationship:	



Emergency Closure Arrangements Agreement

Name		Form	
Sibling 1 Name		Sibling 1 Form	
Sibling 2 Name		Sibling 2 Form	
Sibling 3 Name		Sibling 3 Form	

Please select a statement from Category A

A	Go home on the bus (if buses are running)	
A	Not allowed on the bus	

Please select a statement from Category B

B	Walk home with sibling(s).	
B	Walk home individually i.e. without siblings.	
B	Wait at school until collected with sibling(s) within an hour of closure.	
B	Wait at school until collected within an hour of closure.	

By selecting this option, parents accept responsibility and liability for the safety and actions of their child once they have left the school site. Royds School reserves the right to decline this option if the school believes there is a safety risk either to, or cause by, a student and may insist upon a parent collecting from the school directly.

Your choices from the statements above will be maintained unless we are notified officially by email (office@roydsschool.org). Changes cannot be made on the day of closure. Precise safeguarding arrangements are in place to direct students to specific areas and modes of dismissal based on your response.

Print Name		Relationship to child:	
Signature		Date:	

Email and Internet Acceptable Use Agreement

Students are permitted access to the school's computer systems and the internet. Access to the internet is through a filtered service which will block inappropriate content and alert staff. Students have a school email address and Office 365 account. This is the only email address which should be used for school purposes and will be the only one where attachments can be opened in school. Inappropriate use of or damage to equipment will result in a withdrawal of access and bills raised to parents in line with our Vandalism Policy.

Please make sure you follow these rules:

- Always use your own username and password for accessing email and the network.
- Do not let anyone else know your username and password.
- Do not leave a computer with your account logged in.
- Be aware that everything you do on the school network and internet is monitored.
- Do not attempt to visit offensive websites.
- Never download software, video or music files unless you have been specifically instructed to do so by a teacher.
- Do not attempt to install software on machines.
- Do not use chat rooms or social media in school time.
- Never copy or paste other people's work without their permission and acknowledging where it is from.
- Do not eat or drink in IT rooms.
- Do not attempt to upload software, viruses or inappropriate material onto the network,
- Do not attempt to access files or programmes that are not yours or you have not been given permission to open.
- Do not damage or tamper with equipment or take it away from where it is supposed to be.
- Look after the equipment and report any problems immediately to a member of staff.

If you are in any doubt about computer issues, please ask a member of staff. Breaches of these rules will result in disciplinary procedures and notifications to parents. Please remember that computer use is a privilege, not a right and a can be removed at any time.

Student Agreement

I have read and understood the school's Email and Internet Acceptable Use Policy. I will use the computer system and internet in a responsible way and obey these rules at all times.

Signature:		Date:	
Name:		Form:	

Parent / Carer's Consent

I have read and understood the school's Email and Internet Acceptable Use Policy. I give permission for my child to access the internet. I understand the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of material accessed through the internet. I agree the school is not liable for any damages arising from the use of internet facilities.

Signature:		Date:	
Name:		Relationship:	



Privacy Notice for Student Information

Under the new General Data Protection Regulation (GDPR), we have to inform students and their families how we use their personal information.

What information do we hold?

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

- Personal information such as your name, date of birth, gender, unique student number, address, phone number or email address.
- Characteristics such as your ethnicity, language, nationality, country of birth and free school meal eligibility or whether you have had free meals in the past.
- Welfare information such as whether you have a medical condition (e.g. if you take medicine, how we need to look after you), if you have any allergies or if you have had any child protection support such as Social Care.
- Contact information for parents and carers e.g. names, email addresses, phone numbers and the relationship to the student.
- School information such as which schools you have attended previously or your form, courses studied and timetable information.
- Special educational needs information such as type of need and supporting documentation.
- Attendance information such as how many sessions attended, number of absences and absence reasons.
- Assessment information like STEP marks or test or exam grades.
- Behaviour, exclusion and rewards data.
- Permissions granted so that we know what parents or carers have authorised students to do or have read and understood documents like the home school agreement.
- Biometric information: thumb prints are stored to operate the cashless catering system.

Why do we collect and use this information?

We use student data to:

- support student learning and make sure we give the right support to students.
- monitor and report on student progress.
- provide appropriate pastoral care and safeguard our students.
- assess the quality of our services.

- comply with our legal requirements such as returns to the Department for Education or Health and Safety legislation.
- comply with the law regarding data sharing.

What is the lawful basis on which we use this information?

We collect and use most student information under Article 6 (1)(c) Legal Obligation or Article 6 (1)(e) Public Task of the General Data Protection Regulations. Although this list is not definitive, the majority of our legal obligations stem from:

- Health and Safety Act 1974
- Limitation Act 1980
- Children's Act 1989 and 2004
- Control of Asbestos at Work Regulations 1996 and 2012
- Education Act 1996, 2002 and 2011
- The Control of Substances Hazardous to Health Regulations 1997 and 2002
- School Standards and Framework Act 1998
- Terrorism Act 2000 and CTSA 2015
- Education (Pupil Information) Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006, 2010, 2011, 2013 and 2016
- Safeguarding Vulnerable Groups Act 2006
- School Information (England) Regulations 2008
- Children and Young Persons Act 2008
- Designated Teacher (Looked After Pupils etc) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Children and Families Act 2014
- Care Act 2014
- Special Educational Needs and Disability Regulations 2014

Where special category data is processed, this is done under:

- Article 9(2)(a): explicit consent
- Article 9(2)(b): legal requirement. This is usually as part of census required by the Department for Education or to fulfil equality monitoring requirements.
- Article 9(2)(h): duty of care and healthcare.

How do we collect student information?

While 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 General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

How do we store student data?

As a rule, we dispose of data at the first possible opportunity or anonymise it, so it is no longer identifiable to an individual. We have to store different pieces of information for different lengths of time depending on which piece of legislation governs it.

As a rule, most student data is retained while a student is at school and passed to a new provider or is archived and kept until a student's 25th birthday.

Specific information on retention periods is available in the school's Records Management Policy.

Who do we share student information with?

We routinely share student information with:

- Schools or education providers that the students attend after leaving or where a managed move or alternate provision arrangement is being set up.
- Leeds City Council (our local authority) or a student's local authority if different and required.
- the Department for Education (DfE) and Education Skills Funding Agency (ESFA)

We share information with several third-party providers or partnerships which are crucial to school operation, many are IT systems. The school has appropriate arrangements in place to ensure the security of the data we pass to them. This list includes some of the most common but is not exhaustive:

- SIMS. This is the main school information management system run by Capita.
- Microsoft.
- SISRA runs all school performance data and data analysis.
- CPOMS run by Meriec is used for all child protection and welfare records.
- ParentPay and Nationwide receive information needed to run the canteen and payments systems including biometric information.
- School Gateway run by SchoolComms is used for parental communication and engagement.
- EntrySign is used for signing students in and out as well as visitor entry.
- Better and Bright are the preferred supplier for school uniform bundle so names of students are shared to allow them to provide students with their uniform.

Leeds City Council secure IT systems such as SAM (school's admission system), Synergy (for securely sharing SEN information) or Evolve (for arranging educational visits) are used.

The school is part of several school to school support alliances such as PiXL, the Red Kite Alliance and Leeds City Council's SLDM programme. Student data is not routinely shared however activities such as group moderation take place where data may be discussed in general terms.

There are many other third-party welfare agencies that we share information with when required. Unless exceptional circumstances apply, consent to share information will normally be sought. This list includes some of the most common but is not exclusive:

- School Nursing Team and other healthcare support agencies.
- Social care, a student's local cluster or support agencies such as CAMHS.
- Education Psychologist and other support agencies e.g. STARS or Scope.
- West Yorkshire Police through the Safer Schools Partnership.
- Local primary schools.
- Exam boards.

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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013. 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 as follows:

- youth support services
- 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 as follows:

- youth support services
- careers advisers

For more information about services for young people, please visit Leeds local authority website.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) 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.

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. 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/national-student-database-user-guide-and-supporting-information>.

The DfE 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 its 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
- 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-protection-how-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/national-student-database-requests-received>

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

How do I request access to my 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 School Office.

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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

