

FOR SCHOOL USE ONLY

Admission No:		Form:		UPN No:	
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	Date		Date
Received in school		Timetable entered on SIMS	
Entered on admissions database		Date Pupil to Start	
Copy to AHH (original retained by attendance administrator)		Original form sent to SSM (in clearly labelled folder)	
Entered onto SIMS			

PUPIL ENTRY DATA – BROADWAY ACADEMY

DO NOT COMPLETE IF ALREADY DONE THROUGH THE ONLINE SYSTEM

PLEASE COMPLETE ALL SECTIONS

- 1. PERSONAL DETAILS:** [PLEASE NOTE THAT ALL DETAILS CONTAINED IN THIS FORM ARE COVERED BY THE DATA PROTECTION ACT. Please read the attached privacy notice for more information.]

Legal Forename: _____ Legal Surname: _____

Middle Name(s): _____ Preferred Name: _____

Date of Birth: _____ Gender: Male ☐ Female ☐

Address: _____

_____ Post Code: _____

Name of Father: _____ Name of Mother: _____

Mobile: _____ Mobile: _____

Telephone Number: _____ Telephone Number: _____

Father's Country of Birth: _____ Mother's Country of Birth: _____

Father's E-mail Address _____ Mother's E-mail Address: _____

Pupil's Country of Birth: _____ Pupil's Date of Entry into UK: _____

Language at Home: _____ (Spoken) _____ (Written)

Interpreter required? If so what language: _____

Other children attending Broadway – Please give Name(s) and Form(s): _____

2. EMERGENCY CONTACTS:

Should we be unable to contact parents we need names of other reliable adults to contact in an emergency.

Emergency Contact (1)

Name: _____

Address: _____

Telephone No: _____

Emergency Contact (2)

Name: _____

Address: _____

Telephone No: _____

Relationship to Pupil: _____ Relationship to Pupil: _____

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3. MEALS: What will your child do for lunch – please tick one box only:

|                                            |  |
|--------------------------------------------|--|
| My child will pay for School Dinners       |  |
| My child is entitled to Free School Meals* |  |
| My child will bring in Sandwiches          |  |

\*If your child is entitled to Free School meals, please obtain and provide an eligibility code from the current School

Eligibility code \_\_\_\_\_

|                             |  |             |  |
|-----------------------------|--|-------------|--|
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| Free Meals Reference Number |  | Expiry Date |  |

4. MEDICAL INFORMATION:

NHS Number: \_\_\_\_\_ Medical Practice: \_\_\_\_\_

Doctor’s Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

Medical Conditions:

Please state any Allergies \_\_\_\_\_

Please state any Conditions \_\_\_\_\_

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HISTORICAL DETAILS:

Previous School: _____ Tel No: _____

Contact Name: _____ How long has your child attended this school? _____

If less than two years, please give previous school: _____

School Missed due to holiday: **YES/NO** Duration: _____

Please list any special learning difficulties _____

FOR YEAR 10 AND 11 APPLICANTS ONLY*

Please list the subjects your child is studying at school and the Examination Board/Syllabus.

SUBJECT	LEVEL	BOARD	SUBJECT	LEVEL	BOARD

Signed: _____ Parent/Guardian Date: _____

Has your child ever been excluded from school? If so, please give details of the length of time and reasons:

LENGTH OF EXCLUSION	REASON FOR EXCLUSION

How would you describe your child's attendance and punctuality at school? Please tick one of the boxes

ATTENDANCE					
[PLEASE TICK THE BOX WHICH BEST DESCRIBES YOUR CHILD'S ATTENDANCE]					
EXCELLENT	☐	SATISFACTORY	☐	POOR	☐

PUNCTUALITY					
[PLEASE TICK THE BOX WHICH BEST DESCRIBES YOUR CHILD'S PUNCTUALITY]					
EXCELLENT	☐	SATISFACTORY	☐	POOR	☐

Please circle the letter that applies to your child

A – New to English	B - Early Acquisition
C – Developing Competence	D - Competent in
E – Fluent in English	F – Not yet Assessed

Please give the reasons for requesting admission to Broadway Academy:

Have you applied to any other school?

YES* / NO If yes, please state: _____

Is your child involved in any extracurricular activities e.g.: sports, musical instrument, clubs? If so, please give details

ETHNIC MONITORING FORM

Pupil's Surname _____

First Name _____

Date of Birth _____

Male/Female _____

Section 1: Pupil's Ethnic Origin

Our ethnic background describes how we think of ourselves. This may be based on many things, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as country of your birth or nationality. Please tick one box from the list below. If there isn't one for you, then tick the 'Other' box under one of the main categories and write in your own description.

Asian including Black Asian

ABAN	Bangladeshi	☐
AIND	Indian	☐
AKPA	Kashmiri Pakistani	☐
AKAO	Kashmiri Other	☐
AOPK	Pakistani	☐
ASLT	Sri Lankan	☐
AOTA	Asian Other	☐

(Please describe)

White including British White

WBRI	White UK Heritage	☐
WIRI	White Irish	☐
WROM	White Gypsy/Roma	☐
WIRT	White Traveller of Irish Heritage	☐
WALB	White Other – Albanian	☐
WBOS	White Other – Bosnian	☐
WCRO	White Other – Croatian	☐
WWEU	White Other – West European (Excl. UK)	☐
WOTW	White Other – Other	☐

(Please describe)

Black including Black British

BAOF	Black African	☐
BCRB	Black Caribbean	☐
BSOM	Black Somali	☐
BOTH	Black Other	☐

(Please describe)

Other Ethnic Groups

OARA	Arab (Excl. Yemeni)	☐
OAFG	Afghan	☐
CHNE	Chinese	☐
OKOR	Korean	☐
OKRD	Kurdish	☐
OVIE	Vietnamese	☐
OYEM	Yemeni	☐
OPEG	Any other ethnic Group	☐

(Please describe)

Mixed/Dual Heritage

MABL	Asian and Black	☐
MWAS	White and Asian	☐
MWBA	White and Black African	☐
MWBC	White and Black Caribbean	☐
MOTM	Any other Mix background	☐

REFU I do not wish an ethnic background category to be recorded

☐

Section 2: Religious Affiliation

BUD	Buddhist	☐
CHR	Christian	☐
ROC	Christian – Roman Catholic	☐
HIN	Hindu	☐
JEW	Jewish	☐

MUS	Muslim	☐
NON	No Religion	☐
SIK	Sikh	☐
REF	Refused	☐
OTH	Any other	☐

(Please describe)

Section 3: First/Home Language

Please indicate the main language used in the home or the community. Please note the list below is most commonly spoken languages in Birmingham and is for guidance only. School can record almost every language on their system. If your language is not listed below, please tick the 'Other' box and describe your language in space provided.

☐	Albanian	☐	Dutch	☐	Norwegian	☐	Swedish
☐	Arabic (Iraq)	☐	English	☐	Panjabi (Gurmakhi)	☐	Tamil
☐	Arabic (Yemen)	☐	Farsi/Persian	☐	Panjabi (Mirpuri)	☐	Tagalog
☐	Arabic (Other)	☐	Filipino	☐	Panjabi (Any other)	☐	Turkish
☐	Bengali Sylheti	☐	French	☐	Polish	☐	Urdu
☐	Bengali (Any Other)	☐	German	☐	Portuguese	☐	Vietnamese
☐	Bosnian	☐	Greek	☐	Pushto	☐	Welsh/Cymraeg
☐	British Sign Language	☐	Gujerati	☐	Romanian	☐	Wolloff
☐	Carib. Creole/Patois	☐	Hindi	☐	Russain	☐	Any other (please Describe)
☐	Chinese (Cantonese)	☐	Italian	☐	Shona	☐	
☐	Chinese (Hakka)	☐	Korean	☐	Slovak	☐	
☐	Chinese (Mandarin)	☐	Kurdish	☐	Somali	☐	
☐	Chinese (Any other)	☐	Lingala	☐	Spanish	☐	
☐	Danish	☐	Malayalam	☐	Swahili	☐	

☐ Refused

This information is provided by: Parent ☐ Pupil ☐ Date: _____

How we use student information

Privacy Notice

Broadway Academy complies with the General Data Protection Regulations (GDPR) and is a data controller for the purposes of the Regulations

The Data Protection lead and first point of contact for student data in the school is Stuart Carroll, Deputy Head Teacher : s.carroll@broadwayacademy.co.uk

The Data Protection Officer role is provided for the school by SIPS Education and queries should be referred to gdpr@sipseducation.co.uk
We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

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

- Personal information (such as name, unique pupil number, address, carers' contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons)
- Assessment information (such as national curriculum assessment results, internal assessment results, school reports)
- Examinations information (such as exams entered and results)
- Medical information (such as height, weight, vaccinations, medical conditions, support needs)
- Special education needs information (such as SEN test results, SEND provision, referrals)
- Behaviour information (such as behaviour monitoring, action plans, reasons for isolation referrals, feedback)
- Exclusions and alternative provision (such as reasons, placement details, feedback)
- Post 16 learning information (such as school, college and training destinations)
- Safeguarding information (such as safeguarding concerns logs, referral information, actions)
- Photographs (such as pictures for identity purposes, on display boards or in marketing materials such as our prospectus, the academy website, twitter account and through digital signage around the school)
- CCTV recordings (recordings on the school site to protect pupil safety and/or the school's property)
- Biometrics (such as recognition systems that use information related to your fingerprint so you can use the canteen and library [please note that the system we use does not save actual fingerprints])

Why we collect and use this information

We use student data to:

- support student learning
- monitor and report on progress
- support student's welfare
- provide appropriate pastoral care
- protect vulnerable individuals
- assess the quality of our services
- respond to and process any complaints
- promote the achievements of the school to parents and carers and the wider community
- prevent and assist in the detection of crime
- comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. Our data collection is carried out under the following provisions of the General Data Protection Regulations.

Article 6(1) (c) "processing is necessary for compliance with a legal obligation to which the controller is subject.

Article 6 (1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Article 9 (2)(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Collecting pupil information

We collect pupil information via a range of sources including, without limitation, the following:

- student admission forms, registration forms at the start of the school year, parental contact forms
- Common Transfer File (CTF) or secure file transfer from previous school
- parents of pupils may provide us with personal data about themselves or their family in correspondence, documents, during discussions with staff, and through our website
- third parties such as other schools and public authorities

Draft subject to Governing Body approval v0.1 2

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the period of time the pupil is on roll at the Academy and for 10 years after the date of leaving (in line with the data retention guidelines in the Information management Toolkit for School [IRMS])

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

If requested, we may also share pupil information with the School Nurse, NHS, Police, Social Services and other external agencies.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins Academy funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements:

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

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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 advice post-16 education and training providers

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 / pupil once he/she reaches the age 16.

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

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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 pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils 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 our 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: and
- the arrangements in place to store and handle the data

To be granted access to pupil 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 pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and pupils 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 Stuart Carroll, Deputy Head Teacher s.carroll@broadway-academy.co.uk

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Stuart Carroll, Deputy Head Teacher

email: s.carroll@broadway-academy.co.uk

Telephone: 0121 566 4334

