



## Confidential Information Form

Please complete **all sections** of this form in **BLOCK CAPITALS** and return it to the school office.

It is essential for schools to have an accurate record of a child's circumstances so that those people with parental responsibility for a child may be informed of their child's progress and welfare and contacted speedily in the event of an emergency.

Please see the end of this document for our General Data Protection Regulation (GDPR) statement.

### Section 1: Information about your child

Legal Forename			
Middle Name			
Legal Surname			
Preferred Surname			
Preferred Forename			
Date of Birth		Gender	Male / Female <i>(Please delete as appropriate.)</i>

### Section 2: Home address and contact details

Number	
Street	
Town	
County	
Postcode	

### Section 3: Parent / Carer information

Parental responsibility is defined by the Children Act (1989) as *"all the rights, duties, powers, responsibilities and authority which by law a parent has in relation to the child and his or her property"*. Parental responsibility can be shared between a number of people and it is **essential that schools know who has parental responsibility** for each child.

Married parents automatically have parental responsibility for their child. Both parents retain parental responsibility if they divorce. If parents are unmarried, the child's **mother** alone has parental responsibility. The father may acquire parental responsibility by obtaining a court order or by entering into a formal written agreement with the mother. **People who adopt children** and **guardians appointed by the court** also have parental responsibility. Other people (e.g. step parents or relatives) may acquire parental responsibility by obtaining a **court order**.

**Please provide details of all people with parental responsibility for the child, listing contacts in order of priority.**

**Contact 1 - Will be contacted first in an emergency.**

Title	
Forename	
Surname	
Gender	
Relationship to the child	
Home Number	
Mobile Number	
Work Number	
Email Address	

**Contact 2 – Will be contacted second in an emergency.**

Title	
Forename	
Surname	
Gender	
Relationship to the child	
Home Number	
Mobile Number	
Work Number	
Email Address	

**Contact 3 – Will be contacted third in an emergency.**

Title	
Forename	
Surname	
Gender	
Relationship to the child	
Home Number	
Mobile Number	
Work Number	
Email Address	



#### Section 4: Ethnicity / Cultural

First Language	
Home Language	
Country of Birth	
Asylum Status	Asylum Seeker / Refugee / N/A <i>(Please delete as appropriate.)</i>
Religion	

**Please tick (✓) the one box below that best describes your child's ethnic origin.**

White English	<input type="checkbox"/>	Turkish / Turkish Cypriot	<input type="checkbox"/>
White Scottish	<input type="checkbox"/>	Arab	<input type="checkbox"/>
White Welsh	<input type="checkbox"/>	Afghan	<input type="checkbox"/>
Other White British	<input type="checkbox"/>	Iranian	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Iraqi	<input type="checkbox"/>
Gypsy / Roma	<input type="checkbox"/>	Kurdish	<input type="checkbox"/>
Albanian	<input type="checkbox"/>	Lebanese	<input type="checkbox"/>
Bosnian-Herzegovinian	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
Croatian	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Kosovan	<input type="checkbox"/>	Black Nigerian	<input type="checkbox"/>
Serbian	<input type="checkbox"/>	Black Ghanaian	<input type="checkbox"/>
Any other White Background	<input type="checkbox"/>	Black Somali	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Other Black African	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Mixed / Dual – White and Black Caribbean	<input type="checkbox"/>
Sri Lankan Sinhalese	<input type="checkbox"/>	Mixed / Dual – White and Asian	<input type="checkbox"/>
Sri Lankan Tamil	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>
Sri Lankan Other	<input type="checkbox"/>	Any other ethnic group – please specify:	<input type="checkbox"/>
Chinese	<input type="checkbox"/>		
Filipino	<input type="checkbox"/>	I do not want ethnic origin to be recorded.	<input type="checkbox"/>

## Section 5: Medical and Dietary Needs

Please provide us with any information regarding your child's health or welfare that would enable us to help them.

Medical Practice	
Address	
Phone Number	

<b>Medical Conditions – Please tick ✓</b>			
Epilepsy		Arthritis	
Diabetes		Multiple Sclerosis	
Asthma		Tuberculosis	
Eczema		Any other:	

<b>Has your child ever had any paramedical support? – Please tick ✓</b>					
Occupational Therapy		Physiotherapy		Speech Therapy	

<b>Dietary Needs – Please tick ✓</b>			
None		No dairy produce	
Artificial colouring allergy		No nuts of any type	
Gluten Free		No pork	
Halal		Seafood Allergy	
Kosher Foods only		Vegetarian	

## Section 6: Additional information

<b>School Travel - how will you and your child travel to school? – Please tick ✓</b>			
Bus		Public Transport	
Car		Taxi	
Cycle		Walk	

<b>School History – please list the school's that your child has previously attended.</b>			
School	Date of entry	Date of Leaving	Reason for Leaving

## Section 7: Permission

Educational day trips are a valuable part of the work we do in school. Trips are organised with great care and in accordance with all appropriate regulations and guidelines. If you are happy for your child to go on such visits, please tick the box below.

*I give permission for my child to take part in educational day trips organised by the school.*

When updating the school website [www.victoriajunior.co.uk](http://www.victoriajunior.co.uk) or publishing the school newsletter, we sometimes wish to use photographs of children taking part in activities. If you are happy for photographs of your child to be used on the school website or in the newsletter, please tick the box below.

*I give permission for photographs of my child to be published on the school website or in the newsletter.*

**If at any point you wish to withdraw your consent for the publication of photographs on the school website or in the newsletter please contact the school office.**

## Section 9: Declaration

I hereby confirm that all information supplied on this form is correct, to the best of my knowledge and understanding.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **General Data Protection Regulation (GDPR)**

Victoria Junior School complies with its obligations under [the GDPR] by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

If you wish to obtain copies of any school documents or policies relating to your child please contact the school office. All documents will be provided free of charge.