

**Uffculme
School**



Pupil Information

Name of Child _____

DOB _____

Privacy Notice for Pupils, Parents/Carers

Who we are

We are Uffculme School. We are a maintained school for children aged 3 to 19. This privacy notice explains how we collect, store and use personal data about our pupils. We, Uffculme School, are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR) and as such we are obliged to inform you of the information we hold on you and your child(ren), what we use it for, who we share it with, and for how long we keep it.

The Categories of Pupil & Parent Information that we Collect, Hold and Share

Pupil

Personal Information:

- Name
- Address
- Date of Birth
- Unique pupil number

Characteristics:

- Gender
- Ethnicity
- Religion
- Nationality
- Preferred Language
- Country of birth
- Free School Meal eligibility
- Special educational needs information - EHCP's, statements, applications for support, care or support plans
- Medical Conditions and relevant medical information - NHS information, health checks, physical and mental health care, immunisation program and allergies)
- Attendance information. Session attended, number of absences and absence reasons and exclusion information
- Assessment information - data scores, tracking, and internal and external testing
- Behavioural information – details of support, including care packages, plans and support
- Safeguarding information
- Photographs - for internal safeguarding & security purposes, school newsletters, media and promotional purposes
- CCTV images

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education

Parent/Carer

- Name
- Address
- Telephone number
- Email address
- Date of Birth

- Identification documents
- Emergency contact preference telephone number
- National insurance number
- Income/benefit details

Why We Collect and Use This Information

We use the pupil and parent data to:

- support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral and medical care
- for safeguarding and pupil welfare purposes
- administer admissions waiting lists
- for research purposes
- to inform you about school events
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

Our lawful basis for collecting and processing pupil information is defined in GDPR under Article 6. The following elements of the article apply:

- a) Data subject gives consent for one or more specific purposes.
- b) Processing is necessary to comply with the legal obligations of the controller.
- c) Processing is necessary to protect the vital interests of the data subject (Pupil, parent/carers)
- d) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing pupil information is further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special category data. The following elements of the article apply:

- a) The data subject (Pupil, parent or carer) has given explicit consent.
- b) It is necessary to fulfil the obligations of controller (school) or of data subject. (pupil, parent/carers)
- c) It is necessary to protect the vital interests of the data subject. (pupil, parent/carers)
- d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- e) Reasons of public interest in the area of public health
- f) It is in the public interest

Collecting Pupil Information

A full breakdown of the information we collect on pupils can be found in the school's data mapping document.

On some occasions, we process personal information on the basis of consent, for example, when we wish to take and use pupil images. Consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

How We Use the Information You Provide To Us

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds, which justify our use of this data. Such reasons include:

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996. Putting the school census on a statutory basis means that schools do not need to obtain parental or pupil consent to the provision of information ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils helps to ensure that returns are completed by schools

Storing pupil data

We hold pupil data whilst pupils attend our School. The file will follow the pupil when they leave the School. However, we have a legal obligation to keep information beyond their attendance at the school, which will be destroyed in line with our data retention schedule as outlined within our data mapping document. Please contact us if you would like further clarification on our retention timescales.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

Who We Share Pupil Information With

We routinely share pupil information with appropriate external agencies to meet our legal obligation or where we have sought your permission. The agencies who we routinely share pupil information with include:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide a service as part of a contract – Music lesson providers; sports coaches; school meal providers; school photographers.
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Schools that the pupil's attend after leaving us

If we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Please contact our Data Protection Lead (see contact details at the end of this privacy notice) who can provide you with further details of who we share pupil information with as recorded in our data mapping document.

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 school funding and educational attainment policy and monitoring. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 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-collectionand-censuses-for-schools>.

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-pupildatabase-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 and your Data Protection Rights

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold, through a Subject Access Request. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

We will provide information in a way that is:

- Concise
- Transparent
- Intelligible
- Easily accessible
- Uses clear and plain language

If you would like to make a subject access request please contact our Data Protection Officer Roz Marston at enquiry@uffculme.bham.sch.uk

Data subjects have the following rights with regards to their personal information, as follows:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purpose of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- Where relevant, the existence of the right to request rectification, erasure or restrictions, or to object to such processing
- The right to lodge a complaint with the ICO or another supervisory authority
- The source of the data, if not the individual
- The safeguards provided if the data is being transferred internationally

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;
- claim compensation for damages caused by a breach of the Data Protection regulations 11.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our Data Protection Lead within school Roz Marston at enquiry@uffculme.bham.sch.uk.

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Lead.

Our Data Protection Officer (DPO) is provided by SIPS Education Ltd. The following officers can be contacted via GDPR@sips.co.uk:

Laura Hadley
Sue Courtney-Donovan
Amanda Moore

You can also report a concern online to the Information Commissioners Office at <https://ico.org.uk/concerns>
Telephone Number 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
12.

Changes to this privacy notice

This privacy notice may be updated from time to time. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).

Pupil Information Form

Child's Information	
Child's legal Forename as stated on Birth Certificate:	
Child's legal Surname as stated on Birth Certificate:	
Middle Name(s):	
Preferred Name (what would you like your child to be called in school?):	
Date of Birth:	
Gender:	
Have you bought your child's birth certificate for school to obtain a copy?	Y / N
What is the legal status of the child? (please circle the correct statement) <i>If you would prefer to discuss this with a member of staff, please contact the school.</i>	Biological Parents / Adopted / Fostered / Special Guardianship Order / Child arrangement Order / Residence Order
Are one of or both the child's parents in the Armed Services:	Yes / No / Not Applicable
My child receives a child pension from the Ministry of Defence:	Yes / No / Not Applicable
Status of child (if appropriate):	Temporary / Asylum / Traveller / Refugee / Not Applicable
Year Group the child will be starting in:	

Child's Home and Parent/Carer Details	
Does the child live with both or one parent/s? If different please identify:	
Home Address of the child:	Postcode:
Alternative permanent home address of the child: (if applicable):	Postcode:
Please list all the people that have parental responsibility for this child:	1. 2. 3. 4. 5. 6.
Parent/Carer 1 Name (as on legal documents):	
Parent/Carer 1 relationship to the child:	
Do you live at the home address of the child:	Y / N
If not, please provide your address details:	Postcode:
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Email Address:	
Do you have parental responsibility:	Y / N
Are you service personnel:	Y / N

Parent/Carer 2 Name (as on legal documents):	
Parent/Carer 2 Relationship to the child:	
Do you live at the home address of the child?	Y / N
If not, please provide your address details:	
	Postcode:
Home telephone number:	
Mobile telephone number:	
Work telephone number:	
Email Address:	
Do you have parental responsibility:	Y / N
Are you service personnel?	Y / N
While mobile telephone number would you like us to use for our school text messaging service to send school alerts:	
Written Information from the school (letters, meetings/appointments, copies of documents) to be sent to:	
Would you like information to be sent to a second address? If so, please list to who, relationship to the child and their address:	Name: Relationship to Child: Address: Postcode:
How would you like your name/s to be written on school correspondence: <i>For example Mr/Mrs/Ms etc.</i>	
Would parent(s)/Carer(s) benefit from assistance in understanding any verbal / written communication sent home?	Y / N
Is there any reason e.g. Court Order, which might prevent another individual having contact with your child or the school, or from receiving information about the school?	Y / N

If yes, please state name of person(s):	
Reasons why information should not be shared or given access:	
List of evidence seen by the school: <i>E.g. Court Order</i>	

Emergency Contact Information:	
Parent/Carer 1 daytime phone number and place of contact:	Name: Daytime phone number: Place of contact:
Parent/Carer 2 daytime phone number and place of contact:	Name: Daytime phone number: Place of contact:
Further emergency contact 1:	Full Name: Relationship to the child: Home Telephone: Mobile Telephone: Work Telephone: Address: Postcode:
Further emergency contact 2:	Full Name: Relationship to the child: Home Telephone: Mobile Telephone: Work Telephone: Address: Postcode:

Further emergency contact 3:	Full Name: Relationship to the child: Home Telephone: Mobile Telephone: Work Telephone: Address: Postcode:
Further emergency contact 4:	Full Name: Relationship to the child: Home Telephone: Mobile Telephone: Work Telephone: Address: Postcode:

Child's Siblings Information	
Sibling 1	Name: Age: School/College:
Sibling 2	Name: Age: School/College:
Sibling 3	Name: Age: School/College:
Sibling 4	Name: Age: School/College:
Sibling 5	Name: Age: School/College:

Sibling 6	Name: Age: School/College:
Sibling 7	Name: Age: School/College:

Dietary Information						
Please tick the type of meal you wish your child to have on each day of the week:	Type of Meal	Mon	Tues	Wed	Thurs	Fri
	School Meal					
	Packed Lunch					
	Eat at Home					
Does your child have any food allergies? <i>Please list all allergies:</i>						
If so, does your child require medication for the allergy/s?						
Does your child have a care plan for the allergy/s?						
My child needs to eat: <i>Please circle as appropriate</i>	Gluten Free / Halal / Kosher / Vegetarian / No Pork / No Beef / Fish / Dairy Free					
Is there any foods which your child cannot have? <i>Please be aware that many curriculum topics include different foods</i>						
Does your child drink from: <i>Please circle as appropriate</i>	Bottle / Lidded Beaker / Open Cup / Cup/bottle from home					
Is there any specific information you need to tell us about your child's drinking ability/needs?						
When eating your child: <i>Please circle as appropriate</i>	Uses Utensils / Finger feeds / Fed by an adult					
Is there any specific information you need to tell us about your child's eating ability/needs?						

Is there anything further you need to tell us about your child's eating and drinking habits?	
--	--

Parent Eligibility details for Free School Meals	
Name of Parent:	
NI Number:	
Parent DOB:	
Parent Email Address:	
Signature to grant permission to check eligibility:	

Medical Information	
GP Details:	GP Name: GP Address: GP Telephone number:
Does your child have allergies: <i>Please give details</i>	
Is there regular use of medication for the listed allergies:	Y / N
If yes please give details:	
Does your child have Diabetes: <i>Please give details</i>	
Is there regular use of medication for diabetes:	Y / N
If yes please give details:	

Does your child have Asthma: <i>Please give details and known triggers</i>	
Is there regular use of an inhaler:	Y / N
If yes please give details:	
Does your child have Eczema: <i>Please give details</i>	
Is there regular use of medication:	Y / N
If yes please give details:	
Does your child have Epilepsy <i>Please give details</i>	
Is there regular use of medication:	Y / N
If yes please give details:	
Does your child have Febrile Convulsions/Fits: <i>Please give details</i>	
Is there regular use of medication:	Y / N

Does your child have any other diagnosis's in addition to Autism:	
Does your child have an Epipen:	Y / N
Does your child have insulin injections/tablets:	Y / N
Does your child take any other medications:	
Medication/s to be given in school and for what diagnosis: <i>A separate consent form will be required to be completed on receipt of medication coming into school</i>	
My child has an alert card for a Medical Condition e.g. Asthma, Epilepsy etc.	Y / N
Is there any further medical information the school needs to be aware of:	

Ethnic/Cultural Information	
Ethnicity:	
Religion:	
First Language:	
Language spoken at home:	
Country of Birth:	
Nationality:	

Education History	
Previous education setting 1:	Name of School: Dates attended: Full time/Part time:
Previous education setting 2:	Name of School: Dates attended: Full time/Part time:
Previous education setting 3:	Name of School: Dates attended: Full time/Part time:
Previous education setting 4:	Name of School: Dates attended: Full time/Part time:
Has your child been out of school:	Y / N
If yes, please provide dates and reasons:	

Form completed by: <i>Please print name</i>	
Signature:	
Date:	

Pupils Surname: _____

First Name: _____

Date of Birth: _____

Male / Female: _____

Section 1: Ethnic Origin : Please tick one box which best describes you daughter/ son's ethnicity group
White

British		
<input type="checkbox"/>	WENG	English
<input type="checkbox"/>	WSCO	Scottish
<input type="checkbox"/>	WWEL	Welsh
<input type="checkbox"/>	WCOR	Cornish
<input type="checkbox"/>	WIRI	Irish
<input type="checkbox"/>	WIRT	Irish Traveller
<input type="checkbox"/>	WOWB	White Other British

Any Other White Background

<input type="checkbox"/>	WALB	Albanian
<input type="checkbox"/>	WSER	Serbian
<input type="checkbox"/>	WCRO	Croatian
<input type="checkbox"/>	WGRK	Greek
<input type="checkbox"/>	WGRC	Greek Cypriot
<input type="checkbox"/>	WGRE	Greek /Greek Cypriot
<input type="checkbox"/>	WPOR	Portuguese
<input type="checkbox"/>	WITA	Italian
<input type="checkbox"/>	WKOS	Kosovan
<input type="checkbox"/>	WTUK	Turkish

White continued

Gypsy / Roma		
<input type="checkbox"/>	WRO G	Gypsy
<input type="checkbox"/>	WROR	Roma
<input type="checkbox"/>	WRO O	Gypsy/Roma Other

Mixed Dual Background

<input type="checkbox"/>	MWBA	White & Black African
<input type="checkbox"/>	MWBC	Black Caribbean
<input type="checkbox"/>	MWAP	White & Pakistan
<input type="checkbox"/>	MWAI	White & Indian
<input type="checkbox"/>	MWAO	White & other Asian

Any Other Mixed Background

<input type="checkbox"/>	MAOE	Asian Other
<input type="checkbox"/>	MABL	Asian & Black
<input type="checkbox"/>	MACH	Asian & Chinese

Asian / Asian British

<input type="checkbox"/>	AIND	Indian
<input type="checkbox"/>	ABAN	Bangladeshi

Pakistani

<input type="checkbox"/>	AMPK	Mirpuri Pakistani
<input type="checkbox"/>	AOPK	Other Pakistani
<input type="checkbox"/>	AKPA	Kashmiri Pakistani

Any other Asian background

<input type="checkbox"/>	AAFR	African Asian
<input type="checkbox"/>	AKAO	Kashmiri Other
<input type="checkbox"/>	ANEP	Nepali
<input type="checkbox"/>	ASNL	Sri Lankan Sinhalese
<input type="checkbox"/>	ASLT	Sri Lankan Tamil
<input type="checkbox"/>	ASRO	Sri Lankan other
<input type="checkbox"/>	AOTA	Asian Other

Chinese

<input type="checkbox"/>	CHKC	Hong Kong Chinese
--------------------------	------	-------------------

Black or Black British

<input type="checkbox"/>	BCRB	Caribbean
--------------------------	------	-----------

Black African

<input type="checkbox"/>	BANN	Angolan
<input type="checkbox"/>	BCON	Congolese
<input type="checkbox"/>	BGHA	Ghanian
<input type="checkbox"/>	BNGH	Nigerian
<input type="checkbox"/>	BSLN	Sierra Leonian
<input type="checkbox"/>	BSOM	Somali
<input type="checkbox"/>	BSUD	Sudanese
<input type="checkbox"/>	BAOF	Other Black African

Any other Black background

<input type="checkbox"/>	BEUR	Black European
<input type="checkbox"/>	BOTB	Black Other
<input type="checkbox"/>	BNAM	Black North American

Any Other Ethnicity Group

<input type="checkbox"/>	OAFG	Afghan
<input type="checkbox"/>	OARA	Arab
<input type="checkbox"/>	OEGY	Egyptian
<input type="checkbox"/>	OFIL	Filipino
<input type="checkbox"/>	OIRN	Iranian
<input type="checkbox"/>	OIRQ	Iraqi
<input type="checkbox"/>	OJPN	Japanese
<input type="checkbox"/>	OKOR	Korean
<input type="checkbox"/>	OKRD	Kurdish
<input type="checkbox"/>	OLEB	Lebanese
<input type="checkbox"/>	OLIB	Libyan
<input type="checkbox"/>	OMAL	Malay
<input type="checkbox"/>	OMRC	Moroccan
<input type="checkbox"/>	OPOL	Polynesian
<input type="checkbox"/>	OTHA	Thai
<input type="checkbox"/>	OVIE	Vietnamese
<input type="checkbox"/>	OYEM	Yemeni
<input type="checkbox"/>	OLAM	Latin/South/Central America

	WTUC	Turkish Cypriot
	WTUR	Turkish / Turkish Cypriot
	WEEC	White Eastern European
	WWEU	White Western European
	WEUR	White European
	WOTW	White Other
	WBOS	Bosnian -Herzegovinian

	MBOE	Black Other
	MBCH	Black & Chinese
	MCOE	Chinese Other
	MWOE	White Other
	MWCH	White Chinese
	MOTM	Mixed Other

	CMAL	Malaysian Chinese
	CSNG	Singaporean Chinese
	CTWN	Taiwanese
	COCH	Chinese Other

	NOBT	Not yet obtained
--	-------------	-------------------------

	REFU	I do not want ethnic origin to be recorded
--	-------------	---

	OOEG	Any Other
--	------	-----------

Section 2: First / Home Language

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

* Categories marked with an asterisk may be used by schools that have no need to use individual language

	ACL	Acholi
	ADA	Adangme
	AFA	Afar-Saho
	AFK	Afrikaans
	AKA	Akan/Twi-Fante
	AKAF	Akan (Fante)
	AKAT	Akan (Twi/Asante)
	ALB	Albanian / Shqip
	ALU	Alur
	AMR	Amharic
	ARA	Arabic
	ARAG	Arabic (Algeria)
	ARAM	Arabic (Morocco)
	ARAS	Arabic (Sudan)
	ARAI	Arabic (Iraq)
	ARAY	Arabic (Yemen)
	ARAA	Arabic (other)
	ARM	Armenian
	ASM	Assamese
	ASR	Assyrian/ Aramaic

	DAN	Danish
	DGA	Dagaare
	DGB	Dagbane
	DIN	Dinka/Jieng
	DUT	Dutch / Flemish
	DZO	Dzongkha/ Bhutanese
	EBI	Ebira
	EDO	Edo/Bini
	EFI	Efik-Ibibio
	ENB	Believed to be English *
	ENG	English *
	ESA	Esan/Ishan
	EST	Estonian
	EWE	Ewe
	EWO	Ewondo
	FAN	Fang
	FIJ	Fijian
	FIN	Finnish
	FON	Fon
	FRN	French

	KAZ	Kazakh
	KCH	Katchi
	KGZ	Kirghiz/Kyrgyz
	KHA	Khasi
	KHY	Kihaya/Luziba
	KIN	Kinyarwanda
	KIR	Kirundi
	KIS	Kisi (West Africa)
	KLN	Kalenjin
	KMB	Kimbundu
	KME	Kimeru
	KNK	Konkani
	KNY	Kinyakyusa-Ngonde
	KON	Kikongo
	KOR	Korean
	KPE	Kpelle
	KRI	Krio
	KRU	Kru (any)
	KSI	Kisii/Ekegusii (Kenya)
	KSU	Kisukuma

	MLYA	Malay (other)
	MLYI	Indonesian/ Bahasa Indonesia
	MNA	Magindanao-Maranao
	MNG	Mongolian (Khalkha)
	MNX	Manx Gaeilic
	MOR	Moore/Mossi
	MSC	Mauritian/ Seychelles Creole
	MUN	Munda (any)
	MYA	Maya (any)
	NAH	Nahuatl/ Mexicano
	NAM	Nama/Damara
	NBN	Nubian (any)
	NDB	Ndebele
	NDBS	Ndebele (South Africa)
	NDBZ	Ndebele (Zimbabwe)
	NEP	Nepali
	NOR	Norwegian
	NUE	Nuer/Naadh
	NUP	Nupe
	NWA	Newari

	SCBB	Bosnian
	SCBC	Croatian
	SCBS	Serbian
	SCO	Scots
	SHL	Shilluk/ Cholo
	SHO	Shona
	SID	Sidamo
	SIO	Sign Language (other)
	SLO	Slovak
	SLV	Slovenian
	SND	Sindhi
	SNG	Sango
	SNH	Sinhala
	SOM	Somali
	SPA	Spanish
	SRD	Sardinian
	SRK	Siraiiki
	SSO	Sotho/ Sesotho
	SSOO	Sotho/ Sesotho (Southern)
	SSOT	Sotho/ Sesotho (Northern)

	UYG	Uyghur
	UZB	Uzbek
	VEN	Venda
	VIE	Vietnamese
	VSY	Visayan / Bisaya
	VSYA	Visayan / Bisaya (other)
	VSYH	Hiligaynon
	VSYS	Cebuano / Sugbuanon
	VSYW	Waray / Binisaya
	WAP	Wa-Paraok (South-East Asia)
	WCP	West-African Creole Portuguese
	WOL	Wolof
	WPE	West-African Pidgin English
	XHO	Xhosa
		Yao / Chiyao (East-Africa)
	YDI	Yiddish
	YOR	Yoruba
	ZND	Zande
	ZUL	Zulu
	OTB	Believed to be other than English *

	AYB	Anyi-Baule
	AYM	Aymara
	AZE	Azeri
	BAI	Bamileke (any)
	BAL	Balochi
	BEJ	Beja/Bedawi
	BEL	Belarusian
	BEM	Bemba
	BHO	Bhojpuri
	BIK	Bikol
	BLT	Balti Tibetan
	BMA	Burmese / Myanma
	BNG	Bengali
	BNGC	Bengali (Chittagong/ Noakhali)
	BNGS	Bengali (Sylheti)
	BNGA	Bengali (other)
	BSL	British Sign Language
	BSQ	Basque / Euskara
	BUL	Bulgarian
	CAM	Cambodian/ Khmer
	CAT	Catalan
	CCE	Caribbean Creole English

	FUL	Fula/Fulfulde -Pulaar
	GAA	Ga
	GAE	Gaelic/Irish
	GAL	Gaelic (Scotland)
	GEO	Georgian
	GER	German
	GGO	Gogo/Chigogo
	GKY	Kikuyu/Gikuyu
	GLG	Galician/ Galego
	GRE	Greek
	GREA	Greek (other)
	GREC	Greek (Cyprus)
	GRN	Guarani
	GUJ	Gujarati
	GUN	Gurenne/ Frafra
	GUR	Gurma
	HAU	Hausa
	HDK	Hindko
	HEB	Hebrew
	HER	Herero
	HGR	Hungarian
	HIN	Hindi

	KUR	Kurdish
	KURA	Kurdish (other)
	KURM	Kurdish (Kurmanji)
	KURS	Kurdish (Sorani)
	LAO	Lao
	LBA	Luba
	LBAC	Luba (Chiluba/ Tshiluba)
	LBAK	Luba (Kiluba)
	LGA	Luganda
	LGB	Lugbara
	LGS	Lugisu/ Lumasaba
	LIN	Lingala
	LIT	Lithuanian
	LNG	Lango (Uganda)
	LOZ	Lozi/Silozi
	LSO	Lusogo
	LTV	Latvian
	LTZ	Luxemburgish
	LUE	Luvale/Luena
	LUN	Lunda
	LUO	Luo (Kenya/ Tanzania)
	LUY	Luhya (any)

	NZM	Nzema
	OAM	Ambo/ Oshiwambo
	OAMK	Ambo (Kwanyama)
	OAMN	Ambo (Ndonga)
	OGN	Ogoni (any)
	ORI	Oriya
	ORM	Oromo
	PAG	Pangasinan
	PAM	Pampangan
	PAT	Pashto/Pakhto
	PHA	Pahari/Himachali (India)
	PHR	Pahari (Pakistan)
	PNJ	Panjabi
	PNJG	Panjabi (Gurmukhi)
	PNJM	Panjabi (Mirpuri)
	PNP	Panjabi (Pothwari)
	PNJA	Panjabi (other)
	POL	Polish
	POR	Portuguese
	PORA	Portuguese (other)
	PORB	Portuguese (Brazil)
	PRS	Farsi/Persian

	SSW	Swazi/ Siswati
	STS	Tswana/ Setswana
	SUN	Sundanese
	SWA	Swahili / Kiswahili
	SWAA	Swahili (other)
	SWAC	Comorian Swahili
	SWAK	Swahili (Kingwana)
	SWAM	Swahili (Brava/ Mwiini)
	SWAT	Swahili (Bajuni/ Tikuu)
	SWE	Swedish
	TAM	Tamil
	TEL	Telugu
	TEM	Temne
	TES	Teso/Ateso
	TGE	Tigre
	TGL	Tagalog / Filipino
	TGLF	Filipino
	TGLG	Tagalog
	TGR	Tigrinya
	THA	Thai
	TIB	Tibetan
	TIV	Tiv

	OTH	Other than English *
	NOT	Information not obtained *
	REF	Refused *
	ZZZ	Classification pending
	OTL	Other Language

	CCF	Caribbean Creole French
	CGA	Chaga
	CGR	Chattisgarhi/ Khatahi
	CHE	Chechen
	CHI	Chinese
	CHIC	Chinese (Hokkien/ Fujianese)
	CHIC	Chinese (Cantonese)
	CHIK	Chinese (Hakka)
	CHIM	Chinese (Mandarin/ Putonghua)
	CHIA	Chinese (other)
	CKW	Chokwe
	CRN	Cornish
	CTR	Chitrali/ Khowar
	CWA	Chichewa/ Nyanja
	CYM	Welsh / Cymraeg
	CZE	Czech

	IBA	Iban
	IDM	Idoma
	IGA	Igala
	IGB	Igbo
	IJO	Ijo (any)
	ILO	Ilokano
	ISK	Itsekiri
	ISL	Icelandic
	ITA	Italian
	Jav	Javanese
	Jin	Jinghpaw/ Kachin
	JPN	Japanese
	KAM	Kikamba
	KAN	Kannada
	KAR	Karen (any)
	KAS	Kashmiri

	MAG	Magahi
	MAI	Maithili
	MAK	Makua
	MAN	Manding/ Malinke
	MANA	Manding/ Malinke (other)
	MANB	Bambara
	MANJ	Dyula/Jula
	MAO	Maori
	MAR	Marathi
	MAS	Maasai
	MDV	Maldivian/ Divehi
	MEN	Mende
	MKD	Macedonian
	MLG	Malagasy
	MLM	Malayalam
	MLT	Maltese

	PRSA	Farsi/Persian (other)
	PRSD	Dari Persian
	PRST	Tajiki Persian
	QUE	Quechua
	RAJ	Rajasthani/ Marwari
	RME	Romany / English Romanes
	RMI	Romani (International)
	RMN	Romanian
	RMNM	Romanian (Moldova)
	RMNR	Romanian (Romania)
	RMS	Romansch
	RNY	Runyakitara
	RNYN	Runyankore- Ruchiga
	RNYO	Runyoro-Rutooro
	RUS	Russian
	SAM	Samoan

	TMZ	Berber/ Tamazight
	TMZA	Berber/ Tamazight (other)
	TMZK	Berber/ Tamazight (Kabyle)
	TMZT	Berber (Tamashek)
	TNG	Tonga / Chitonga (Zambia)
	TON	Tongan (Oceania)
	TPI	Tok Pisin
	TRI	Traveller Irish / Shelta
	TSO	Tsonga
	TUK	Turkman
	TUL	Tulu
	TUM	Tumbuka
	TUR	Turkish
	UKR	Ukrainian
	UMB	Umbundu
	URD	Urdu

Updated in accordance with the DfE school census guidance for 2018-19.

Home - School Agreement

Student Name:

Date:

We believe that students perform better when the home and school work together in partnership. To achieve our aims and support our home – school agreement the school will:

- Demonstrate that each and every pupil is valued as an individual “bringing out the best”
- Help pupils to understand their environment and what will be expected of them.
- Ensure that all children’s attempts at communication are accepted and valued, whether verbal or non-verbal.
- Keep parents informed about school activities through letters home, the monthly newsletter, school website, text messaging and twitter.
- Assist parents in obtaining additional support for the wellbeing of their child.
- Assist parents by offering training and support.
- Arrange meetings with parents to ensure the requirements of their child’s statement/EHCP are being met and reflects the needs, through annual and transitional reviews.
- Arrange regular meetings to discuss progress.
- Provide a safe, well ordered, caring and stimulating environment.
- Be open and welcoming so that school and home concerns can be communicated to each other in a climate of trust and honesty.

We ask that parents and carers:

- Keep school informed of changes in contact details
- Ensure that the child is ready for the transport in the mornings and that they are home to receive the child at the end of the day.
- If a family member or another trusted adult is to receive the child at the end of the day, parents will inform the school beforehand. Ideally school will have previously met the person, if not an agreed password may be required.
- Arrange medical appointments outside school hours as far as possible. Where appointments must be attended during the school day, school is required to receive a letter or appointment card.
- Telephone the school as soon as possible if their child is absent through illness. A message via the home/school guide is not sufficient
- Absences must be followed up in writing, a letter/note sent into school when the child returns after absence.

- Ensure holidays are not taken in school time.
- Notify the school of any concerns or problems, which may affect the child's behaviour, either by phone or home school book. Support the child with any homework.
- Attend parents' meetings and discussions about the child's progress.
- Ensure that the child attends regularly, equipped for school each day.
- Respond promptly to telephone calls and written correspondence when required
- Ensure that appropriate medication and dietary needs are supplied as needed.
- Inform school about changes in medical or dietary needs.

We require pupils to:

- Follow the school rules.
- Always try to do their work to the best of their ability.
- Help to keep our school tidy.
- Be considerate and help others.

Signed (Head Teacher)

Print (Head Teacher)

Date/...../..... (Head Teacher)

Signed (Parent / Carer)

Print (Parent / Carer)

Date/...../..... (Parent / Carer)

Signed (Pupil)

Print (Pupil)

Date/...../..... (Pupil)

External Agencies involved with child

Name of Child: _____

Agencies involved with my Child	Named Professional	Contact Details Address/Telephone Number
Health		
Community Health		
Paediatrician		
School Doctor		
Specialist Dr/Surgeon/Nurse e.g. Gastroenterologist, Epilepsy		
School Nurse		
Dietician		
Physiotherapy e.g. footwear		
Speech/Language Therapy		
Forward Thinking Birmingham/CAMHS		
Child Psychiatrist		
Clinical Psychologist		
LD Nurse		
Support Worker		

Occupational Therapy		
Sensory		
Physical (Specialist equipment or adaptations e.g. cutlery, personal care)		
Social Care		
Social Worker		
Family Support Worker		
Barnardos		
Respite Key Workers (Warwick House, Charles House, Normand Laud)		
Malachi Family Support		
Think Spurgeons Family Support		
The Sweet Project Family Support		
Please list any other agencies not listed above		