

School Admission Form

Please complete all parts of this form.

If you need any help in completing this form, please contact the school on 01274 881082.

Please return the completed form to the above address.

Details of your child						
Legal Forename(s)				Preferred Forename		
Middle Names(s)				Please note the Legal Forename and Surname must reflect what is on the birth certificate or passport (proof of change of name will be requested)		
Legal Surname				Preferred Surname		
Date of Birth	DD	MM	YYYY	Sex – gender at birth (please ✓)	Male	Female
Your child's home address						
House Number or Name					<i>Please give your full postcode</i>	
Address					Post Code	
Details of the people who have legal parental responsibility for this child						
The Education Act 1996 defines a parent to include the natural parents of the child as well as a person: (a) who is not a parent but who has parental responsibility, or (b) who has care of the child.						
Priority Contact 1						
Mr, Ms, Mrs etc.			Relationship to child			
Forename			Mobile Tel No			
Surname			Home Tel No			
Home address if different from your child's			Work Tel No			
Email Address						
Main language spoken by Priority 1 Contact						
<p>Please provide a mobile number and email address as texts and emails are used to communicate with Priority Contact 1. Please ensure that you notify us of any changes to your telephone numbers or email address. All correspondence regarding the above child will be sent to the person listed as Priority Contact 1, please contact the relevant year leader if you require any other arrangement.</p>						

Priority Contact 2			
Please confirm you have consent to share this person's details		Yes	No
Mr, Ms, Mrs etc.		Relationship to child	
Forename		Mobile Tel No	
Surname		Home Tel No	
Home address if different from your child's		Work Tel No	
Email Address			
Main language spoken by Priority 2 Contact			

Priority Contact 3			
Please confirm you have consent to share this person's details		Yes	No
Mr, Ms, Mrs etc.		Relationship to child	
Forename		Mobile Tel No	
Surname		Home Tel No	
Home address if different from your child's		Work Tel No	
Email Address			
Main language spoken by Priority 3 Contact			

Other family details

Please give details of any other siblings/children currently living at your child's home(s).

Children's names	Date of birth	Sex: M or F	School attending (if applicable)

Information for Additional Funding

Additional funding is allocated to schools based on the number of children who meet the criteria below. Please help us by providing the information below. If you would like to provide this information in confidence, please telephone your child's year team on 01274 881082 (please ✓)

	Yes	No
Does either parent or guardian serve in the British Armed Forces e.g. Army, Navy or RAF? If so, please indicate the name of the parent and the division/military camp at which they are based.		
Is your child in care or have they been in care for 1 day or more?		
Was your child adopted from care in England or did your child leave care under a Special Guardianship Order (under the Children Act 1989) or a Residential Order (under the Children Act 1989)?		
Is your child entitled to free school meals? If yes – it is important that you notify Bradford Council/Benefits Service that your child is moving schools to ensure your child continues to receive free school meals – Tel: 01274 432772		

Educational history

Please give the name of the last school that your child attended. We will obtain earlier school records from the school named below. Please advise if Beckfoot Thornton will be the first school your child has attended in the UK.

School name	Address	Telephone
Dates attended this school	From	To

Doctor, health care and other specific arrangements

Name of doctor and surgery		Contact details of practice/health centre				
		The school has contact details of local doctors. If you are not using a local doctor, please supply the contact details separately.				
Has your child had a tetanus injection?		Yes	No	If yes, date		
INHALER	Does your child use an inhaler?	Yes	No	If yes, frequency taken		
	If yes, type of medication?					
Does your child take any other medication?	Yes	No	If medication is required, please ensure you notify the school and keep the school updated if there are any changes.			
Please provide information about any other medical conditions that are relevant to your child's development and school life e.g. hearing, sight, allergies, diabetes, epilepsy.						
Does your child have a Statement of Special Educational Needs/EHCP?					Yes	No

Ethnicity Please tick the box that you believe best describes your child's ethnicity: PLEASE NOTE this data is shared with the Department for Education via the School Census, if you do not consent to this please enter REFUSED.

White		Asian and Asian British	
British		Indian	
Irish		Pakistani – Mirpuri	
Gypsy / Roma		Pakistani (not Mirpuri)	
Traveller of Irish heritage		Bangladeshi	
White Other		Any other Asian background	
Mixed		Black or Black British	
White and Black Caribbean		Caribbean	
White and Black African		African	
White and any other Asian background		Any other black background	
Any other mixed background		An ethnic group not listed here	
Chinese		Refused	

Faith Please tick the box that you believe best describes your child's religion:

Buddhist		No Religion	
Christian		Other Religion	
Hindu		Refused	
Muslim			
Sikh			

Languages

First language

This is the language that your child was **first** exposed to at home in their early development and continues to be exposed to in the home or in the community. PLEASE NOTE this data is shared with the Department for Education via the School Census, if you do not consent to this please enter REFUSED.

What is your child's "first language"?	
What is the language spoken at home?	

Beckfoot Trust Student Privacy Notice

We collect and use personal data relating to students and their families under the principles of the General Data Protection Regulations (GDPR).

Beckfoot Trust is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed. Each school has a GDPR lead who acts as a representative for the school with regard to its data controller responsibilities. Details are available on the Beckfoot Trust website www.beckfoottrust.org

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law or our policies requires the Trust to share your data. Where the Trust outsources data to a third-party processor, Beckfoot Trust has sought assurances from the processor to ensure they process data in line with the GDPR and the privacy rights of individuals.

Adam Varley is the Data Protection Officer. This role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 01274 771444 or compliance@beckfoot.org.

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health and accident information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Use of internet and ICT resources in school
- Photographs
- CCTV images captured in school

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

Collecting Student information

Whilst 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 GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Why we collect and use this information

We collect and use personal data as set out under the GDPR and UK law. We use this data

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect student welfare
- to safeguard students
- to enable students to take part in national or other assessments and to publish the results of public examinations or other achievements of students
- to assess the quality of our services
- to share news about our work and promote our services
- enable us to carry out specific functions for which we are responsible
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information as set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform with GDPR, any information the Trust processes fulfils one of the following requirements from Article 6 of the GDPR:

- Legal Obligation
- Public Interest
- Vital interest of the data subject, or another person
- Contractual Obligation

Where we process special categories of personal data we do so under obligations covered in Article 9 of GDPR:

- A substantial public interest

Where the above do not apply the school will seek consent for specific purposes in line with Article 6.1.a of the GDPR. This will be done in writing and will clearly define the uses of personal information and ask for consent for each and every use.

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

Storing student data

Where information forms part of a student's statutory education record, The Education Regulations 2005 SI 2005 No. 1437, the academy will retain the information for 25 years from the child's date of birth. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

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 the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

We are required to pass information about our students to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Students) (England) Regulations 2013.

Who we share student information with

We routinely share student information with:

- Schools that the student attends after leaving us
- Our local authority
- The Department for Education (DfE)
- Trust staff
- The student's family and representatives
- Parents or carers of Trust school students
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Media publications
- Police forces, courts, tribunals

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

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 through Youth Support Services and 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 via post-16 education and training providers, Youth Support Services and careers advisers.

For more information about services for young people, please visit www.bradford.gov.uk.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education 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 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 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 department 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 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 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 the DfE visit: <https://www.gov.uk/contact-dfe>

Requesting access to your 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 relevant Trust school GDPR lead.

Details are available on the Beckfoot Trust website www.beckfoottrust.org

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

CCTV Protocol

The school uses CCTV Technology which is strictly controlled in line with our CCTV Protocol. To find out more information please visit our school website.

Complaints and Concerns

If you would like to discuss anything on this Privacy Notice or are unhappy with the way your request for information has been dealt with or you think your data has been misused or not held securely, please contact

Trust Compliance Officer

Tel: 01274 771444

Email: compliance@beckfoot.org

If you are unhappy with the outcome of your query or complaint, you can escalate your complaint please contact the

Information Commissioner's Office (ICO). ICO helpline, Telephone: 0303 123 1113 <https://ico.org.uk/concerns/>

Data Requests

Data requests for students may be received after a student has left the school e.g. exam and reference requests, these will be dealt with as set out in this Privacy Notice and our Data Protection Policy.

Schools may receive requests from Police for information about a student. The school will share the following;

- the student's registration at the school
- the student's full name and/or date of birth
- the student's address and/or telephone number
- the student's next of kin as informed to the school
- the student's attendance at the school on identified dates

All other Police requests will be dealt with as set out in our GDPR Data Protection and FOI Policy.

The Trust may use a student's work for assessment and moderation purposes, displays, shows, productions and for any other purpose unless permission is withdrawn by the student.

Once published/shared some information may not be able to be retrieved so we will not be able to comply with the individual's data rights as the information is outside our control. Where information is within our control we will make reasonable attempts to carry out their wishes.

Rolling Consent for Frequent Off-Site Activities

You will be giving consent for your child to take part in:

- Official PE sports trips during and after school
- Walks from school as part of a timetabled lesson
- Sponsored walks from school
- Alternative curriculum provision as agreed previously
- Organised team activities e.g. debating and maths challenge events at local schools

You need to understand that:

- Such trips/visits/activities will be arranged at least 24hrs in advance and my child is to advise me if they are taking part

They will also write details of the trip/visit/activity in their planner:

- Such trips/visits/activities will be led by Beckfoot Thornton staff working to relevant guidance for Off Site Visits and Activities
- Transport for trips to and from Beckfoot Thornton will be arranged and supervised by the school unless notified otherwise
- To comply with school insurance requirements my child should be fit to travel and capable of taking part in the trip/visit/activity described above and I understand that I must notify the school of any medical conditions or recent injuries prior to a trip/activity. I confirm I have parental responsibility for this student

Cashless Catering System

Beckfoot Thornton operate our canteen facilities using a cashless catering system. This system allows us to continue with our development of the school meal service, and provides us with an efficient, faster and ultimately better quality of service than cash based systems.

The system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day, therefore reducing risks. The system we use is biometric so there is no need for students to remember a PIN number as the system will recognise the biometric of your child's thumb at the tills.

Funds can be added to your child's cashless catering account via our online payment platform, Parent Pay. A separate letter detailing log on details will be issued to you at a later date.

As per current legislation we will be operating an 'Opt In' policy and therefore require you to complete the form on the reverse of this letter. If you choose not to have your child registered on the biometric system a 4 digit PIN code will be allocated. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

Radio Broadcast

Your child has the opportunity to produce content for our radio station in the form of live broadcasts and podcasts as part of Beckfoot Thornton's speaking and listening curriculum.

The content is hosted externally and accessible via a web platform which can be accessed through our website. Content is available as a stream or as a list of podcasts.

Pupils are referred to on these recordings by first name only. All recordings are carefully monitored to ensure they do not include reference to second names or any other factors that might identify individual pupils. The podcasts are **NOT** available for download via the web platform or accessible by students in any other way. We will terminate live broadcasts or remove any content if these conditions are not met.

You can contact staff involved in the radio project by emailing ThoRadio@beckfootthornton.org if you have any questions or queries.

Live Elements

As part of developing blended learning strategy in school, your child may be appearing on screen in class or recorded as part of a live lesson. This will all be in accordance with the Beckfoot Trust Privacy notice: <https://www.beckfoottrust.org/privacy-policy/>

All live elements will be recorded for safeguarding, teaching and learning purposes.

If you do not consent, you understand that your child will be unable to attend or engage with interactive live elements.

Privacy Notice

Photographs are taken of students for use on necessary school systems and for cashless catering and identification purposes e.g. swipe cards. Occasionally photographs may also be taken of students during school activities. Please confirm that you give permission for photographs to be taken and used, approval in frequent off-site activities, to be registered on the school's biometric cashless system to create content for the radio project and for live sessions:	Yes	No
<ul style="list-style-type: none"> In publicity material for school 		
<ul style="list-style-type: none"> On the school website. For example, school celebration purposes (e.g. photobook/certificate given to students) 		
<ul style="list-style-type: none"> On school managed social media accounts (e.g. Twitter, Facebook, YouTube) 		
<ul style="list-style-type: none"> By approved organisations for promotional/external publication 		
<ul style="list-style-type: none"> Occasionally activities involving students may be filmed for educational and fundraising purposes e.g. sale of school production CDs, lesson feedback etc. Please confirm that you give permission 		
<ul style="list-style-type: none"> Give approval for my child to take part in frequent off-site activities and can confirm that I have parental responsibility for this student 		
<ul style="list-style-type: none"> Wish for my child to be registered on the school's Biometric Cashless System with immediate effect 		
<ul style="list-style-type: none"> To produce a live radio broadcast which may be shared as an external link on the school website for up to one month following production 		
<ul style="list-style-type: none"> To take part in Live Lessons and understand that these will be recorded for safeguarding and Teaching & Learning purposes (there may be times that school may not be open but may be able to provide Remote Learning and Live Lessons e.g. Microsoft TEAMS) 		

You have the right to withdraw your consent at any point by contacting office@beckfootthornton.org

By signing this form:			
<ul style="list-style-type: none"> You agree to the above statements You have read the Trust Data Sharing Privacy Notice You confirm that you have parental responsibility for this child You confirm the information provided in this form to be correct as of this date You agree that you will inform the school of any changes that may occur to the above information whilst your child attends the school 			
Signed (Parent/Carer):		Date:	
Print Name:			
I confirm I have read the Beckfoot Trust Student Privacy Notice			
Signed (Student):		Date:	

For completion by the school			
Admission Date		Tutor Group Allocated	
Registration Type e.g. Single/MM(Dual)/Guest		CTF requested/received	
Admission No		ULN No. requested	
SIMS Updated		FSM/PP checked	
Correct UPN recorded			
ParentPay Login			