**DATA COLLECTION SHEET**

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| --- | --- | --- | --- |
| **Legal Surname:** |  | **Preferred Surname:** |  |
| **Legal Forename:** |  | **Preferred Forename:** |  |
| **Middle Name:** |  | **Gender:** |  |
| **Date of Birth:** |  | **Year:** |  | **Reg Group:** |  |
| **Address:** |  |
| **Post Code:** |  |

**Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority** | **Name / Relationship** | **Home Address** | **Home Phone / Mobile / Email** | **Work Address / Phone/ Email** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

|  |
| --- |
| **Medical Information** |
|  |
| **GP Surgery:** |  |
| **Address:**  |  |
| **Telephone:** |  |

|  |  |
| --- | --- |
| **Disabilities:** |  |

|  |  |
| --- | --- |
| **Dietary Needs:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Language:** |  | **Religion:** |  |
| **English is an additional language:** | Yes/No? |
| **Ethnicity:** |  |
| **Nationality:** |  |
| **Country of Birth:** |  |

|  |  |
| --- | --- |
| **Service Child in Education:** | Yes/No? |

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| --- |
| **Data Protection: In accordance with General Data Protection Regulation and current Data Protection Act, the school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. For further information, please refer to the Privacy Notice on the school’s website.** |
| **Signature:** |