

# KETTERING BUCCLEUCH ACADEMY DATA COLLECTION SHEET

Please complete this form and return it to Mrs Petch, Kettering Buccleuch Academy, Weekley Glebe Road,  
Kettering, NN16 9NS

<b>Child's Legal Surname:</b>	Child's Preferred Surname:	
<b>Child's Legal Forename:</b>	Child's Preferred Forename:	
Middle Name(s):	Date of Birth:	Gender: <b>M F</b>
Address:		
Postcode:	Home Phone No:	

Student e-mail address:
Student mobile number:

We will automatically try to contact someone at the home address in the case of an emergency. Please give details of family members you wish to be contacted should we be unable to contact someone at the home address (Parents to be listed first please). Place them in the order that you wish them to be contacted.

Mr Mrs Miss Ms	Adult's forename and surname	Relationship to child i.e. Mum/Dad/Uncle	Does this person live at the address above? If No, please enter house number and postcode	Mobile No	Home No	Does this person have Parental Responsibility?
Email address for above contact:						
Email address for above contact:						
Email address for above contact:						
Email address for above contact:						

Other children of school age in the family

Child's Name	Which school does this child attend? (if KBA, which form?)	Date of Birth

**Subject choices**

Please complete the subject choices below. Students must choose a minimum of 3 subjects but up to 5 is possible.

**Please list the subjects you wish to study in the sixth form in order preference:**

1<sup>st</sup> Choice .....

2<sup>nd</sup> Choice .....

3<sup>rd</sup> Choice .....

4<sup>th</sup> Choice .....

5<sup>th</sup> Choice .....

Block A	Block B	Block C	Block D	Block E

Please give details of any subject block clashes and outline the reasons you wish to take these subjects.

What are your long term career aspirations? (eg university courses, careers...)

I would like to study **3 4 5** subjects (please circle)

Outline below the reason why you are interested in studying here at Kettering Buccleuch Academy.

**Current School**

**Please list the subjects and type of qualification (GCSE, BTEC) you are studying and your predicted grades:**

**Will Kettering Buccleuch Academy be your first school in the United Kingdom?**

Yes

No

**If YES, please complete the following section:**

Country in which you last went to school:

Name and address of the current/last school:

Date on which you arrived in the UK:

**If NO, please complete the following section:**

Name and address of the current school:

Telephone number of current school:

Date on which the child last attended school:

**Reference**

Please provide the name and contact details for a suitable referee from your current school

Name:

Relationship to you:

Contact details:

Email address:

**Doctor's Name  
& Phone No.**

**Surgery Address**

My child is not yet registered with a doctors' surgery

**If your child has an allergy, medical condition or disability we should know about, please give details below.**

If possible, please provide separate documentary evidence regarding medical conditions or disabilities.

**Is any medication required by the child? Please include the dose and frequency of administration and if 'self-administration' is preferred. Please also inform us of any medication taken at home.**

**If your child has any special dietary requirements we should know about, please give details below:**

**Special Educational Needs**

Does your child have either a Statement of Special Educational Needs **OR** an Education, Health and Care Plan? Please tick if appropriate.

My child has a Statement of Special Educational Needs

My child has an Education Health and Care Plan

If either box above is ticked, please provide separate documentary evidence and return it with this form.

**Travel Arrangements: Please tick ONE box to indicate how your child will travel to Kettering Buccleuch Academy.**

Bicycle		Train		Walk		Car		Taxi		Bus
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**Has your child been identified as Gifted and Talented/Does your child excel in a particular subject/sport/activity?**

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**Language and Religion**

<b>What language does your family speak at home?</b>	<b>What is your child's religion?</b>
<b>What is your child's FIRST language? This is the language that they are most fluent in using.</b>	<b>If English is NOT your child's first language, please circle the number below which best suits their ability:</b>  <b>1= Excellent 2 = Good 3 = Basic 4 = Poor</b>  Understanding of Spoken English    1    2    3    4  Ability to speak English                    1    2    3    4  Ability to write English                      1    2    3    4

**Ethnicity**

Please choose from this list the group which most closely matches your child's ethnic identity then write it in the space below.

Asian	Black	White	Mixed Backgrounds
Asian - Afghanistani	Black - Caribbean	White - British	White and Asian
Asian - Arabic	Black - African	White - Gypsy/Roma	White and Black African
Asian - Bangladeshi	Other Black Background	White - Irish	White and Black Caribbean
Asian - Chinese		White - European	
Asian - Indian		Other White Background	Other Mixed Background
Asian - Pakistani			
Other Asian Background			

**Ethnicity of child:**

**Nationality of child:**

**Country of birth:**

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**Consent to Use Images of Students**

For operational and safeguarding purposes, Kettering Buccleuch Academy will need to use photographs and video recordings of pupils in the day-to-day running of the School. These include photographs stored on our Management Information System (MIS), classroom displays, whole School and whole class photographs, information screens and live streaming of house competitions. Where necessary, photographs or video recordings may also be taken as an integral part of a project, assignment, coursework module or as evidence of educational achievement.

In addition to the above, Kettering Buccleuch Academy may use photographs and video recordings of activities and events to document day-to-day life at the School for both current and prospective parents, and for marketing and publicity purposes. This includes, but is not limited to, the School prospectus, newsletters, curriculum booklets, concert and event programmes, the School website, newsletter, and the School social media platforms such as Twitter and YouTube.

**I consent to the use of my child's image in materials as described above. I understand that my child will not be identified by name if such an image is used.**

**Signature of Parent/Carer**

**I do not consent for my child's image to be used.**

**Signature of Parent/Carer**

From time to time, we may also be asked to provide photographs or video recordings of pupils by external news providers in relation to activities taking place at the School. Please note, your child's name may be printed alongside any photos used.

**I consent to the use of my child's image in materials as described above.**

**Signature of Parent/Carer**

**I do not consent for my child's image to be used.**

**Signature of Parent/Carer**

**Consent to Use the Internet and ICT Systems**

As an academy we try to ensure that students have good access to ICT systems, including the internet, in order to enhance their learning.

If you are happy for your child to access the internet and ICT systems, please sign the declaration below.

**I consent to the use of the internet and ICT systems as described above. I understand that my child's activity whilst using the internet and ICT systems will be monitored and that the academy will contact me in the event of any concerns.**

**Signature of Parent/Carer**

**I do not consent for my child to use the internet and ICT systems, I understand this may limit learning.**

**Signature of Parent/Carer**

**Consent to Use Biometric Technology**

We have been using biometric technology since 2013. This system allows students and staff to use their fingerprints in order to access a range of facilities including cashless catering and printing. This information is stored using technology called Biostore. Students' fingerprints are scanned and recorded as biometric code. Fingerprint images are not used for any other purpose.

If you are happy for your child's fingerprint to be scanned and stored as biometric code, please sign the declaration below.

**I consent to my child's fingerprint to be scanned and stored as biometric code.**

**Signature of Parent/Carer**

**I do not consent to my child's fingerprint being scanned.**

**Signature of Parent/Carer**

**School/Home communication**

All reports will be available on School Gateway App.

Both email and text messages will be sent to contact 1 and 2 providing they have parental responsibility via the app.

Registration details for the app will be sent out once your child is on roll, to the parent email addresses you have provided.

To receive the registration details, contacts must be registered as Mother or Father and have parental responsibility.

**School trips**

We will provide you with information about each trip or activity before it takes place.

- You must ensure that you and your child understand and agree to any trip Code-of Conduct
- You must keep us informed if any medical information you have provided becomes out-of-date
- You must keep us informed if any emergency contact information you have provided becomes out-of-date

**Sporting Activities**

If your child is chosen to be part of a KBA Sporting Team:

- Your child will attend enrichment clubs/fixtures as part of their learning experience. Information about the clubs/fixtures your child will be attending will be published on the school website
- By providing consent, you understand that it is your responsibility to ensure that your child has means of getting home after a club/fixture from Kettering Buccleuch Academy

All information regarding sporting activities will be published on the KBA website. If you are happy for your child to join these clubs, which may result in staying after school hours and leaving site with a member of staff, please sign below. Your child will be escorted back to Kettering Buccleuch Academy after any off-site fixture.

**I give consent for my child to join sporting clubs and can leave site with a member of staff.**

**Signature of Parent/Carer**

**I do not give consent for my child to attend any after school sporting clubs or leave site to attend clubs.**

**Signature of Parent/Carer**

**First Aid**

We have an on-site Nurse and qualified first aiders who are available for any first aid issues at school.

Any medication that needs to be brought into the academy will need a medical form attached which can be obtained from reception.

Please advise of any medical issues in the medical section of this booklet and keep the academy informed of any changes.

If students request medication for aches/pains, we will contact you for permission before any medication is given.

In the event of an emergency we will contact the people listed in the Home section in order of priority.

If you are happy for a member of staff to provide emergency treatment for your child, please sign the declaration below.

**I give consent for emergency treatment to be given to my child if needed.**

**Signature of Parent/Carer**

**I do not consent to my child receiving emergency treatment at school.**

**Reason:**

**Signature of Parent/Carer**

**Sharing data with third parties**

At times there may be a requirement for us to share personal data with our Parent Teacher Association, Careers Advisors, University of Northampton and our Alumni Association. We will only do so with your consent.

**I give consent for my details to be passed to third parties**

**Signature of Parent/Carer**

**I do not consent for my details to be given to third parties**

**Signature of Parent/Carer**

### Youth Support Services

Once pupils are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This information includes the name, address and date of birth of the pupil and contact details of the parent/carer. This is the local authority support service for young people aged 13 to 19 in England.

However, the pupil (if aged 16 or over) and parent can ask that no information beyond name and address be passed to the support service.

For more information about young peoples' services, please use the Directgov Young People site below:

<http://www.direct.gov.uk/en/YoungPeople/index.htm>

<b>I give consent for my full details as above, to be passed to Youth Support Services</b>	<b>Signature of Parent/Carer</b>
<b>I do not consent for my details, apart from name and address, to be given to Youth Support Services</b>	<b>Signature of Parent/Carer</b>

**I confirm that all the information provided in this pack is correct and will inform the academy with any changes, or alternatively, use the School Gateway App to advise of any changes (School Gateway App login details will be provided after your child joins KBA). All parent communication and school reports will be available via the app.**

Parent's/Carer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Carer's Name: \_\_\_\_\_ (Please print clearly)

Relationship to Child: \_\_\_\_\_ (Please print clearly)

### PRIVACY NOTICE – Short Version

#### Pupils in Schools, Alternative Provision & Pupil Referral Units and Children in Early Years Settings

#### Privacy Notice - Data Protection Act 2018

We, Kettering Buccleuch Academy, are the Data Controller for the purposes of the Data Protection Act. We collect information about your child and may receive information about your child's previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well your child's school is performing

#### What information does the school hold?

This information includes your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If your child is enrolling for post 14 qualifications, we will be provided with your child's unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

#### Who has access to the information?

We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to.

However, please note that we are required by law to pass some of your child's information to the local authority, Northamptonshire County Council (NCC) and the Department for Education (DfE)

To read our Privacy Policy in full, please visit the school website [www.kba.uk/secondary/information/gdpr-policies](http://www.kba.uk/secondary/information/gdpr-policies)