



Montgomery Junior School

Open your mind ▶ choose your future

January 2017

Dear Parent/Carer

As part of the Government School Census we are required to collate information for the DfE for all children in the school. The information we require is **important** however you can refuse to provide this information or withdraw information you have already told us about at any time by request. Please refer to the Privacy Notice overleaf for further details.

Child's Name	
Class	
Ethnicity	
Child's First Language First Language is the language your child heard first as a baby. It will be a language they still have contact with at home even if they usually speak English now.	
Asylum Seeker or Refugee Please detail.	
National Identity Welsh, English, Scottish, Irish, British, Other	
Nationality Dual Nationality if applicable.	
Home Language (Language most frequently spoken now)	
Country of birth	
Parent/Carer Signature	Date

Yours sincerely

Mr WR Aylett
Headteacher

W: School Management?Admissions/Masters/Nationality collection 2017



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Privacy Notices

Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact Mrs Creed, School Administrator.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 level data, requestors must comply with strict terms

and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.essex.gov.uk/Your-Council/Your-Right-Know/Pages/Your-Right-Know.aspx> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>