



Whitehill Community Academy

Child Contact Form

Whitehill Community Academy collects and uses personal data in order to meet the legal requirements and legitimate interests set out in the GDPR and UK law. The data collected will be used to meet legal requirements, support pupil learning and provide pastoral care.

Whitehill Community Academy 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 relating to pupils and their families is to be processed. All personal data collected by the school is stored in line with the GDPR Data Protection Policy and is only kept for as long as is necessary to complete the task for which it was originally collected.

Parents have the right to: be informed about the use of their personal data, access the data the school holds, request data is amended if it is inaccurate or incomplete, request data is erased where there is no compelling reason to continue processing it, request data is restricted and object to the processing of their personal data. Where the processing of data is based on consent, as a parent at Whitehill Community Academy you have the right to withdraw this consent at any time.

By signing this form, you are providing positive indication of consent for data processing to be carried out by Whitehill Community Academy.

Child's Details

Child's Legal Surname		Child's Forename	
Child's Preferred Surname		Child's Middle Name(s)	
Date of Birth		Gender	
Country of Birth		Nationality	
Address			
Child's Phone Number (If have own phone)			
Adult(s) at this address (Please provide details below under contacts)			
Sibling within school		Sibling's Year Group	
Sibling within school		Sibling's Year Group	
Sibling within school		Sibling's Year Group	
Previous Schools/Nurseries			

Contact Details (Please include at least one contact that does not live at the same address as the child)

Contact Priority 1 (Parent/Carer)

Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)
Contact Number			
Additional Number			
Additional Number			
Email Address			

Contact Priority 2 (Parent/Carer/Other)

Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)
Contact Number			
Additional Number			
Additional Number			
Email Address			

Contact Priority 3 (Parent/Carer/Other)

Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)
Contact Number			
Additional Number			
Additional Number			
Email Address			

Contact Details of Key Professionals

(eg. for child who is CP or CLA– Social Worker/Virtual School, or YOT Worker)

Name		Relationship to Child	
Contact Number			
Additional Number			
Additional Number			
Email Address			

Name		Relationship to Child	
Contact Number			
Additional Number			
Additional Number			
Email Address			

Additional Information

Any Dietary requirements	
Any Medical Conditions or Needs	
Any treatments required for medical/dietary needs	
How does your child usually travel to school?	
Please indicate your child's religious beliefs if any	
Does either parent currently serve in the armed forces?	

Has your child been adopted from care?	
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Every term, the DfE requires schools to collect certain personal data relating to the pupils registered at their school, as well as their educational attainment data. Such information will then be used to inform our school's funding allocations. We would be grateful if you could provide us with the below information relating to the child named in this form; however, you are under no obligation to do so.

Please indicate your child's ethnic group (Please Circle)	White	Mixed	Asian	Black	Other Ethnic Group
	British	White & Black Caribbean	Indian	Caribbean	Chinese
	Irish	White & Black African	Pakistani	African	Traveller/Gypsy
	Any other white background	White & Asian	Bangladeshi	Any other Black background	Any Other back ground
			Any other Asian background		

Please indicate your child's first language and any other languages spoken	
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Do you consent to your child being photographed?	
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The information given will be transferred to the school's computer system. Under the GDPR, any person named on this form has the right to check the information recorded. The law entitles all parents with parental responsibility to receive information regarding their child.

THIS FORM SHOULD BE SIGNED BY SOMEONE WITH PARENTAL RESPONSIBILITY.

The information I have given is correct to the best of my knowledge and belief.

Signed: _____

Name (please print): _____

Date signed _____

Please keep us informed of any changes to the above information.