



## Pupil Information Record

Full Name of Child.....

Child to be known as.....

Date of Birth..... Gender.....

Permanent Address of Child.....

.....

..... Postcode.....

Home Telephone Number.....

First Language: ..... Religion:.....

Mother's name.....

Parental Responsibility YES/NO

Mother's email address .....

Address (if different).....

..... Postcode.....

Telephone Numbers- Home..... Work.....

Mobile.....

Father's Name.....

Parental Responsibility YES/NO

Father's email address .....

Address (if different).....

..... Postcode.....

Telephone Numbers- Home..... Work.....

Mobile.....

NHS Number (if known):.....

Doctor's name.....

Address.....

..... Postcode.....

Telephone Number.....

**Emergency Contact Details**

Please provide us with the details of AT LEAST four, local emergency contact persons.

<b>Name</b>	<b>Relationship to Pupil</b>	<b>Address</b>	<b>Daytime contact Number</b>

**Siblings**

<b>Name</b>	<b>Gender</b>	<b>Date of Birth</b>	<b>Position in Family</b>

Telephone Number.....

Please use the space provided for a brief summary of any other information that you feel the school should be informed about ie, medical, allergies, family issues, special needs, dietary requirements.

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**Data Privacy Notice**

*Lexden Primary School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. Where relevant, we may share information with other schools, the DfE, the LA or other third parties where the law requires us to do so. Our full online privacy notice can be found at [www.lexden.essex.sch.uk](http://www.lexden.essex.sch.uk) or you can call 01206 573519 if you are unable to access the internet.*

**Consent to use Electronic Communication**

The school really values both the use of text messages and emails to contact parents. We use these methods to keep you up-to-date with key events and information. We do also use both to market school related events organised through, for example, the Friends of Lexden School and other outside providers. By providing these details to us, we will use these to contact you. If you change your mind at any time, you can let us know by emailing [admin@lexden.essex.sch.uk](mailto:admin@lexden.essex.sch.uk), calling the school or popping in to the school office.