

DATA COLLECTION SHEET

**Please check that the information below is correct.
Complete any missing details, and return to the school office.**

Surname: Forename: Chosen name: Date of Birth: Address: Post Code: Telephone: Email:	Legal Surname: Middle name: Gender: Reg Group:
Year:	

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/Phone/Mobile/Fax	Work Address Phone/Email
		Tel: Mobile:	Tel: Email:
1		Tel: Mobile:	Tel: Email:
3		Tel: Mobile:	Tel: Email:
4		Tel: Mobile:	Tel: Email:

Travel Arrangements

If the above information is incorrect, please tick the appropriate choice

- Bicycle
 Train
 Car/Van
 Walk
 Taxi
 School Bus
 Car Share
 London Underground
 Public Bus Service
 Metro/Train/Light Rail
 Other

Route

Dietary Needs

Meal Arrangement

If the above information is incorrect, please tick the type of meal to have for each day of the week below.

Type of meal	Mon	Tue	Wed	Thu	Fri
School Meal					
Packed Lunch					
Home					

Medical Practice:

Address:

Telephone Number:

Medical Condition(s)

Medical Note(s)

Disabilities

Ethnicity:

Religion:

First Language:

Home Language:

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. 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 DCSF.

Signature:

Date:

