

## REGISTRATION BOOKLET (Transition)

Jesmond Park West, Newcastle upon Tyne NE7 7DP

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Information that you put on this form is not confidential.

If you require any assistance to complete this booklet, please contact Caroline Chirnside on the school number above or email [cchirnside@jesmondparkacademy.org.uk](mailto:cchirnside@jesmondparkacademy.org.uk)

For office use only: ID Seen: Y / N

Year Group: \_\_\_\_\_ Form Group: \_\_\_\_\_ Start date: \_\_\_\_\_

**PLEASE COMPLETE USING BLOCK CAPITAL LETTERS OR TYPE**

### BASIC DETAILS

**STUDENT'S LEGAL FIRST NAME:** \_\_\_\_\_

Name on passport/birth certificate

**Student's Middle Name:** \_\_\_\_\_

Name on passport/birth certificate

**STUDENT'S LEGAL LAST NAME:** \_\_\_\_\_

Name on passport/birth certificate

**Student's Preferred Last Name** (If different from above): \_\_\_\_\_

**Student's Preferred First Name** (If different from above): \_\_\_\_\_

**Date of Birth** (dd/mm/yyyy): \_\_\_\_\_ ☐ Male : / ☐ Female:

**Student mobile number:** \_\_\_\_\_

**Address of student:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Siblings in family who attend or have previously attended Jesmond Park Academy**

Name	Date of birth	Age

## CONTACTS

The order in which you list these contacts is the order in which we will contact them in case of an emergency

Please include all parents/carers who live with the student

A minimum of TWO contacts is required and they must be 18 or over

### CONTACT 1:

Title Mr Mrs Ms etc	Surname	First name	Relationship to child
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Telephone: Please list in order of preference

1: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

2: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

3: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

Email address: \_\_\_\_\_

Home Address ONLY if different from the student _____ _____ _____ _____	Does this person have parental responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No  If this a parent/carer who does not live with the student, does this person require copies of grade cards and mail shots? <input type="checkbox"/> Yes <input type="checkbox"/> No
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### CONTACT 2:

Title Mr Mrs Ms etc	Surname	First name	Relationship to child
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Telephone: Please list in order of preference

1: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

2: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

3: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

Email address: \_\_\_\_\_

Home Address ONLY if different from the student _____ _____ _____ _____	Does this person have parental responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No  If this a parent/carer who does not live with the student, does this person require copies of grade cards and mail shots? <input type="checkbox"/> Yes <input type="checkbox"/> No
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## CONTACTS (CONTINUED..)

The order in which you list these contacts is the order in which we will contact them in case of an emergency

Please include all parents/carers who live with the student

A minimum of TWO contacts is required and they must be 18 or over

### CONTACT 3:

Title Mr Mrs Ms etc	Surname	First name	Relationship to child
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Telephone: Please list in order of preference

1: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

2: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

3: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

Email address: \_\_\_\_\_

Home Address ONLY if different from the student _____ _____ _____ _____	Does this person have parental responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No  If this a parent/carer who does not live with the student, does this person require copies of grade cards and mail shots?  <input type="checkbox"/> Yes <input type="checkbox"/> No
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### CONTACT 4:

Title Mr Mrs Ms etc	Surname	First name	Relationship to child
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Telephone: Please list in order of preference

1: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

2: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

3: \_\_\_\_\_ (Mobile/Home/Work/Other<sup>please circle</sup>)

Email address: \_\_\_\_\_

Home Address ONLY if different from the student _____ _____ _____ _____	Does this person have parental responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No  If this a parent/carer who does not live with the student, does this person require copies of grade cards and mail shots?  <input type="checkbox"/> Yes <input type="checkbox"/> No
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## DIETARY

### **Free School Meals** (please tick as applicable)

Is your child entitled to free school meals?

☐ Yes

☐ No

☐ Pending

## SPECIAL NEEDS & MEDICAL

### **Special Education Needs**

Does your child have any diagnosed special educational needs or physical disabilities? If so, please give details: \_\_\_\_\_

\_\_\_\_\_

### **Medical Information for School**

Does your child have any medical conditions or allergies that school should be made aware of and do they use any medication on a daily/weekly basis? Please list below.

\_\_\_\_\_

\_\_\_\_\_

### **Mental Health Information for School**

Does your child have any mental health conditions or concerns that school should be made aware? Please list below.

\_\_\_\_\_

\_\_\_\_\_

## ETHNIC/CULTURAL

### **Ethnic Origins of Student (Optional information - we use this for equality monitoring)**

<input type="checkbox"/> Any other Asian background	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian	<input type="checkbox"/> White and Black African
<input type="checkbox"/> Any other Black background	<input type="checkbox"/> Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> White and Black Caribbean
<input type="checkbox"/> Any other Ethnic Group	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> White British
<input type="checkbox"/> Any other Mixed background	<input type="checkbox"/> Chinese	<input type="checkbox"/> Traveller of Irish heritage	<input type="checkbox"/> White Irish
<input type="checkbox"/> Any other White background	<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> White & Asian	<input type="checkbox"/> White Northern Irish

**First Language of Student:** \_\_\_\_\_

Language student was exposed to in early development years and continues to be exposed to. **Please show only ONE language**

**Asylum Status:** (Please tick only ONE) ☐ Asylum Seeker ☐ Refugee ☐ N/A

**National Identity** (Please tick only ONE)

☐ British ☐ English ☐ Irish ☐ Scottish ☐ Welsh ☐ Other ☐ Prefer not to say

**Language spoken at home:** \_\_\_\_\_

Please show only ONE language

**Country of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**If student has moved from another country, date of arrival into the UK:** \_\_\_\_\_

## ADDITIONAL

**Meal Type:** ☐ Packed lunch ☐ School meal ☐ Free school meal

Please tick only ONE

**How will your child travel to school?** (Please tick only ONE)

☐ Car ☐ Car Share ☐ Cycle ☐ Metro ☐ Public Service Bus ☐ Taxi ☐ Walk ☐ Other

**Are either parents members of the British armed forces (DfE requirement)** ☐ Yes ☐ No

## WELFARE

Does the child live with their parents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', does the child live with grandparents/relatives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a Special Guardianship Order? (Please provide documentary evidence)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the child adopted from care (Please provide documentary evidence e.g. a copy of the adoption order)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## SCHOOL HISTORY

**Name of school your child attends/last attended:**

(if arriving from overseas, please indicate if student has attended a school in the UK previously, and if so, which school):

\_\_\_\_\_

## OTHER

<b>Do you have access to the Internet?</b> (please tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## **PLEASE READ THE FOLLOWING TERMS AND SIGN OUR DECLARATION AND TWO CONSENT FORMS**

### **SCHOOL UNIFORM**

I understand that any student arriving to school in what is considered to be incorrect uniform will work in isolation unless the issue can be corrected, for example by changing shoes or removing jewellery. This rule is not negotiable and applies to all students.

**The school does not accept notes or letters from parents/carers to excuse students from wearing full school uniform.**

I understand that any student that is unable to wear full school uniform due to a medical condition will need to supply the school with a suitable letter from a medical professional explaining how wearing uniform would negatively affect their condition. For ongoing issues, such a letter would need to be renewed at the start of each academic year.

### **BREAK AND LUNCHTIME**

I understand that all students Year 7 – Year 11 are required to stay in the school grounds at break and lunchtimes and that my child may either purchase food from the School Restaurant or bring a packed lunch from home.

Should my child need to leave school during the day for any reason e.g. dental appointment, I will provide my child with a note or write it in their planner.

### **VALUABLES IN SCHOOL**

Some students against all advice, are bringing very expensive personal items into school e.g. mobile phones, jewellery etc.

- Students are strongly advised to leave all valuables at home
- Jesmond Park Academy is not insured for personal items
- Jesmond Park Academy cannot compensate for lost/stolen items
- For Health and Safety reasons jewellery must not be worn (other than a watch and/or small stud earrings).

A teacher cannot take responsibility for personal items.

However, in some subject areas e.g. PE/Games/Technology etc teachers will try to help students store any valuables as safely as school facilities allow but students leave items at their own risk.

### **DECLARATION**

I can confirm that the details I have given on this form are correct and I have read and agree to all the items contained in this booklet.

**Name of Parent/Carer:** \_\_\_\_\_

**Parent/Carer signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## USE OF BIOMETRIC DATA

The Gosforth Federated Academies Limited, trading as Gosforth Group, incorporates **Jesmond Park Academy**, Callerton, Gosforth Academy, Gosforth Junior High Academy, Great Park Academy and North Gosforth Academy.

At Jesmond Park Academy, in common with a lot of schools, an electronic system to enable purchases from our cafeterias is already used. The cashless system negates the need for students to carry cash and enables the quick and efficient processing of students. The biometric (fingerprint) identification system is endorsed by the Department for Education. It uses the finger to uniquely identify each student, measuring many aspects of the finger to do this and translating this into a unique identification code. **The system does not store any image of the fingerprint.**

To ensure the Trust is meeting data protection requirements your consent is needed to take and use a fingerprint of your child. In this connection, your consent is much appreciated so that we can use the biometric system as described above. If you are not happy for us to do this, that is not a problem – the Trust will accommodate your preference. If you change your mind at any time, you can email the Data Protection Officer at [dataservices@judicium.com](mailto:dataservices@judicium.com), or by writing to the Data Protection Officer, Judicium Consulting Limited, 72 Cannon Street, London, EC4N 6AE.

Your child may at any time also object or refuse to allow his or her biometric information to be used, even if you have given your consent. Please explain to your child that he or she can object if he or she wishes. His/her objection does not need to be in writing; we just need to know so that alternative arrangements can be put in place.

If your child ceases to use the biometric recognition system, and when he or she leaves the School, his/her biometric information will be securely and permanently deleted.

### **BIOMETRIC CONSENT / NONE CONSENT**

**To be completed by Parent/Carer:**

I **consent** to my child's biometric information being used as described above.

<b>Print name:</b>	
<b>Signature:</b>	
<b>Relationship to student:</b>	
<b>Date:</b>	

OR

I **do not consent** to my child's biometric information being used as described above

<b>Print name:</b>	
<b>Signature:</b>	
<b>Relationship to student:</b>	
<b>Date:</b>	

## CONSENT – PHOTOGRAPHIC, VIDEO, AND ELECTRONIC MEDIA

The Gosforth Federated Academies Limited, trading as Gosforth Group incorporates **Jesmond Park Academy**, Callerton, Gosforth Academy, Gosforth Junior High Academy, Great Park Academy and North Gosforth Academy

At Gosforth Group, photographs, video and electronic images are taken to enhance the students' learning experience. These images are used:

- in the School's prospectuses;
- in publicity on the School's websites and in the media;
- to complement students' work in classroom teaching;
- to celebrate student achievement on internal display boards around the School.

To ensure the Trust is meeting data protection requirements your consent is needed to take and use photographs and images of your child. The Trust values using images of pupils to be able to showcase what pupils do in school and to show what life at the Trust is like to others.

In this connection, your consent is much appreciated so that we can use images in the ways described above. If you are not happy for us to do this, that is not a problem – the Trust will accommodate your preferences. **If your child is aged 13 or above they will need to give their own consent.**

If you change your mind at any time, you can let the Trust know by emailing the Data Protection Officer at [dataservices@judicium.com](mailto:dataservices@judicium.com), or by writing to the Data Protection Officer, Judicium Consulting Limited, 72 Cannon Street, London, EC4N 6AE.

### PHOTOGRAPHIC, VIDEO AND ELECTRONIC MEDIA - CONSENT / NONE CONSENT

To be completed by parent/carer:

I **consent** to photographic, video and electronic images of my child being used for the purposes described above. This permission is given on condition that personal details of students involved will not be revealed without further permission being sought.

<b>Print name:</b>	
<b>Signature:</b>	
<b>Relationship to student:</b>	
<b>Date:</b>	

OR

I **do not consent** to photographic, video and electronic images of my child being used for the purposes described above.

<b>Print name:</b>	
<b>Signature:</b>	
<b>Relationship to student:</b>	
<b>Date:</b>	

**Student (if aged 13 or above)**

# **PLEASE TEAR OFF THIS PRIVACY NOTICE SECTION TO READ AND KEEP FOR YOUR RECORDS**

## **Jesmond Park Academy**

### **PRIVACY NOTICE (how we use student information)**

At Jesmond Park Academy, we collect information from students and from their parents and carers. We may also receive information about students from their previous schools.

**The categories of student information that we collect, hold and share include:**

- Personal information (such as name, unique student number, address, next of kin);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as examination and test results);
- Medical information (such as medical conditions about which the school need to be aware);
- Special educational needs information (such as information of students' learning needs);
- Behavioural information (such as exclusions from schools)

### **Why we collect and use this information**

We use the student data:

- to admit students to the schools within the School;
- to support student learning (including online resources);
- to monitor and report on student progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing

### **The lawful basis on which we use this information**

We collect and use student information under the General Data Protection Regulation (GDPR). Under this European rule, we collect and use the information we gather to allow the School to complete its public task in providing education to students. The processing is necessary for the School to perform its functions to students and parents.

There will also be occasions when we need to collect sensitive information, for example, about your educational needs or health. The processing of this information is necessary to allow the School to carry out its obligations in providing your education and to keep you safe (conditions (b) and (g) of the GDPR Article 9(2)).

In some circumstances, your consent will be needed and this will be used as the lawful basis for collecting information, when we take photographs for the website, for example, or needing your fingerprints to pay for your school meals. On these occasions, we will let you know when your explicit consent is required.

## **Collecting student information**

Whilst the majority of student information you provide us is compulsory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice.

### **Storing student data**

We do not hold student information for longer than is necessary. The School has a schedule that lists the length of times that we keep different student records and how they are disposed of when they are no longer needed.

### **Who we share student information with**

To ensure we abide by the law we routinely share student information with:

- schools that students attend after leaving us;
- our local authorities;
- the Department for Education (DfE);
- the National Health Service (school nurse, for example)

We will also share information with other people and organisations like official school photographers and travel companies with whom we arrange educational visits.

### **Why we share student information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

### **Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **Youth support services**

### **Students aged 13+**

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or carer can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age of 16.

### **Students aged 16+**

We will also share certain information about students aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers;
- youth support services;
- careers advisers

For more information about services for young people, please visit our local authority websites.

### **The National Student Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

**<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>**

For information about which organisations the department has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please submit your written request to the Data Protection Officer at [dataservices@judicium.com](mailto:dataservices@judicium.com), or by writing to the Data Protection Officer, Judicium Consulting Limited, 72 Cannon Street, London, EC4N 6AE.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please also contact the Data Protection Officer at [dataservices@judicium.com](mailto:dataservices@judicium.com), or by writing to the Data Protection Officer, Judicium Consulting Limited, 72 Cannon Street, London, EC4N 6AE.