

PUPIL ENTRY DATA – BROADWAY SCHOOL

PLEASE COMPLETE ALL SECTIONS

1. PERSONAL DETAILS: [PLEASE NOTE THAT ALL DETAILS CONTAINED IN THIS FORM ARE COVERED BY THE DATA PROTECTION ACT]

Surname: _____ Forename: _____

Chosen Name: _____ Date of Birth: _____

Gender: Male / Female

Address: _____
 _____ Post Code: _____

Telephone Number: _____ Mobile: _____

Name of Father: _____ Name of Mother: _____

Pupil's Country of Birth: _____ Date of Entry into UK: _____

Father's Country of Birth: _____ Mother's Country of Birth: _____

Language at Home: _____ (Spoken) _____ (Written)

Other children attending Broadway – Please give name and form: _____

Interpreter required? if so what language: _____

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**1A. ETHNICITY: Please see attached sheet.**

**1B. RELIGION: Please see attached sheet**

**1Ca. STATUS: Are you registered with the Home Office as an asylum seeker or refugee? YES\*/ NO**  
**\*If YES, written proof from the Home Office must be provided.**

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1C. EMERGENCY CONTACTS:

Should we be unable to contact parents we need names of other reliable adults to contact in an emergency.

Emergency Contact (1)

Emergency Contact (2)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone No: _____

Telephone No: _____

Relationship to Pupil: _____

Relationship to Pupil: _____

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**FOR SCHOOL USE ONLY**

|                      |  |              |  |                |  |
|----------------------|--|--------------|--|----------------|--|
| <b>Admission No:</b> |  | <b>Form:</b> |  | <b>UPN No:</b> |  |
|----------------------|--|--------------|--|----------------|--|

|                                                                    | Date |                                                               | Date |
|--------------------------------------------------------------------|------|---------------------------------------------------------------|------|
| <b>Received in school</b>                                          |      | <b>Timetable entered on CMIS</b>                              |      |
| <b>Entered on admissions database</b>                              |      | <b>Date Pupil to Start</b>                                    |      |
| <b>Copy to AHK (original retained by attendance administrator)</b> |      | <b>Original form sent to SSM (in clearly labelled folder)</b> |      |
| <b>Entered onto CMIS</b>                                           |      |                                                               |      |

**1D. MEDICAL INFORMATION:**

Doctor's Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

Medical Conditions:

|               |  |                                  |  |
|---------------|--|----------------------------------|--|
| Wears Glasses |  | Allergies (if yes, please state) |  |
| Hearing Aid   |  | Any other conditions             |  |

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1E. FOR YEAR 10 AND 11 APPLICANTS ONLY

Please list the subjects your child is studying at school and the Examination Board/Syllabus.

SUBJECT	LEVEL	BOARD	SUBJECT	LEVEL	BOARD

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**2. HISTORICAL DETAILS:**

Previous School: \_\_\_\_\_ Tel No: \_\_\_\_\_

Contact Name: \_\_\_\_\_ How long has your child attended this school? \_\_\_\_\_

If less than two years please give previous school: \_\_\_\_\_

School Missed due to holiday: **YES/NO** Duration: \_\_\_\_\_

Please list any special learning difficulties \_\_\_\_\_

**2A. Has your child ever been excluded from school? If so please give details of the length of time and reasons:**

| LENGTH OF EXCLUSION | REASON FOR EXCLUSION |
|---------------------|----------------------|
|                     |                      |

**2B. How would you describe your child's attendance and punctuality at school? Please tick one of the boxes**

| ATTENDANCE                                                         |  |              |  |      |  |
|--------------------------------------------------------------------|--|--------------|--|------|--|
| [PLEASE TICK THE BOX WHICH BEST DESCRIBES YOUR CHILD'S ATTENDANCE] |  |              |  |      |  |
| EXCELLENT                                                          |  | SATISFACTORY |  | POOR |  |

| PUNCTUALITY                                                         |  |              |  |      |  |
|---------------------------------------------------------------------|--|--------------|--|------|--|
| [PLEASE TICK THE BOX WHICH BEST DESCRIBES YOUR CHILD'S PUNCTUALITY] |  |              |  |      |  |
| EXCELLENT                                                           |  | SATISFACTORY |  | POOR |  |

Please give the reasons for requesting admission to Broadway School:

\_\_\_\_\_

**2C. Have you applied to any other school?**

YES\* / NO      If yes, please state: \_\_\_\_\_

Is your child involved in any extra curricular activities eg: sports, musical instrument, clubs? If so please give details:

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**3. FREE MEALS: What will your child do for lunch – please tick one box only:**

|                   |                          |
|-------------------|--------------------------|
| Payment           | <input type="checkbox"/> |
| Free School Meals | <input type="checkbox"/> |
| Sandwiches        | <input type="checkbox"/> |

|                             |  |             |  |
|-----------------------------|--|-------------|--|
| <b>FOR SCHOOL USE ONLY</b>  |  |             |  |
| Free Meals Reference Number |  | Expiry Date |  |

SIGNED: \_\_\_\_\_ Parent/Guardian      Date: \_\_\_\_\_

The information collected in this form will be used in compliance with the Data Protection Act 1998. The information is being collected by the School & the Personnel and Equalities Division for the purpose of administering the Education Service. The information may be disclosed, as appropriate, within the Education Service, to School Governors, to the Department for Education & Skills and relevant statutory bodies.

**ETHNIC MONITORING FORM**

**CONFIDENTIAL**

Pupil's Surname \_\_\_\_\_

First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Male/Female \_\_\_\_\_

**Section 1: Pupil's Ethnic Origin**

Our ethnic background describes how we think of ourselves. This may be based on many things, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as country of your birth or nationality. Please tick one box from the list below. If there isn't one for you, then tick the 'Other' box under one of the main categories and write in your own description.

**Asian including Black Asian**

|      |                    |                          |
|------|--------------------|--------------------------|
| ABAN | Bangladeshi        | <input type="checkbox"/> |
| AIND | Indian             | <input type="checkbox"/> |
| AKPA | Kashmiri Pakistani | <input type="checkbox"/> |
| AKAO | Kashmiri Other     | <input type="checkbox"/> |
| AOPK | Pakistani          | <input type="checkbox"/> |
| ASLT | Sri Lankan         | <input type="checkbox"/> |
| AOTA | Asian Other        | <input type="checkbox"/> |

(Please describe) \_\_\_\_\_

**White including British White**

|      |                                        |                          |
|------|----------------------------------------|--------------------------|
| WBRI | White UK Heritage                      | <input type="checkbox"/> |
| WIRI | White Irish                            | <input type="checkbox"/> |
| WROM | White Gypsy/Roma                       | <input type="checkbox"/> |
| WIRT | White Traveller of Irish Heritage      | <input type="checkbox"/> |
| WALB | White Other – Albanian                 | <input type="checkbox"/> |
| WBOS | White Other – Bosnian                  | <input type="checkbox"/> |
| WCRO | White Other – Croatian                 | <input type="checkbox"/> |
| WWEU | White Other – West European (Excl. UK) | <input type="checkbox"/> |
| WOTW | White Other – Other                    | <input type="checkbox"/> |

(Please describe) \_\_\_\_\_

**Black including Black British**

|      |                 |                          |
|------|-----------------|--------------------------|
| BAOF | Black African   | <input type="checkbox"/> |
| BCRB | Black Caribbean | <input type="checkbox"/> |
| BSOM | Black Somali    | <input type="checkbox"/> |
| BOTH | Black Other     | <input type="checkbox"/> |

(Please describe) \_\_\_\_\_

**Other Ethnic Groups**

|      |                        |                          |
|------|------------------------|--------------------------|
| OARA | Arab (Excl. Yemeni)    | <input type="checkbox"/> |
| OAFG | Afghan                 | <input type="checkbox"/> |
| CHNE | Chinese                | <input type="checkbox"/> |
| OKOR | Korean                 | <input type="checkbox"/> |
| OKRD | Kurdish                | <input type="checkbox"/> |
| OVIE | Vietnamese             | <input type="checkbox"/> |
| OYEM | Yemeni                 | <input type="checkbox"/> |
| OPEG | Any other ethnic Group | <input type="checkbox"/> |

(Please describe) \_\_\_\_\_

**Mixed/Dual Heritage**

|      |                           |                          |
|------|---------------------------|--------------------------|
| MABL | Asian and Black           | <input type="checkbox"/> |
| MWAS | White and Asian           | <input type="checkbox"/> |
| MWBA | White and Black African   | <input type="checkbox"/> |
| MWBC | White and Black Caribbean | <input type="checkbox"/> |
| MOTM | Any other Mix background  | <input type="checkbox"/> |

REFU I do not wish an ethnic background category to be recorded

**Section 2: Religious Affiliation**

|     |                            |                          |
|-----|----------------------------|--------------------------|
| BUD | Buddhist                   | <input type="checkbox"/> |
| CHR | Christian                  | <input type="checkbox"/> |
| ROC | Christian – Roman Catholic | <input type="checkbox"/> |
| HIN | Hindu                      | <input type="checkbox"/> |
| JEW | Jewish                     | <input type="checkbox"/> |
| MUS | Muslim                     | <input type="checkbox"/> |
| NON | No Religion                | <input type="checkbox"/> |
| SIK | Sikh                       | <input type="checkbox"/> |
| REF | Refused                    | <input type="checkbox"/> |
| OTH | Any other                  | <input type="checkbox"/> |

(Please describe) \_\_\_\_\_

**Section 3: First/Home Language**

Please indicate the main language used in the home or the community. Please note the list below is most commonly spoken languages in Birmingham and is for guidance only. School can record almost every language on their system. If your language is not listed below, please tick the 'Other' box and describe your language in space provided.

|                          |                       |                          |               |                          |                     |                          |                             |
|--------------------------|-----------------------|--------------------------|---------------|--------------------------|---------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Albanian              | <input type="checkbox"/> | Dutch         | <input type="checkbox"/> | Norwegian           | <input type="checkbox"/> | Swedish                     |
| <input type="checkbox"/> | Arabic (Iraq)         | <input type="checkbox"/> | English       | <input type="checkbox"/> | Panjabi (Gurmakhi)  | <input type="checkbox"/> | Tamil                       |
| <input type="checkbox"/> | Arabic (Yemen)        | <input type="checkbox"/> | Farsi/Persian | <input type="checkbox"/> | Panjabi (Mirpuri)   | <input type="checkbox"/> | Tagalog                     |
| <input type="checkbox"/> | Arabic (Other)        | <input type="checkbox"/> | Filipino      | <input type="checkbox"/> | Panjabi (Any other) | <input type="checkbox"/> | Turkish                     |
| <input type="checkbox"/> | Bengali Sylheti       | <input type="checkbox"/> | French        | <input type="checkbox"/> | Polish              | <input type="checkbox"/> | Urdu                        |
| <input type="checkbox"/> | Bengali (Any Other)   | <input type="checkbox"/> | German        | <input type="checkbox"/> | Portuguese          | <input type="checkbox"/> | Vietnamese                  |
| <input type="checkbox"/> | Bosnian               | <input type="checkbox"/> | Greek         | <input type="checkbox"/> | Pushto              | <input type="checkbox"/> | Welsh/Cymraeg               |
| <input type="checkbox"/> | British Sign Language | <input type="checkbox"/> | Gujerati      | <input type="checkbox"/> | Romanian            | <input type="checkbox"/> | Woloff                      |
| <input type="checkbox"/> | Carib. Creole/Patois  | <input type="checkbox"/> | Hindi         | <input type="checkbox"/> | Russain             | <input type="checkbox"/> | Any other (please Describe) |
| <input type="checkbox"/> | Chinese (Cantonese)   | <input type="checkbox"/> | Italian       | <input type="checkbox"/> | Shona               | <input type="checkbox"/> | <input type="checkbox"/>    |
| <input type="checkbox"/> | Chinese (Hakka)       | <input type="checkbox"/> | Korean        | <input type="checkbox"/> | Slovak              | <input type="checkbox"/> | <input type="checkbox"/>    |
| <input type="checkbox"/> | Chinese (Mandarin)    | <input type="checkbox"/> | Kurdish       | <input type="checkbox"/> | Somali              | <input type="checkbox"/> | <input type="checkbox"/>    |
| <input type="checkbox"/> | Chinese (Any other)   | <input type="checkbox"/> | Lingala       | <input type="checkbox"/> | Spanish             | <input type="checkbox"/> | <input type="checkbox"/>    |
| <input type="checkbox"/> | Danish                | <input type="checkbox"/> | Malayalam     | <input type="checkbox"/> | Swahili             | <input type="checkbox"/> | <input type="checkbox"/>    |

Refused

This information is provided by:

Parent  
 Pupil

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

## DATA PROTECTION ACT – FAIR PROCESSING NOTICE guidance for parents and pupils

Schools, Local Education Authorities (LEAs), the Department for Education and Skills (DfES), the government department which deals with education, the Qualifications and Curriculum Authority (QCA), Ofsted and the Learning and Skills Council (LSC) all process information on pupils in order to run the education system, and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time schools are required to pass on some of this data to LEAs, the DfES and to agencies, such as QCA, Ofsted and LSC, that are prescribed by law.

The Governing Body of a maintained school in England is also required by law to supply basic information to ContactPoint. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

**Ofsted** uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual pupils.

The **Learning and Skills Council** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

The **Department for Education and Skills** (DfES) uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DfES will feed back to LEAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school. The DfES will also provide Ofsted with pupil level data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LEAs and learning institutions to support their day to day business. The DfES may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DfES may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to access your personal data, or you wish your parents to do so on your behalf, then please contact the relevant organisation in writing:

- the school at Broadway School, The Broadway, Perry Barr, Birmingham, B20 3DP;
- the LEA's Data Protection Officer at Strategic Directorate of Learning and Culture, Birmingham City Council,;
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE;
- LSC's Data Protection Officer at Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT;
- the DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested. Separately from the Data Protection Act, regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

### Providing information to Connexions services providers

For pupils approaching or above age 13, the school is also required to pass on information to Connexions services providers on request. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role, which is to support young people, helping them to achieve their potential and to realise benefits from education and training. However parents, or the pupil themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you do not want Connexions to receive from the school information beyond name and address, then please contact the school within **four** weeks of receiving this note.

The LEA and DfES may supply to Connexions services providers information which they have about your child, but will not pass on any information they have received from the school if you (or your child if aged 16 or over) have notified the school that Connexions should not receive information beyond name and address.

Layer 2 of this Fair Processing Notice gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of the parents and pupils. This can either be obtained by accessing the school website or requesting a hard copy from the school office.

Yours sincerely



**Mr Ron Skelton**  
Headteacher

## **INFORMATION REQUESTED FROM PARENTS**

The Department of Education and Skills (DfES) has asked for the collection of information on pupils' ethnic background. The Local Authority also requires this information from schools to help ensure that all children have the opportunities to fulfil their potentials.

The following information answers some of the questions you may have about the information requested overleaf.

### **WHY DO WE NEED TO COLLECT THIS INFORMATION?**

- ◆ To know and respond to the particular need of various sections of the community.
- ◆ To make informed decisions and hence target our resources according to identified need.
- ◆ To monitor levels of attainment at school, local and national level.
- ◆ To help authorities to identify barriers to achievement, to establish strategies to raise standards for all pupils equally.
- ◆ To make successful bids for additional money available for such purposes.
- ◆ To identify areas of need in practice and develop policies to meet needs effectively.
- ◆ To monitor changes in practice and develop policies to meet needs effectively.
- ◆ To enable us to meet the cultural, language and faith/religious needs of pupils in schools and to help us communicate with parents.

### **HOW WILL WE MAKE SURE THAT PERSONAL INFORMATION ABOUT YOUR CHILD IS SECURE AND CONFIDENTIAL?**

This information will be part of a pupil's personal file, which is always treated as strictly confidential. Information gathered will be used solely to compile statistics at local and national level and will not allow individual pupils to be identified in public domain and will only be used for valid education purposes. From time to time information will be passed from school to authority and to the DfES. Parents have the right to see the personal information held on their child and amend if necessary.

**NOTE:**

**ONLY COMPLETE AND RETURN THIS SHEET IF YOU DO NOT WISH TO GIVE PERMISSION FOR PHOTOGRAPHS OR IMAGES TO BE TAKEN OF YOUR CHILD.**

Date as postmark

Dear Parent/Guardian

There are occasions during the school year when the school wishes to take photographs or make a video recording of your child or children taking part in a school activity.

Occasionally we are asked by the press and media if they can include our students in stories about the school and programmes including the school.

We also like to display photographs of our students' success and work around the school, in brochures and within the school prospectus.

Broadway School will ensure that photographs and images of children are taken in such a way as to protect the personal integrity of each child and the ethos of the school.

- We would like to ask for your permission to take photographs and videos for the above purposes.

Please return the reply slip below to the school as soon as possible if you **DO NOT** give your consent for the use of your child's image.

Thank you in anticipation of your co-operation.

Yours sincerely



Mr R Skelton  
Headteacher

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Pupil: \_\_\_\_\_

Form: \_\_\_\_\_

I **DO NOT** give permission for photographs and video recordings of my child to be used.

Signature of Parent/Guardian: \_\_\_\_\_