

This form is for completion by the Parent/Guardian of every child once they have been given a place at the school. Parents/Guardians must also complete S11/2 giving your contact details as well as information on people to be contacted in the event of an emergency.

Please provide as much of the following information as you can. If you need help in completing the form, please ask the School Administrator/Secretary/Bursar. The grey shaded areas are for the school's use. Please return your completed form to the school.

Pupil's basic details

Legal surname* _____ Legal forename* _____

Middle name: _____ Date of birth: _____

Sex: female ☐ male ☐ (the sex of a person as recognised in law)

☐ unknown, e.g. the question has not been asked

(schools: please note 'unknown' is not available for school census)

Gender: girl ☐ boy ☐ other/non-binary ☐

☐ prefer to self-describe:

☐ not known, e.g. question not asked, answer was refused

Preferred surname* (if different): _____

Preferred forename* (if different): _____

* please see note under 'General Principles for Schools' on the S11/2 Contacts Information Form

For schools use only: Birth certificate seen? _____

Please state 'yes' if you have seen the child's Birth Certificate or any other legal document e.g. Deed Poll, specifying the Legal surname of the child

Admission Date: Admission number: UPN:

Pupil's address

Address _____

Postcode: _____

Pupil's medical details

Emergency consent?

☐

Yes

☐

No

e.g. the school has permission to give / arrange emergency treatment:

Dietary needs: please tick any that apply.

☐

Artificial colouring allergy

☐

Kosher foods only

☐

No Pork

☐

Gluten Free

☐

No dairy produce

☐

Seafood allergy

☐

Halal

☐

No nuts of any type or quantity

☐

Vegetarian

☐

Other (please specify): _____

Medical practice

Doctor's name _____ Surgery Name _____

Surgery address _____

_____ Surgery tel no _____

Other medical information, e.g. asthma, diabetes _____

Pupil's ethnicity

Ethnicity

ethnic information provided by:

☐

parent

☐

pupil

This has been requested by the Department for Education (DfE) and is collected in the DfE school census.

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture and ancestry or family history. Ethnic background is not the same as nationality or country of birth. The Information Commissioner recommends that young people aged 11 years old or above have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision wherever necessary.

Please note:

- the Ethnicity options detailed below are those captured within the Department for Education school census returns but schools can add as they consider appropriate.
- the availability of the sub-categories depends on schools' individual MI systems.

Please tick one option only

Asian or Asian British	Any Other Ethnicity	Black, African, Caribbean or Black British	
Indian	Any other Ethnic Group	Black African	
Bangladeshi	Or sub category below	or sub category below	
Pakistani	Afghan	Black Angolan	
or sub category below	Arab Other (includes Palestinian, Kuwaiti, Jordanian and Saudi Arabian)	Black Congolese	
Mirpuri Pakistani	Egyptian	Black Ghanaian	
Kashmiri Pakistani	Pilipino	Black Nigerian	
Other Pakistani	Iranian	Black Sierra Leonean	
Chinese	Iraqi	Black Somali	
or sub category below	Japanese	Black Sudanese (includes Sudanese of Egyptian origin)	
Hong Kong Chinese	Korean	Other Black African (includes Black South African, Zimbabwean, Ethiopian, Rwandan and Ugandan)	
Malaysian Chinese	Kurdish (includes Kurdish pupils from Iraq, Iran and Turkey)	Black Caribbean (includes Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Trinidad and Tobago).	
Singaporean Chinese	Latin/ South/ Central American (includes Central/South America, Cuba, Belize)	Any Other Black background	
Taiwanese	Lebanese	or sub category below	
Other Chinese	Libyan	Black European	
Any Other Asian	Malay (includes Malaysian other than Malaysian Chinese)	Black North American (includes Black North American and Canadian)	
Or sub category below	Moroccan	Other Black	
African Asian	Polynesian (includes Fijian, Tongan, Samoan and Tahitian)		
Kashmiri Other	Thai		
Nepali	Vietnamese		
Sri Lankan Sinalese	Yemini		
Sri Lankan Tamal	Other Ethnic Group		
Sri Lankan Other			
Other Asian			
Mixed or Multiple	White	Do not wish to provide	
White and Black Caribbean	White British	Refused	
White and Black African	or sub category below		
White and Asian	Cornish		

or sub category below	☒	English		
White and Pakistani	☐	Northern Irish		
White and Indian	☐	Scottish		
White and Any Other Asian Background	☐	Welsh		
Any Other Mixed Background	☐	Other White British		
or sub category below	☒	White Irish		
Asian and Any Other Ethnic Group	☐	Traveller of Irish heritage		
Asian and Black	☐	Gypsy/Roma		
Asian and Chinese	☐	Or sub category below	☒	
Black and Any Other Ethnic Group	☐	Gypsy		
Black and Chinese	☐	Roma		
Chinese and Any Other Ethnic Group	☐	Other Gypsy/Roma		
White and Any Other Ethnic Group	☐	Any Other white background		
White and Chinese	☐	Or sub category below	☒	
Other Mixed background	☐	Albanian		
	☐	Bosnian- Herzegovinian		
	☐	Croatian		
	☐	Greek/Greek Cypriot		
	☐	Italian		
	☐	Kosovan		
	☐	Portuguese		
	☐	Serbian		
	☐	Turkish/Turkish Cypriot		
	☐	White European (used if school dont collect on basis of country of origin)		
	☐	White Eastern European (Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian, Montenegrin and Romanian)		
	☐	White Western European (including Italian, French, German, Spanish, Portuguese and Scandinavian)		
	☐	White Other		

Pupil's religious affiliation

Please tick one option

☐

Baha'i

☐

Christian

☐

Jewish

☐

Sikh

☐

No Religion

☐

Buddhist

☐

Hindu

☐

Muslim

☐

Decline to answer

Other (please specify) _____

Pupil's first language

The Department for Education advise that this will help them understand a range of factors, allowing them to better plan to meet the needs within the school system.

What was the first language your child understood/spoke?

☐

English

☐

Decline to provide.

.. Other (please specify

Asylum status

Please tick if either of the following apply:

☐

this pupil is seeking asylum

☐

this pupil is a refugee.

Additional details

Meals

Please indicate which of the following your child is most likely to have:

☐

free school meal

☐

home

☐

sandwiches

☐

school meal

Note: it is important that parents of Foundation / Key Stage 1 pupils apply for free school meals. For information on how to apply please visit

<https://www.devon.gov.uk/educationandfamilies/school-information/school-meals>

Mode of travel

Please indicate which of the following your child is most likely to use to get to school:

☐

bicycle

☐

car share¹

☐

dedicated school bus²

☐

taxi

☐

walk

☐

car/van

☐

public service bus²

☐

bus (type not known)²

☐

train

☐

other

¹ with child / children from a different household

² bus route (if known) _____

Service child

Does this child have a parent(s) in regular HM Forces military units? ☐ yes ☐ no

This applies to children whose parents are designated as personnel category 1 or 2 (Pstat Cat1 or Pstat Cat2). For further information please see DfE guidance at <https://www.gov.uk/government/publications/personal-status-category-definitions>

Recoupment

The following information is required so that the Local Authority can recover the cost of educating children who are not its responsibility, mainly because the child's normal place of residence falls within a different Local Authority.

Please tick the appropriate box if you pay Council tax to one of the following Councils:

☐

Cornwall

☐

Plymouth

☐

Torbay

☐

Dorset

☐

Somerset

☐

Other (i.e. not Devon or one listed)

Linked Agencies

It is important that all the agencies who are working with a child work together to ensure better outcomes for that child. In order to do that, please identify any other agencies working with your child, for example Social Care (i.e. Social Services)*, Youth Offending Team, Child and Adolescent Mental Health Services. Please list any agencies below:

* If you indicated above that Social Care (Social Services) are involved in the care of your child, please tick if this child is 'In Care' (sometimes known as being 'Looked After') and state which Local Government Authority is responsible for this child, e.g. Devon, Torbay, etc. below.

☐ Child in care Local Authority responsible for child: _____

Special Educational Needs

- ☐ Please tick if this child has special educational needs, i.e. has an Education and Health and Care Plan (EHCP) or is currently being assessed.

Previous School

Please provide details of the last school attended (includes nursery schools/units or pre-schools/playgroups)

School name: _____

School address (if known): _____

School telephone number (if known): _____

Date of arrival at previous school * _____

Date of leaving previous school * _____

* an approximate date would be helpful if the exact date is not known, e.g. Sept 2019

Reason for leaving, e.g. moved house, normal school transfer age

Siblings

Please provide details of any other children in your family with their dates of birth

Forename: _____ Surname: _____ date of birth: _____

Forename: _____ Surname: _____ date of birth: _____

Forename: _____ Surname: _____ date of birth: _____

Parent signature

Your signature _____ Date _____

Please complete form S11/2 Data Collection on Admission to School – Contacts

What we (the school) do with the information you have provided on this form

As a school, we collect, hold, use and share information about our pupils and their families.

This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it.

You can find more information about the personal data (information) we collect, hold, use and share about our pupils and their families in our privacy notice which you can find on our school website here: <https://www.gatehouse.devon.sch.uk/data-protection/>.

You can find more information about how we comply with data protection principles, and your rights under the Data Protection Act 2018, in our data protection policy which you can find on website of our trust, the First Federation Trust, [here](#).

If you have any questions, please contact the school office in the first instance. You can also contact our data protection officer as follows:

Data Protection Officer	Education Data Hub (GDPR for Schools), Derbyshire County Council
DPO Email:	DPforSchools@derbyshire.gov.uk
DPO Phone:	01629 532888
DPO Address:	County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

What the Local Authority does with some of the information in this form

Devon County Council uses information about children and young people to enable it to carry out specific functions for which it is responsible. The Council also uses this personal data to derive statistics which inform decisions it makes (e.g.) regarding the funding of schools, assess their performance and to set targets for them. These statistics are used in such a way that individual children cannot be identified.

Further information on how the Local Authority uses your data is available from [Devon County Council Privacy Notices](#)

Pupil's basic details

Name of child contact details are for _____

UPN (for schools use only) _____

Please give details of everyone who has parental responsibility (see Note of page 15) and anyone else to be contacted in an emergency. Please give details of parents / guardians first and give a low number in the "contact priority" box for any other people who should be contacted in an emergency. (Contact priority 1 is the first person to contact in an emergency, contact priority 2 is the second person to contact in an emergency, etc).

Parent / contact details

Surname _____ Forename _____

Title (e.g. Dr / Miss / Mr / Mrs / Ms / Mx / Other (please specify) _____

Gender: ☐ female ☐ male ☐ other/non-binary**Relationship to child** – please indicate which of the following applies:☐ Mother☐ Step mother☐ Carer☐ Father☐ Step father☐ Social Worker☐ Grandparent☐ Foster mother☐ Childminder☐ Other relative☐ Foster father☐ Other

Does this person have parental responsibility?

☐

yes

☐

no

please see end of document for guidance

Is there a court order relating to this child?

☐

yes

☐

no

Contact priority (1 – 5) where 1 is the first person to contact in emergency, 2 is the second person to contact, etc. _____

Telephone number(s) with STD numbers where appropriate, please indicate whether it's a daytime number and add any notes if appropriate.

home _____ daytime no? ☐ yes ☐ no

work _____ daytime no? ☐ yes ☐ no

mobile _____ daytime no? ☐ yes ☐ no

other _____ daytime no? ☐ yes ☐ no

Email

home _____

work _____

Address (if different from the address given for the child)

First Language If English is not your first language please state what is, this may include

British Sign Language _____

Do you need a translator / signer? ☐ yes ☐ no

Place of work

Parent / contact details

Surname_____Forename_____

Title (e.g. Dr / Miss / Mr / Mrs / Ms / Mx / Other (please specify))_____

Gender: ☐ female ☐ male ☐ other/non-binary**Relationship to child** – please indicate which of the following applies:☐ Mother☐ Step mother☐ Carer☐ Father☐ Step father☐ Social Worker☐ Grandparent☐ Foster mother☐ Childminder☐ Other relative☐ Foster father☐ OtherDoes this person have parental responsibility? ☐ yes ☐ no
please see end of document for guidanceIs there a court order relating to this child? ☐ yes ☐ no**Contact priority** (1 – 5) where 1 is the first person to contact in emergency, 2 is the second person to contact, etc. _____**Telephone number(s)** with STD numbers where appropriate, please indicate whether it's a daytime number and add any notes if appropriate.home_____ daytime no? ☐ yes ☐ nowork_____ daytime no? ☐ yes ☐ nomobile_____ daytime no? ☐ yes ☐ noother_____ daytime no? ☐ yes ☐ no**Email**

home_____

work_____

Address (if different from the address given for the child)

First Language If English is not your first language please state what is, this may include British Sign Language

Do you need a translator / signer?

☐

yes

☐

no

Place of work _____

Parent / contact details

Surname _____ Forename _____

Title (e.g. Dr / Miss / Mr / Mrs / Ms / Mx / Other (please specify) _____

Gender:

☐

female

☐

male

☐

other/non-binary

Relationship to child – please indicate which of the following applies:

☐

Mother

☐

Step mother

☐

Carer

☐

Father

☐

Step father

☐

Social Worker

☐

Grandparent

☐

Foster mother

☐

Childminder

☐

Other relative

☐

Foster father

☐

Other

Does this person have parental responsibility?

☐

yes

☐

no

please see end of document for guidance

Is there a court order relating to this child?

☐

yes

☐

no

Contact priority (1 – 5) where 1 is the first person to contact in emergency, 2 is the second person to contact, etc. _____

Telephone number(s) with STD numbers where appropriate, please indicate whether it's a daytime number and add any notes if appropriate.

home _____ daytime no? ☐ yes ☐ no

work _____ daytime no? ☐ yes ☐ no

mobile _____ daytime no? ☐ yes ☐ no

other _____ daytime no? ☐ yes ☐ no

Email

home _____

work _____

Address (if different from the address given for the child)

First Language If English is not your first language please state what is, this may include British Sign Language

Do you need a translator / signer? ☐ yes ☐ no

Place of work _____

Parent / contact details

Surname_____Forename_____

Title (e.g. Dr / Miss / Mr / Mrs / Ms / Mx / Other (please specify)_____

Gender: ☐ female ☐ male ☐ other/non-binary

Relationship to child – please indicate which of the following applies:

- | | | |
|---|--|--|
| ☐ Mother | ☐ Step mother | ☐ Carer |
| ☐ Father | ☐ Step father | ☐ Social Worker |
| ☐ Grandparent | ☐ Foster mother | ☐ Childminder |
| ☐ Other relative | ☐ Foster father | ☐ Other |

Does this person have parental responsibility? ☐ yes ☐ no
please see end of document for guidance

Is there a court order relating to this child? ☐ yes ☐ no

Contact priority (1 – 5) where 1 is the first person to contact in emergency, 2 is the second person to contact, etc._____

Telephone number(s) with STD numbers where appropriate, please indicate whether it's a daytime number and add any notes if appropriate.

home_____ daytime no? ☐ yes ☐ no

work_____ daytime no? ☐ yes ☐ no

mobile_____ daytime no? ☐ yes ☐ no

other_____ daytime no? ☐ yes ☐ no

Email

home_____

work_____

Address (if different from the address given for the child)

First Language If English is not your first language please state what is, this may include British Sign Language

Do you need a translator / signer?

☐

yes

☐

no

Place of work _____

Parent / contact details

Surname _____ Forename _____

Title (e.g. Dr / Miss / Mr / Mrs / Ms / Mx / Other (please specify) _____

Gender:

☐

female

☐

male

☐

other/non-binary

Relationship to child – please indicate which of the following applies:

☐

Mother

☐

Step mother

☐

Carer

☐

Father

☐

Step father

☐

Social Worker

☐

Grandparent

☐

Foster mother

☐

Childminder

☐

Other relative

☐

Foster father

☐

Other

Does this person have parental responsibility?

☐

yes

☐

no

please see end of document for guidance

Is there a court order relating to this child?

☐

yes

☐

no

Contact priority (1 – 5) where 1 is the first person to contact in emergency, 2 is the second person to contact, etc. _____

Telephone number(s) with STD numbers where appropriate, please indicate whether it's a daytime number and add any notes if appropriate.

home_____ daytime no? ☐ yes ☐ no

work_____ daytime no? ☐ yes ☐ no

mobile_____ daytime no? ☐ yes ☐ no

other_____ daytime no? ☐ yes ☐ no

Email

home_____

work_____

Address (if different from the address given for the child)

First Language If English is not your first language please state what is, this may include

British Sign Language Do you need a translator / signer? ☐ yes

☐ no

Place of work

The following guidance has been provided by the Department for Education on their GOV.UK web page;

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>

What is parental responsibility?

In family law, parental responsibility means all the rights, duties, powers, responsibilities and authority that a parent of a child has in relation to the child. A person with parental responsibility for a child has the right to make important decisions about their upbringing and is entitled to information about their child. For example, they can

- give consent to what medical treatment the child should receive.
- make decisions about what education the child should receive, including which school they should attend.
- receive information such as pupil reports.

Who has parental responsibility?

A child's birth mother (the person who carried the child) has parental responsibility unless it's removed by an adoption order or a parental order following surrogacy.

Where a child's father and mother were married to each other at the time of the child's birth, they each have parental responsibility for the child. Where the parents were not married to each other at that time, the child's father can gain parental responsibility:

- by registering the child's birth jointly with the mother
- by subsequently marrying the child's mother
- through a 'parental responsibility agreement' between him and the child's mother which is registered with the court
- by obtaining a court order for parental responsibility

Where two female parents have a child through fertility treatment, the mother's female partner is treated in the same way as a father. She has parental responsibility if she is married to or in a civil partnership with the mother at the time of the treatment (or if the two women agree in writing that she will be the child's second parent). She can also acquire parental responsibility in the same way that a child's father can.

People who are not the child's biological mother, father or second female parent can also acquire parental responsibility, please see 'Other ways to acquire parental responsibility' below.

Civil partners have parallel rights to married people in terms of parental responsibility. The same provisions for married people apply to them in terms of:

- acquiring parental responsibility - adoption, agreement with their civil partner or by an order from the court
- holding parental responsibility

Same sex parents;

- Civil partners will both have parental responsibility if they were civil partners at the time of the treatment, e.g., donor insemination or fertility treatment.
- For non-civil partners, the 2nd parent can get parental responsibility by either:
 - Applying for parental responsibility if a parental agreement was made.
 - Becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

Other ways to acquire parental responsibility.

Parental responsibility can be acquired in other ways:

- adoption - only the adoptive parents will hold parental responsibility.
- when a child is placed with prospective adopters, they get parental responsibility for the child along with others holding parental responsibility, such as the local authority.
- obtaining a parental order following surrogacy
- in the case of step-parents, through agreement with the child's mother - and other parent if that person also has parental responsibility for the child - or as the result of a court order.
- being granted a child arrangements order determining that the child should live with him or her, or if the court determines that a parent should only spend time with the child, the court may also decide to grant parental responsibility.
- being appointed a guardian or special guardian
- being named in an emergency protection order - although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare.

A Local Authority can also acquire parental responsibility if it's named in the care order for a child.

More than one person, and even several people, can hold and exercise parental responsibility for a child. The parental responsibility of one party does not necessarily stop simply because another person is also given it, although this can happen. Therefore, in some cases, several people may exercise parental responsibility on behalf of a child.

Parental responsibility is not given to a foster parent or key worker in residential care but it's essential that schools engage and work with these individuals, who are often the most influential and important people in the child's life. How a school engages with social workers and the birth parents of the child in each case needs to be defined locally, but it's an essential part of supporting the child's school and care environment.

For further information please see: <https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility>

General principles for schools

Everyone who is a parent, whether they are a resident or non-resident parent, has the same right to participate in decisions about a child's education and receive information about the child.

School staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child have the same rights as biological parents, for example:

- to receive information e.g. pupil reports
- to participate in activities e.g. vote in elections for parent governors
- to be asked to give consent e.g. to the child taking part in school trips
- to be informed about meetings involving the child, e.g. a governors' meeting on the child's exclusion

We have received the following advice from the County Solicitor's office concerning pupil surnames:

Where only one person holds parental responsibility for a child, he or she has the legal right to effect a change of the child's surname without any permission or consent.

Where more than one person has parental responsibility for a child, the surname of a child can only be changed with the consent or agreement of all those having parental responsibility for a child.

Where two or more people have parental responsibility for a child and there is in force either a residence or care order, then one of those people can only lawfully cause a change of the child's surname if all other people with parental responsibility consent in writing.

In any other situation it is necessary for the person seeking to change a child's surname to obtain an appropriate order from a court.