



# THE BISHOP OF WINCHESTER ACADEMY STUDENT CONTACT INFORMATION



The details below are required to enable us to keep up-to-date information of contact records for your child. We therefore ask that all sections below are answered fully, paying particular attention to mobile phone numbers and email addresses. Should any further change occur for any of the details please notify us **immediately** so we can ensure correct details are held for your child. Incorrect details could cause a delay in contacting someone in the case of an emergency.

## Section 1 **STUDENT DETAILS**

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Mentor Group: \_\_\_\_\_ Year Group \_\_\_\_\_

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

Postcode: \_\_\_\_\_ Home Tel. No: \_\_\_\_\_

Please indicate if both parents reside at home address  Yes  No

## Section 2 **PARENTAL CONTACT DETAILS**

In case of **emergency** it is sometimes necessary to contact Parents\Guardians **AT THEIR PLACE OF WORK**. Please indicate below your **daytime** contact details giving full names. Please give **title, first and surname**. Please indicate the order of priority which contact should be made in the boxes provided e.g. 1, 2, 3 etc.

Mother/Guardian: \_\_\_\_\_ Father/Guardian: \_\_\_\_\_

Address if different: \_\_\_\_\_ Address if different : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work No: \_\_\_\_\_ Work No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

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

## Section 3 **OTHER EMERGENCY CONTACT DETAILS**

In the event that we are unable to contact you in an emergency the Academy expects all parents to give details of **at least** one close relative or other person whom we can communicate with.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Tel. No: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Section 4 **PARENTAL RESPONSIBILITY**

**For births registered in England and Wales**

In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent. This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:

- (from 1 December 2003) by jointly registering the birth of the child with the mother
- by a parental responsibility agreement with the mother
- by a parental responsibility order, made by a court

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

For further information please go to: [http://www.direct.gov.uk/en/Parents/ParentsRights/DG\\_4002954](http://www.direct.gov.uk/en/Parents/ParentsRights/DG_4002954)

**Please circle those with legal Parental Responsibility:**      Mother                      Father                      Both

Other (please state)

Has either parent (where applicable) ever been a member of the Armed Forces?    Yes / No

Section 5 **MEDICAL DETAILS**

Does your child have any medical conditions which you wish the school to be aware of?    Yes / No  
If yes please give full details and list any medication taken (please do not write see file):

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Name of Family Doctor: \_\_\_\_\_

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

\_\_\_\_\_

Tel. No: \_\_\_\_\_

Section 6 **TRAVEL ARRANGEMENTS TO THE ACADEMY**

Please indicate by circling which of the following methods of transport your child will use:

Public Service Bus	Car	Bicycle	Walk
Taxi	Car Share (with another family)		Train

**Section 7 CONFIDENTIAL ETHNICALLY-BASED STATISTICS**

The purpose of the following information is to assist the Department of Education, Local Authorities, Schools etc. to ensure that the education provided in schools and academies meets the needs of all its students and thus help to secure equality of opportunity for all students. You are invited to complete this section.

Part 1 **PLEASE SPECIFY ETHNIC ORIGIN** by entering the relevant number in the box. (People descending from more than 1 ethnic group should indicate the group to which you consider your child to belong)

- |          |                            |          |                        |
|----------|----------------------------|----------|------------------------|
| 1. ABAN  | Bangladeshi                | 16. WENG | White - English        |
| 2. AIND  | Indian                     | 17. WCOR | White - Cornish        |
| 3. AOTH  | Any other Asian Background | 18. WEEU | White Eastern European |
| 4. APKN  | Pakistani                  | 19. WIRI | White - Irish          |
| 5. BAFR  | Black - African            | 20. WIRT | Traveller              |
| 6. BCRB  | Black Caribbean            | 21. WOTH | Other White            |
| 7. BOTH  | Any other Black Background | 22. WPOR | Portuguese             |
| 8. CHNE  | Chinese                    | 23. WROM | Gypsy / Gypsy Roma     |
| 9. MOTH  | Any other Mixed Background | 24. WWEU | White Western European |
| 10. MWAS | White and Asian            | 25. WWEL | White—Welsh            |
| 11. MWBA | White and Black African    | 26. WSCO | White—Scottish         |
| 12. MWBC | White and Black Caribbean  | 27. WIRI | White—Irish            |
| 13. TUR  | Turkish                    | 28. REF  | Refused                |
| 14. OKOR | Korean                     |          |                        |
| 15. OOEG | Any Other Ethnic Group     |          |                        |

Part 2 **PLEASE SPECIFY YOUR COUNTRY OF BIRTH** \_\_\_\_\_

Part 3 **PLEASE SPECIFY NATIONALITY** \_\_\_\_\_

Part 4 **PLEASE SPECIFY HOME LANGUAGE** by entering the relevant number in the box.

- |                  |               |
|------------------|---------------|
| 1. Bengali       | 8. Punjabi    |
| 2. Cantonese     | 9. Portuguese |
| 3. English       | 10. Spanish   |
| 4. Persian/Farsi | 11. Turkish   |
| 5. Polish        | 12. Urdu      |
| 6. Hindi         | 13. Refused   |
| 7. Italian       |               |

Other (please specify) \_\_\_\_\_

Part 5 **PLEASE STATE RELIGION** \_\_\_\_\_

**Section 8 LUNCHTIME ARRANGEMENTS**

Please circle which of the following will apply to your child:

Bring a Packed Lunch    Have a School Lunch    Has applied for/already has Free School Meals

Free School Meal forms are available to download from the Academy and Local Authority websites.

## Section 9 Privacy Notice—Data Protection Act 1998

We **The Bishop of Winchester Academy** are a data controller for the purposes of the Data Protection Act. We collect information about your child from you, your child's previous school, and the Learning Record Service. We hold this information and use it to:

- Support teaching and learning
- Monitor and report progress
- Provide appropriate pastoral care
- Assess how well the school is doing.

**We will not give information about you or your child to anyone outside the school without your consent unless the law and our rules allow us to do so.**

We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

### Youth Support Services

Once your child is aged 13 or over, we are required by law to pass on certain information to providers of Youth Support services in our area, formerly known as Connexions. This is the local authority support service for young people aged 13 to 19 in England. We must provide names and address for both you and your child and their date of birth and any further information relevant to the support services' role.

Until your child is aged 16 or older, you as parent(s) can ask that no information beyond your child's name, address and date of birth (and your name and address) be passed on to the youth services provider. This right transfers from you on your child's 16th birthday.

Please indicate by ticking the box if this is what you or your child request.

## Section 10 PHOTOGRAPHIC IMAGES

- This form is valid for the period of time your child attends this Academy. Images of your child will not be used after this time.  
Please write to the Academy if you wish to withdraw consent at any time.
- The images we take will be of activities that show the Academy and children in a positive light.
- Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
- We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
- We will only use images of pupils who are suitably dressed.
- We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
- We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

I **give permission** for my child's image to be taken and used in publicity material for the Academy, including printed and electronic publications, video and webcam recordings and on websites.

I **give permission** for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the Academy and images/footage the media may take themselves if invited to the school to cover an event.

I **do not** want my child's image used in any publicity.

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

**Relationship to student** \_\_\_\_\_