

DATA COLLECTION FORM

Please complete the details below and return this form to your child's teacher as soon as possible

Preferred Surname:		Legal Surname: (if different)	
Preferred Forename:		Legal Forename: (if different)	
Middle name:		Gender:	Male / Female
Date of Birth:		Brother/Sister in School	Yes/ No
Name(s) of Brother/Sister(s)			
Address: (Must include House Name or House Number)			
		Post Code:	

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 priority/order that you wish for them to be contacted.

1. Parent /Guardian	Relationship to Pupil e.g. Parent/Step-parent:		
Surname:	Forename:	Title:	Mr/Mrs/Ms
Address:			Postcode:
Home Tel:	Mobile:	TextService (see Overleaf): <input type="checkbox"/>	
Work Tel:	Email		

2. Parent /Guardian	Relationship to Pupil e.g. Parent/Step-parent:		
Surname:	Forename:	Title:	Mr/Mrs/Ms
Address:			Postcode:
Home Tel:	Mobile:	TextService (see Overleaf): <input type="checkbox"/>	
Work Tel:	Email:		

3. Other Contact	Relationship to Pupil e.g. Grandparent/Childminder:		
Surname:	Forename:	Title:	Mr/Mrs/Ms
Home Tel:	Mobile:		

Meal Arrangements (Circle appropriate choice below)					Eligible for Free Meals Yes/No
Free School Meal	Paid School Meal	Sandwiches	Home	Other	

Medical Practice:	Telephone:
Address of Medical Practice:	
Medical Information:	
Special Dietary Needs:	

Ethnicity (See overleaf):	Home Language (See overleaf):	Religion (See overleaf):
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Previously registered with a Sure Start project (Circle appropriate choice)	Yes	No	Do not know
Attended a Sure Start Programme for 2-3 year olds (Circle appropriate choice)	Yes	No	Do not know

Pre-School Experience (Circle appropriate choice):	Nursery School or Nursery class in a PS	No pre-school education setting
Nursery Unit within a Special School	Reception class or group in a PS	Voluntary or private playgroup
		Unknown

Previous School:	Date of Admission:
Reason for Leaving:	Date of Leaving:

The data being collected, controlled and processed is in line with General Data Protection Regulations (GDPR)
 The school has a duty to protect this data and to keep it up to date. The school is required to share some of the data with the Education Authority and with the Department of Education.

Signature:**Date:**