



A joint Catholic & Church of England Academy

Student Admission Information

Please use this document to help you complete the Student Admission Form

Parental Responsibility Guidance

Who has parental responsibility?

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can apply for parental responsibility if you don't automatically have it.

Births registered in England and Wales

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

Unmarried parents

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

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

Births registered in Scotland

A father has parental responsibility if he's married to the mother when the child is conceived, or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

Births registered in Northern Ireland

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

Births registered outside the UK

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

Consent for Images/Photographs/Publications, Biometric Data (Fingerprint Scan) and E-Safety

We take cyber security and data protection very seriously and we have put steps in place within the Academy to ensure we maintain secure and compliant systems. As part of this obligation we have reviewed our consents to photographic images.

As an Academy we regularly use photographs to show how our students and the Academy as a whole develop. Images can also help us to illustrate and communicate with parents about upcoming events and can help advertise and market the Academy to prospective parents and students.

We are also aware that parents and students really enjoy being able to see their images and would like to give all students this opportunity.

There are a number of instances when the school may take photos of your child and these are listed in the Student Admission Form under the heading: **Images/Photographs/Publications Consent Description**. The photograph which is uploaded onto the Academy database system (SIMS) is used purely to identify your child within school – no one outside the Academy has access to this photograph.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photographs in schools and obtaining consent.

Consent to using your child's images will last throughout your child's time at the Academy and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the Academy).

You can withdraw your consent at any time and can do so by writing to the Academy asking for the use of your child's images to cease. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.

Consent is required in order for the Academy to use the biometric data (three point fingerprint scan) of your child. If consent for this is refused, your child will be unable to use their fingerprint to add funds or purchase items from the Academy canteen. They will also be unable to use the Academy library and printing/copying services without the assistance of Academy staff.

Ethnicity and Religion

Please choose the most appropriate Ethnicity and Religion from the list below and enter your selection into the relevant section on the Student Admission Form.

Ethnicity:	Religion:
Any other Asian background	Anglican
Any other Black background	Baptist
Any other ethnic group	Buddhist
Any other mixed background	Catholic
Any other White background	Christian
Bangladeshi	Church of England
Black – African	Hindu
Black – Caribbean	Ismailis
Chinese	Jehovahs Witness
Gypsy/Roma	Jewish
Indian	Methodist
Pakistani	Muslim
Traveller of Irish heritage	No Religion
White – British	Other religion
White – Irish	Pagan
White and Asian	Pagan Traveller
White and Black – African	Sikh
White and Black – Caribbean	United Reform church

Definition of First Language

A student's First Language **should be** recorded as English if:

- They have been exposed to **only** English at home and within their community.

A student's First Language **should not be** recorded as English if:

- They have been exposed to another language other than English at home and within their community, irrespective of the student's ability in English.
- They have been exposed to more than one language, which may also include English, at home and within their community, irrespective of the student's ability in English.

To clarify the above, please see the following examples of the circumstances in which the First Language would not be recorded as English.

- Students arriving from other countries and whose first language is not English.
- Students who have lived in the UK for a long time and may appear to be fluent, but who also speak another language at home. These students are often not entirely fluent in terms of their literacy levels.
- Students who have been born in the UK, but for whom the home language is not English (e.g. Bengali children who are born in the UK, but arrive at school with very little English due to having spoken only Bengali at home and within the community).
- Students who have a parent who speaks a language other than English and they communicate with them in that language (ie. bi-lingual children).

Based on the guidance above, if your child's First Language is not English, please use the List of First Languages on the next page to select the most appropriate and enter it into the First Language section of the Student Admission Form. If, after reading the guidance provided, you are still unsure of which Language to record, please contact the Academy for assistance.

List of First Languages

Based on the guidance provided, if your child's First Language is not English, please use this list to select the most appropriate and enter it into the First Language section of the Student Admission Form

Acholi	Cambodian/Khmer	Ga	Kashmiri
Adangme	Catalan	Gaelic/Irish	Kanuri
Afar-Saho	Caribbean Creole English	Gaelic (Scotland)	Kazakh
Afrikaans	Caribbean Creole French	Georgian	Katchi
Akan/Twi-Fante	Chaga	German	Kirghiz/Kyrgyz
Akan (Fante)	Chattisgarhi/Khatahi	Gogo/Chigogo	Khasi
Akan (Twi/Asante)	Chechen	Kikuyu/Gikuyu	Kihaya/Luziba
Albanian/Shqip	Chinese	Galician/Galego	Kinyarwanda
Alur	Chinese (Any Other)	Greek	Kirundi
Amharic	Chinese (Cantonese)	Greek (Any Other)	Kisi (West Africa)
Arabic	Chinese (Hokkien/Fujianese)	Greek (Cyprus)	Kalenjin
Arabic (Any Other)	Chinese (Hakka)	Guarani	Kimbundu
Arabic (Algeria)	Chinese (Mandarin/Putonghua)	Gujarati	Kimeru
Arabic (Iraq)	Chokwe	Gurenne/Frafra	Konkani
Arabic (Morocco)	Cornish	Gurma	Kinyakyusa-Ngonde
Arabic (Sudan)	Chitali/Khowar	Hausa	Kikongo
Arabic (Yemen)	Chichewa/Nyanja	Hindko	Korean
Armenian	Welsh/Cymraeg	Hebrew	Kpelle
Assamese	Czech	Herero	Krio
Assyrian/Aramaic	Danish	Hungarian	Kru (Any)
Anyi-Baule	Dagaare	Hindi	Kisii/Ekegusii (Kenya)
Aymara	Dagbane	Iban	Kisukuma
Azeri	Dinka/Jieng	Idoma	Kurdish
Bamileke (Any)	Dutch/Flemish	Igala	Kurdish (Any Other)
Balochi	Dzongkha/Bhutanese	Igbo	Kurdish (Kurmanji)
Beja/Bedawi	Ebira	Ijo (Any)	Kurdish (Sorani)
Belarusian	Edo/Bini	Ilokano	Lao
Bemba	Efik-Ibibio	Itsekiri	Luba
Bhojpuri	English	Icelandic	Luba (Chiluba/Tshiluba)
Bikol	Esan/Ishan	Italian	Luba (Kiluba)
Balti Tibetan	Estonian	Italian (Any Other)	Luganda
Burmese/Myanma	Ewe	Italian (Napoletan)	Lugbara
Bengali	Ewondo	Italian (Sicilian)	Lugisu/Lumasaba
Bengali (Any Other)	Fang	Javanese	Lingala
Bengali (Chittagong/Noakhali)	Fijian	Jinghpaw/Kachin	Lithuanian
Bengali (Sylheti)	Finnish	Japanese	Lango (Uganda)
British Sign Language	Fon	Kikamba	Lozi/Silozi
Basque/Euskara	French	Kannada	Lusoga
Bulgarian	Fula/Fulfulde-Pulaar	Karen (Any)	Latvian

Luxemburgish	Nupe	Serbian/Croatian/Bosnian	Thai
Luvale/Luena	Newari	Bosnian	Tibetan
Lunda	Nzema	Croatian	Tiv
Luo (Kenya/Tanzania)	Ambo/Oshiwambo	Serbian	Berber/Tamazight
Luhya (Any)	Ambo (Kwanyama)	Scots	Berber/Tamazight (Any Other)
Magahi	Ambo (Ndonga)	Shilluk/Cholo	Berber/Tamazight (Kabyle)
Maithili	Ogoni (Any)	Shona	Berber (Tamashek)
Makua	Oriya	Sidamo	Tonga/Chitonga (Zambia)
Manding/Malinke	Oromo	Sign Language (Other)	Tongan (Oceania)
Manding/Malinke (Any Other)	Pangasinan	Slovak	Tok Pisin
Bambara	Pampangan	Slovenian	Traveller Irish/Shelta
Dyula/Jula	Pashto/Pakhto	Sindhi	Tsonga
Maori	Pahari/Himachali (India)	Sango	Turkmen
Marathi	Pahari (Pakistan)	Sinhala	Tulu
Maasai	Panjabi	Somali	Tumbuka
Maldivian/Dhivehi	Panjabi (Any Other)	Spanish	Turkish
Mende	Panjabi (Gurmukhi)	Sardinian	Ukrainian
Macedonian	Panjabi (Mirpuri)	Siraiki	Umbundu
Malagasy	Panjabi (Pothwari)	Sotho/Sesotho	Urdu
Malayalam	Polish	Sotho/Sesotho (Southern)	Urhobo-Isoko
Maltese	Portuguese	Sotho/Sesotho (Northern)	Uyghur
Malay/Indonesian	Portuguese (Any Other)	Swazi/Siswati	Uzbek
Malay (Any Other)	Portuguese (Brazil)	Tswana/Setswana	Venda
Indonesian/Bahasa Indonesia	Persian/Farsi	Sundanese	Vietnamese
Magindanao-Maranao	Farsi/Persian (Any Other)	Swahili/Kiswahili	Visayan/Bisaya
Mongolian (Khalkha)	Dari Persian	Swahili (Any Other)	Visayan/Bisaya (Any Other)
Manx Gaelic	Tajiki Persian	Comorian Swahili	Hiligaynon
Moore/Mossi	Quechua	Swahili (Kingwana)	Cebuano/Sugbuanon
Mauritian/Seychelles Creole	Rajasthani/Marwari	Swahili (Brava/Mwiini)	Waray/Binisaya
Munda (Any)	Romany/English Romanes	Swahili (Bajuni/Tikuu)	Wa-Paraok (South-East Asia)
Maya (Any)	Romani (International)	Swedish	West-African Creole Portuguese
Nahuatl/Mexicano	Romanian	Tamil	Wolof
Nama/Damara	Romanian (Moldova)	Telugu	West-African Pidgin English
Nubian (Any)	Romanian (Romania)	Temne	Xhosa
Ndebele	Romansch	Teso/Ateso	Yao/Chiyao (East Africa)
Ndebele (South Africa)	Runyakitara	Tigre	Yiddish
Ndebele (Zimbabwe)	Runyankore-Ruchiga	Tagalog/Filipino	Yoruba
Nepali	Runyoro-Rutooro	Filipino	Zande
Norwegian	Russian	Tagalog	Zulu
Nuer/Naadh	Samoan	Tigrinya	

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, date of birth, gender, unique pupil number and address);
- 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);
- Contact details (address, email, telephone numbers and parental responsibility);
- Exclusion and achievement/behaviour information;
- Medical and special educational needs information;
- National curriculum assessment results and qualifications, including Learning Records Service unique learner number (ULN);
- Safeguarding information from other agencies;
- Destination after leaving school.

Why we collect and use this information:

- to support pupil learning;
- to monitor and report on pupil 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 pupil information under article 6 of the Data Protection Act 1998, processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us as the controller. We will ensure data is:

- Fairly and lawfully processed;
- Processed for specified and limited purposes;
- Adequate, relevant and not excessive;
- Accurate and up-to-date;
- Not kept for longer than is necessary;
- Processed in line with the right of data subjects;
- Kept secure;
- Not transferred to other countries without adequate protection.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, 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 pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data in line with our retention policy. We do not retain records longer than is necessary.

Who we share pupil information with:

- schools that the pupil's attend after leaving us;
- our local authority;
- the Department for Education (DfE);
- Youth support services;
- Careers advisors;
- National Health Service.

Why we share pupil information

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

We share pupils' 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 pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (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 - Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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 guardian 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 / pupil once he/she reaches the age 16.

Youth support services - Pupils aged 16+

We will also share certain information about pupils 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 website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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 pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (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 pupils 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 pupil 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 pupil 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 pupils 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, contact:

dataprotection@hopeacademy.org.uk

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 contact:

dataprotection@hopeacademy.org.uk