

**Principal Haughton Academy**  
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Dear Parents and Carers

### **Collecting and Processing Data about your child**

When your child joins an Academy or School in The Education Village Academy Trust we need to collect and hold information about them and yourselves to keep you informed about their progress and to be able to contact you in an emergency.

We also need to collect certain data to meet legal requirements. For example, the Trust has to provide the Department for Education with data about the number of pupils it educates, their age, eligibility free school meals and whether they have any special needs. We might also collect information that is not required for legal purposes or sharing, but that helps us to meet the needs of your child and to give you an accurate picture of how they are progressing at school. We will usually hold a photo of your child for identification purposes too and (only with your permission) might publish their photo on our website or in a newspaper article.

Data protection laws mean that we need to inform you about the data we collect, what we do with it and how long we keep it for. You can find a detailed description of this (known as a 'Privacy Notice') on the Trust's website at <http://www.educationvillage.org.uk/guidance-and-policies/> Please be assured that the data we hold is stored on a password protected network. We treat your data and that of your child with respect and staff are made aware of their duty to keep data confidential and secure. Sometimes we allow access to specific data to other companies to process on our behalf (e.g. Capita, Parentpay). Where this is the case, we have undertaken checks that these companies are compliant with the new General Data Protection Regulation (GDPR) and will not share the data with anyone else. We do not provide information about you or your children to organisations who want to use it solely for marketing purposes.

In order to start to collect information about you and your child, **please complete and return the attached Data Collection Sheet as soon as possible.**

Thank you for your co-operation.

Yours faithfully



Mr J Lumb  
Principal of Haughton Academy  
The Education Village Academy Trust



# THE EDUCATION VILLAGE ACADEMY TRUST

## Data Collection Sheet

Please complete, and return to the school office.



Haughton

Springfield

Beaumont Hill

Surname:.....Legal Surname:.....  
 Forename:.....Middle name.....  
 Chosen name:.....Gender:..... Date of Birth:.....  
 Address:.....Postcode:.....

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 order that you wish for them to be contacted in an emergency. **PLEASE SUPPLY AT LEAST TWO CONTACTS.**

Priority	Forename/Surname/Relationship	Home Address	Phone/mobile/E MAIL
1			
2			
3			

Under the 1989 Children's Act all parents have the right to receive information about their child's progress. Please specify contact details below for parents with parental responsibility but who are not living with the child (if not already provided above) and indicate the information to be shared with them.

Relationship (eg Mother/father/carer)	Title/forename/surname	Home address	Phone/Mobile/E mail

Pupil reports		School photographs		Parent evening	
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Doctor	Address	Medical information

### Meal arrangements

Paid meal		Free meal		Home		Other	
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**Previous schools attended:**

### Sibling (Brother(s)/Sister(s)) links attending any other school

Sibling(s) Name(s):	School Attending:
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### Travel Arrangements

Bicycle		Train		Bus		Walks		Car		Coach		Taxi		Other	
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PLEASE TURN OVER

<b>Religion:</b>	<b>Home Language:</b>
<b>First Language:</b>	<b>English an additional language: YES/NO</b>
<b>Nationality:</b>	<b>Country of Birth:</b>

Ethnicity Data Collection					
Please study the list below and <b>tick one box only</b> to indicate the ethnic background of your child. It is not possible to list all ethnic groups because the list would be too long. The groups listed below reflect the main ethnic groups in Darlington. You are asked to choose the ethnic group which is closest to how you see your child.					
<b>White</b>			<b>Mixed/Dual Background</b>		
British	WBRI		White and Black Caribbean	MWBC	
Irish	WIRI		White and Black African	MWBA	
Traveller of Irish Heritage	WIRT		White and Asian	MWAS	
Gypsy/Roma	WROM		<b>Asian or Asian British</b>		
Any other white background	WOTH		Indian	AIND	
<b>Black or Black British</b>			Pakistani	APKN	
Caribbean	BCRB		Bangladeshi	ABAN	
African	BAFR		Any other Asian background	AOTH	
Any other black back-ground	BOTH		<b>Chinese</b>		
			Chinese	CHNE	
<b>I do not wish an ethnic background category to be recorded</b>	REFU		<b>Any other Ethnic Group (please state which below)</b>	OOTH	
<b>This information was provided by</b> Parent Pupil					

Parent/Carer Signature:.....date:.....

Letters home to be addressed to : .....(eg Mr & Mrs A N Other)

You may need to provide your child's Birth Certificate or other proof of identity. Please **do not** post certificates to school. If these are needed you will be contacted.

**GDPR and Data Protection Act 2018: Please see the Privacy Notice on Trusts' website at <http://www.educationvillage.org.uk/guidance-and-policies/> for details on schools' legal obligations to share information with Local Authorities and the Department for Education.**

**New Starter Verification (for office use only)**

Birth certificate seen?	Y/N	Serial Number	
Child Benefit statement seen	Y/N	Birth Cert and Child Benefit details match	Y/N
Passport or any other photographic evidence seen (where available)? Please state which below:	Y/N	Serial Number:	

I can confirm that I have seen evidence of identity as above and to the best of my knowledge identity has been confirmed.

Name (print)	Date:
Signed:	Destination: