



GUIDANCE NOTES for the STUDENT INFORMATION FORM

STUDENT – Page 1	
Legal Surname	Please ensure that the name entered is <u>exactly as shown</u> on the birth certificate. Occasionally, the Legal Surname and/or Legal Forename given on the information form is different to that shown on the student's birth certificate without any prior legal change having been made to permit this. This causes confusion for administration and results in a serious problem when the student takes public exams as qualifications issued in the unofficial name are not valid. The birth certificate is also used to verify date of birth and that the student is entering the appropriate year group for their age. Additionally, the birth certificate helps ensure that the parental responsibility rights of those concerned can be recorded (unless legal documentation is additionally supplied to affect this) as discussed in other sections below.
Legal Forename	
Preferred Forename (if any)	If you would like your child to be known by a different name in school, for example, some students prefer to use an abbreviated forename or be known by their middle name, please could you make this clear in the Preferred Name box. Nicknames are not acceptable in this section.
Change of Legal Name Should your child's legal name now be different to that on their birth certificate, please provide the necessary legal documentation supporting this.	

ANY OTHER ADULT WHO REGULARLY CARES FOR THE STUDENT – Page 2
If there is a step-parent, partner of a parent, grandparent or other family member involved in the regular care of the student, please enter their details in the Any Other Adult Who Regularly Cares for the Student section. <u>If there is a court order regarding parental responsibility for the student in support of the adult who regularly cares for him, please mention this in the Additional Information section on page 4 of the form and provide details to the Admissions Registrar separately.</u> As with all information supplied to the school, this will be treated in the strictest confidence. Again, without this evidence, the school will not record parental responsibility for this person. Please note that supporting documentation can be supplied in an envelope marked "FAO Head of Year" should you wish for only the Head of Year to be aware of a specific circumstance.

ADDITIONAL EMERGENCY CONTACTS – Page 2
If we are unable to contact those with parental responsibility for a student in the case of illness or emergency, can you please provide two contacts in priority order we can call should the need arise. This is normally a relative, friend or neighbour that knows your child well. All contacts must be over 18 years of age and must have given consent to you to be a contact.

MEDICAL DETAILS & DIETARY RESTRICTIONS and/or ALLERGY INFORMATION – Page 3
Please enter anything you deem relevant to help us care as well as we can for your child in school. Apart from the more obvious serious conditions, notification of any allergies your child may have or dietary restrictions is particularly important, as is informing the school of any medication they may need and how often. Additionally, if your child follows a medical care plan please supply a copy for our records. It is not necessary to detail any dietary <u>preferences</u> here, only dietary <u>restrictions</u> .

SEN REGISTER & SEN INFORMATION – Page 3
The school works with students with a wide range of special needs. If your child has received extra help in school, or support from outside agencies (eg educational psychologist), please can you supply details in this section of the form. Any documentation regarding your child's additional needs which assists us in settling your child into school, should be copied and sent to the Head of Year.

We understand that each family circumstance is different. It is extremely important that the school is aware of all the relevant adults in respect of each student and their relationship to them. We have a legal duty under the Department for Education guidelines to ask for the details of all parents. This includes parents named on the birth certificate (regardless of whether resident or not) and any adults who reside with and look after your child, irrespective of what their relationship is with your child. Please inform the school if you do not wish your address to be disclosed to an ex-partner in the case of separated family circumstances as this can be recorded.

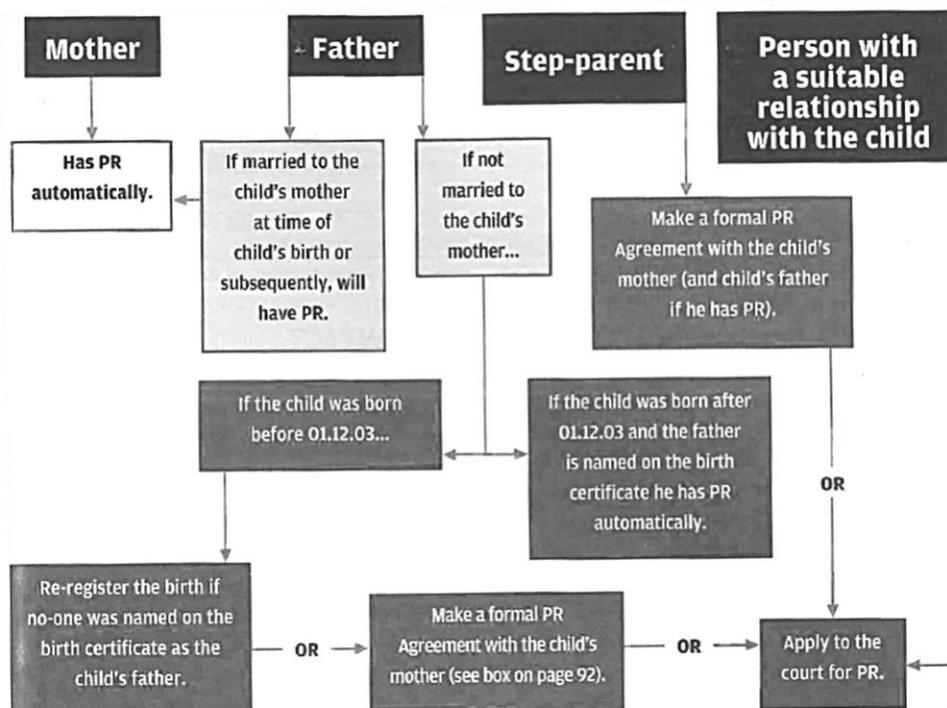
Definition of Parental Responsibility

Parental responsibility is defined as *'all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and their property'*. Parental responsibility is obtained as follows:

- a) A **mother** automatically has parental responsibility for her child from birth
- b) A **father** has parental responsibility when:
 - i) He was married to the mother at the time of the child's birth
 - ii) He is not married to the mother but is jointly registered with the mother on the birth certificate (from 1st December 2003)
 - iii) He has a parental responsibility agreement with the mother which is verified by a court
 - iv) He has a parental responsibility court order
- c) Similarly, for **couples in a same-sex relationship** who have a child living with them and who is biologically linked to one of them, parental responsibility is obtained for **the non-biological partner** when:
 - i) They are jointly registered with the birth mother on the birth certificate (from 1st December 2003)
 - ii) They have a parental responsibility agreement with the birth mother which is verified by a court
 - iii) They have a parental responsibility court order
- d) An **adoptive parent** has responsibility from the date of adoption and may have it from the date of placement
- e) A **legal guardian** has responsibility by being appointed in this role under a will or more usually by having a court residence order
- f) A **stepmother** or **stepfather** only has responsibility if they have a parental responsibility agreement or court order. Similarly, a **partner of a parent** does not have responsibility unless there is a court order

Please see accompanying letter regarding provision of a full birth certificate or full adoption certificate to clarify parental responsibility and full legal name of your child.

In any situation where a court order or legal agreement has been obtained, please supply the relevant copies to the Admissions Registrar and mention this in the Additional Information section on page 4 of the form. As with all information supplied to the school, this will be treated in the strictest confidence. Please note that supporting documentation can be supplied in an envelope marked "FAO Head of Year" should you wish for only the Head of Year to be aware of a specific circumstance.



E-Comms

In line with the school's commitment to 'going green', we are keen to use email to keep in touch with parents and legal guardians. Therefore, it has become normal for all school communication to be sent via email. This is also an effective way of reducing the number of 'lost' communications sent home with students.

Communications sent via E-Comms will include copies of assessments, reports and parent evening invitations. It is important that you write your personal email address clearly on the form for us to use in this way. **Please do not supply any email address which you share with anyone else or to which others have access.**

Photographs and Video Recordings

Occasionally we may take photographs or make video recordings of students to use in our prospectus, other printed publications that we produce, our website, on project display boards in the school or for the purposes of staff development. When images of individuals are used in the school website, it may be appropriate to name the student (eg if in receipt of an award) for which we also request your consent in this section. From time to time, the school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high-profile event. Students will often appear in these images, which may appear in local or national newspapers, or in televised news programmes. To comply with the Data Protection Act 1998, we require your permission before we can photograph or make any recording of your child for these purposes and so it is important that you complete this section fully.

Participation in Regular Extra-Curricular Activities

This consent relates to regularly occurring or scheduled extra-curricular activities that your child may undertake outside of the normal school day on or off the school site, for example, sports' training. Consent for one-off activities or trips will be sought as and when they occur.

Youth Support Services

Youth Support Services provide a range of advice, information and guidance for young people including career advice. They work with schools, families and local community organisations to help students work towards realising their potential. The link to Borough of Poole Youth Service is <http://www.poole.gov.uk/communities-and-people/youth-support/youth-service>

Amending Consents

Parental consents can be amended by completing the Consent Procedure form available via the school website <https://www.poolegrammar.com/the-school/general/policies>

Data Sharing with the Learning Records Service

The government require an account to be established for your child where their qualifications can be logged by them (for example, their GCSE results). This involves sharing some personal data with the Learning Records Service to generate their account. This is done periodically in batches during year 9 and not on a student by student basis. The LRS privacy notice can be found via <https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice>

