

DATA COLLECTION SHEET – 2023/2024

Please check that the information below is correct. Complete any missing details, and return to the school office.

Chosen Surname: Chosen Forename: Middle Name: Date of Birth: Address: Post Code:	Legal Surname: Legal Forename: Gender: Reg Group: Year Group:	
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Sibling Details (if present in SIMS):

Name (Reg)	Date of Birth	Year Group	Gender

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.

Priority	Name/Relationship	Home Details	Work Details
1		Tel: Mobile: C2k Text Service: Primary Email:	Place of work: Tel:
2		Tel: Mobile: C2k Text Service: Primary Email:	Place of work: Tel:
3		Tel: Mobile: C2k Text Service: Primary Email:	Place of work: Tel:
3		Tel: Mobile: C2k Text Service: Primary Email:	Place of work: Tel:

PLEASE NOTE: C2k Text Service is the primary mobile number which school text messages are sent to. If this option is blank, please update to indicate at least one C2k Text Service Number.

Please add any additional contacts below if not present on this data collection form

Priority	Name/Relationship	Home Details	Work Details
		Address:	Place of work:

		Tel: C2k Text Service: Primary Email:	Tel: Email:
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Travel Arrangements:		Route:	
If the above information is incorrect, please tick the appropriate choice:			
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Car	<input type="checkbox"/> EA Bus	<input type="checkbox"/> Ferry <input type="checkbox"/> Taxi
<input type="checkbox"/> School Coach	<input type="checkbox"/> Walks	<input type="checkbox"/> Public Road Transport	<input type="checkbox"/> Train

Sure Start Information only required for Pupils in Year 1

Previously registered with
Sure Start Programme:
 Previously attended a Sure
Start Programme:

Medical Practice:
Address:
Telephone Number:

Medical Condition(s)

Medical Note Summary

Student Disability:

☐ No Disability

☐ Physical Impairment

☐ Mental Impairment

☐ Physical and Mental Impairment

**Ethnicity :
 Home Language:**

Religion:

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:

