

 **Crouch Hill Park**

**83 Crouch Hill**

**LONDON**

**N8 9EG**

**Tel: 0207 272 7145**

**Email: office@ashmount.islington.sch.uk**

**ADMISSION FORM**

|  |
| --- |
| **To be completed by the School** |
| Date of completion of form: | UPN:  | Date of Admission to School: |

|  |  |
| --- | --- |
| **Documents requested prior to formal admission** | **Documents seen and copied attached** |
| **Long (full) Birth certificate** |  |
| **Proof of address** |  |
| **Photo I.D. (e.g. passport) of child** |  |
| **Photo I.D. (e.g. passport) of parent** |  |

1. **Pupil details**

|  |  |  |
| --- | --- | --- |
| Child’s First Name: | Preferred First Name (if different): | Child’s Last Name: |
| Middle Name (s):  | Any Former Last Name: |
| Gender: MALE / FEMALE | Date of Birth:(please attach a photocopy of your child’s full birth certificate) |
| Home Address (please show proof of address)Postcode:  |
| Is this a permanent or Temporary address:  |
| Borough of Residence:  | Country of origin: |
| Last country of origin: | Country of Birth (if different): |
| Date of entry to country (if applicable): | Is your child adopted?:  |

1. **Parent/Guardian**

**CONTACT ONE**

|  |  |  |
| --- | --- | --- |
| Title: | First Name  | Last Name: |
| Home Address: Postcode:  |
| Relationship to pupil (Parent/Guardian/Foster Parent etc):  |
| Home Telephone Number: | Mobile Number: |
| Work number: | Email address: |
| Should correspondence be addressed to this person? YES / NO  | First language: |
| Does the child live with you? YES / NO |

**CONTACT TWO**

|  |  |  |
| --- | --- | --- |
| Title: | First Name  | Last Name: |
| Home Address: Postcode:  |
| Relationship to pupil (Parent/Guardian/Foster Parent etc):  |
| Home Telephone Number: | Mobile Number: |
| Work number: | Email address: |
| Should correspondence be addressed to this person? YES / NO  | First language: |
| Does the child live with you? YES / NO |

1. **Emergency contact details**

**Contact 1**

|  |  |  |
| --- | --- | --- |
| NAME: | Telephone/Mobile number | Relationship to child: |
| T: |
| M: |

**Contact 2**

|  |  |  |
| --- | --- | --- |
| NAME: | Telephone/Mobile number | Relationship to child: |
| T: |
| M: |

**Contact 3**

|  |  |  |
| --- | --- | --- |
| NAME: | Telephone/Mobile number | Relationship to child: |
| T: |
| M: |

1. **Siblings**

**Does your child have any brothers and sisters attending this school? YES / NO**

|  |  |
| --- | --- |
| **NAME OF SIBLING** | **DATE OF BIRTH** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Interests and other useful information about learning**

|  |
| --- |
| Progress at school in different subjects |
| Home interests/activities |
| Friendships and social matters |

1. **Medical Information**

|  |  |
| --- | --- |
| **In the event of an emergency, do you give consent to Ashmount Primary School providing medical treatment?** | **YES / NO** |

|  |  |
| --- | --- |
| Does your child have any allergies or dietary needs that we should be aware of?  | YES / NO |
| Please specify: |
| Medical Practice: | Name of Doctor: |
| Address:Post code:  | Telephone number: |
| Does your child have any medical conditions that we should be aware of? YES / NOIf yes, please tick

|  |  |
| --- | --- |
| Ashthma  |  |
| Eczema |  |
| Hay fever |  |
| Hearing problems |  |
| Eyesight problems |  |
| Colour blindness |  |
| Epilepsy |  |
| ADHD |  |
| Dyslexia |  |
| Dyspraxia |  |

 | Does your child require any medication during the day that will need to be held by the school?YES / NOPlease specify:  |
| Does your child wear glasses? : YES / NO | Has your child missed any immunisations programmes? :YES / NO |

1. **Ethnicity**

**Please tick only ONE of the following boxes**

1. **WHITE**

|  |  |
| --- | --- |
| **English** |  |
| **Scottish** |  |
| **Welsh** |  |
| **Other White British** |  |

1. **IRISH**

|  |  |
| --- | --- |
| **Traveler of Irish Heritage** |  |

1. **ANY OTHER WHITE BACKGROUND**

|  |  |
| --- | --- |
| **Albanian** |  |
| **Bosnian-Heregovinian** |  |
| **Croatian** |  |
| **Greek** |  |
| **Greek Cypriot** |  |
| **Gypsy/Roma** |  |
| **Kosovan** |  |
| **Serbian-Yugoslavian** |  |
| **Turkish** |  |
| **Turkish Cypriot** |  |
| **White European** |  |
| **White Eastern European** |  |
| **White Western European** |  |
| **White Other** |  |

1. **MIXED/DUAL BACKGROUND**

|  |  |
| --- | --- |
| **White and Black Caribbean** |  |
| **White and Black African** |  |
| **White and Asian** |  |
| **White and Chinese** |  |
| **Asian and Chinese** |  |
| **Asian and Black** |  |
| **Black and Chinese** |  |
| **Asian and any other ethnic group** |  |
| **Black and any other ethnic group** |  |
| **Chinese and any other ethnic group** |  |
| **White and any other ethnic group** |  |
| **Other mixed background** |  |

1. **ASIAN OR ASIAN BRITISH**

|  |  |
| --- | --- |
| **Bangladeshi** |  |
| **Indian** |  |
| **Pakistani** |  |

1. **ANY OTHER ASIAN BACKGROUND**

|  |  |
| --- | --- |
| **African Asian** |  |
| **Nepali** |  |
| **Kashmiri** |  |
| **Sinhalese** |  |
| **Sri Lankan Tamil** |  |
| **Other Asian** |  |

1. **BLACK OR BLACK BRITISH**

|  |  |
| --- | --- |
| **Caribbean**  |  |

1. **AFRICAN**

|  |  |
| --- | --- |
| **Ghanaian** |  |
| **Nigerian** |  |
| **Sierra Leonian** |  |
| **Somali** |  |
| **Sudanese** |  |
| **Other Black African** |  |

1. **ANY OTHER BLACK BACKGROUND**

|  |  |
| --- | --- |
| **Black European** |  |
| **Black North African** |  |
| **Other Black** |  |

1. **CHINESE**

|  |  |
| --- | --- |
| **Chinese** |  |
| **Hong Kong Chinese** |  |
| **Other Chinese** |  |
| **Singaporean Chinese** |  |
| **Taiwanese** |  |
| **Malaysian Chinese** |  |

1. **ANY OTHER ETHNIC GROUP**

|  |  |
| --- | --- |
| **Afghanistani** |  |
| **Arab other** |  |
| **Egyptian** |  |
| **Filipino** |  |
| **Iraqi** |  |
| **Iranian** |  |
| **Japanese** |  |
| **Korean** |  |
| **Kurdish** |  |
| **Latin/South/Central America** |  |
| **Lebanese** |  |
| **Malay** |  |
| **Moroccan** |  |
| **Polynesian** |  |
| **Thai** |  |
| **Vietnamese** |  |
| **Yemeni** |  |

|  |  |
| --- | --- |
| **I do not wish to assign an ethnic code:** |  |

|  |  |
| --- | --- |
| First language for child |  |
| Home language |  |
| Religion |  |
| Festivals observed:  |

1. **Lunch Arrangements**

|  |
| --- |
| In England, children are eligible to receive free school meals (FSM) if their parents are in receipt of any of the following benefits:* Income Support
* income-based Jobseeker’s Allowance
* income-related Employment and Support Allowance
* support under Part VI of the Immigration and Asylum Act 1999
* the guaranteed element of Pension Credit
* Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
* Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
* Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Please apply on <https://www.islington.gov.uk//children-and-families/benefits-and-financial-support/free-school-meals-and-uniform-grant>  |
| My child is entitled to Free School Meals: YES / NO |
| My child will be having : SCHOOL MEALS / PACKED LUNCH |

1. **Arrangements for after school**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please indicate below how your child should go home from school- please tick

|  |  |
| --- | --- |
| **Walk** |  |
| **Bus** |  |
| **London underground** |  |
| **Taxi** |  |
| **Other, please specify** |  |

* **Primary school children are not allowed to take siblings home**
* **If you give permission for your child to walk home, then an adult should always be present when they arrive home**
 |

1. **Previous Schooling**

|  |
| --- |
| Name of last School attended: |
| Reason for leaving last school: |
| Number of Terms attended: Date of leaving last school: |
| Number of other schools attended (not Nursery). *Please list details with dates and any extended absences from school in UK or abroad.* |

1. **Nursery attendance**

|  |  |
| --- | --- |
| Name of Nursery school attended |  |
| Telephone Number | Type of Nursery |
| Dates attended | From: To: | Did your child attend:Full-time / Part-time |
|  |

1. **Other Agencies**

|  |
| --- |
| Do you have contact with any outside Agencies E.g. Education Welfare, Educational Psychologists, Social Worker, Child Guidance, Speech Therapist? Please state who. |

**DECLARATION**

The details supplied above are correct to the best of my knowledge.

Signed Date \_

Print Name



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**MEDICAL CONSENT FORM**

**To: The Head Teacher - Ashmount Primary School**

Please note that we have children who attend the school who have severe allergies to nuts. We, therefore, ask that no nuts or products containing nuts are brought into the school in lunchboxes, or as birthday treats.

In the event of an emergency, I authorise Ashmount Primary School to act in loco parentis and give consent to emergency medical treatment, which my son/daughter might require.

Parent/Carer’s Signature:……………………………………………………………………

Parent/Carer’s Name (block capitals): ..................................................................................

Pupil’s Name in Full: …………………………………… Class: ………………………

Date: ………………………………………….



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**Dear Parents/Carers**

**Parental Consent Form for Educational Visits (non-residential)**

At Ashmount Primary School, we believe in a rich and varied curriculum, supported by engaging educational visits. This consent form is for all visits for the duration of your child’s time at Ashmount. We will continue to send out detailed information about any visits and ask for any volunteers to accompany us.

**I give permission for my son/daughter:**

* To take part in educational visits that take place away from the main school site that are authorised by Ashmount Primary School.
* To be given first aid or urgent medical treatment during any such activity if deemed necessary by the member of staff in charge.
* I understand that these visits follow Ashmount’s educational visits policy and arrangements for the supervision of pupils;

**Please note the following important information before signing this form:**

* The visits and activities covered by this consent form include all non-residential visits that take place during the school day where payment is not required.
* The visits are activities covered by this consent form include sports fixtures that take place during the school day where children return to school after the fixture.
* The teacher(s) in charge of the visit will provide full information about each visit before it takes place. The information provided will be in the form of a letter or email.
* You can inform us if you do not want your child to take part in any particular school visit or off-site activity by speaking to your child’s class teacher.
* The information used by the teachers in charge of each visit regarding a child’s medical conditions and emergency contact information will be taken from the school database. It is essential therefore that this information is up to date.

**Parental consent form for Ashmount’s Educational Visits (non-residential)**

I give permission for my child to go on non-residential educational visits this year.

Child’s full name………………………………………………..

Class…………………………………..

Name of Parent/Carer:

Signed………………………………………………….. Date………………………



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**OUTDOOR LEARNING**

**Dear Parents/Carers,**

Our unique building is situated within Crouch Hill Park, with the Parkland walk on our doorstep. We are extremely fortunate to be able to offer our children this wonderful learning environment.

There has been a host of research into outdoor learning and the benefits of this to children. The Parkland Walk is a central part of our curriculum; we use it on a regular basis and will include it in our planning.

We, therefore, would like particular permission for your child to access this amazing resource during their time at Ashmount.

I would appreciate if you could sign and return the permission slip below to the school office.

Yours faithfully,

**Anthony Carmel**

**Head Teacher**

**…………………………………………………………………………………………………………………………………………………………………………..**

**I give permission for my child ……………………………………………… to attend the Parkland Walk during curriculum time at Ashmount Primary School.**

**Signed…………………………………………………………………………………..**

**Date…………………………….**



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**Ashmount Primary School**

**Home-School-Child Agreement**

**Equal Opportunities Statement**

Ashmount Primary School is committed to the view that all learners of equal value whatever their race, gender, class, disability, learning needs, sexual orientation, age or religion. All learners are entitled to equal opportunities in education and to the enhanced life changes that education will bring.

**School Aims Statement**

The school has established a set of agreed principles to determine its Behaviour Policy. We recognise children as individuals with their own unique personalities and abilities. We will meet the children’s education, social and physical needs by creating an environment that encourages and stimulates the development of each child’s full potential.

We aim:

* To provide a stable and safe environment where children are stimulated, motivated and eager to learn.
* To encourage children to be self-disciplined, confident and adaptable and to have a higher degree of self-esteem.
* To foster a caring, sensitive community where everyone matters and where we all respect the needs, cultures and beliefs of others both inside and outside the school.
* To match tasks and resources to the needs and abilities of each child so that every child is challenged academically, physically and socially.
* To teach within the framework of the Foundation stage and the National Curriculum with an emphasis on the development of a wide range of learning skills and to establish an environment of high expectations and achievements.
* To establish an environment in which teaching and non-teaching staff, governors, advisory colleagues, parents, carers, and children can support and work with each other.

School will:

* Encourage children to their best at all times.
* Encourage children to take care of their surroundings and others around them.
* Inform parents of the children’s progress at regular meetings.

|  |
| --- |
| **Head Teacher: Anthony Carmel** |

Family will:

* Understand that during the time the child is in school the parents hand over responsibility to the Head Teacher who will at all times act in the interests of the child.
* Make sure the child arrives at school on time- 9am.
* Make sure child attends regularly and provides a note of explanation if a child is absent.
* Attend Parent Conferences to discuss child’s progress, once a term.
* When possible, attend school events such as class assemblies, performances, sports days etc.
* Ensure the child wears the school uniform at all times.

|  |
| --- |
| Parent’s signature:…………………………………………………………………………………………………………… |

Child will keep the school’s Rules:

* We are kind
* We are responsible
* We always try our best

|  |
| --- |
| Child’s signature:…………………………………………………………………………………………………………… |

Together we will:

* Address the child’s individual needs
* Encourage the child to keep the school’s Golden Rules
* Support the child’s learning to help him/her activities
* Behave in a reasonable manner and show respect, courtesy and consideration for others at all times.



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**PHOTO PERMISSION**

**Dear Parents/Carer,**

At Ashmount Primary School, we like to take lots of photos (and sometimes videos) of the children during the school day. We use these for a variety of purposes: to record evidence of learning activities, to use on displays and in classrooms within the school, to model correct ways of doing things and occasionally for Professional Development and training purposes. We also like to use photos of the children on our plasma screen in the entrance hall, on school/Islington Borough publications such as newsletters and on our school/Islington borough websites. Occasionally outside organisations (such as a theatre company or museum) will take video or photographs of children to use for evidence or advertising purposes. We will never identify a child in a photo/video used externally and we will not let the photos be used for any other purposes than those listed above.

To prevent us asking you multiple times for permissions for separate events, we would like you to sign below so that we have permission to use photos and videos of your child during their time at school. If circumstances change, you are very welcome to withdraw your permission at any time.

**Without this permission, we will be unable to allow to film, or photograph your child during school assemblies, performances etc. We understand your desire to have a digital memory of your child’s time at school but to facilitate this it is necessary that you tick at least one of the first two permissions boxes to allow all families to have access to such cherished memories. Obviously, we would still insist such images are not shared on social websites e.g. Facebook, Twitter, YouTube etc.**

Yours faithfully,

**Anthony Carmel,**

**Headteacher**

|  |  |
| --- | --- |
| I give permission for photographs and videos of my child to be taken and used for **all** of the purposes above. |  |
| I give permission for photographs and video of my child to be taken but restricted to be only used within the school community (e.g. in classrooms, in displays, on the plasma screen and newsletter) |  |
| I do not give permission for the school to take or use photographs or video footage of my child in any circumstances. |  |

**Child’s Name………………………………………………………**

**Signed…………………………………………………………………**

**Date………………………**



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Dear Parents/Carers,

**DEVELOPING AN INDIVIDUAL HEALTCARE PLAN FOR YOUR CHILD**

If your child has additional medical needs then it is school policy for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils and the relevant healthcare professional who can advise on your child’s case.

The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one, the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

Please fill out the attached individual healthcare plan as best as you can and return it, together with any relevant evidence, for our files.

Please feel free to call me to discuss this matter if needed.

Yours sincerely

Annabel Le Moine

****

**Ashmount Primary School General Health Care Plan**

|  |  |
| --- | --- |
| **Name**  |  |
| **DOB** |  |
| **Year Group** |  |

|  |  |  |
| --- | --- | --- |
| **EMERGENCY CONTACT 1**NAME: | Telephone/Mobile number | Relationship to child: |
| T: |
| M: |

|  |  |  |
| --- | --- | --- |
| **EMERGENCY CONTACT 1**NAME: | Telephone/Mobile number | Relationship to child: |
| T: |
| M: |

|  |  |
| --- | --- |
| Medical Practice: | Name of Doctor: |
| Address:Post code:  | Telephone number: |
| Medical Condition: | Treatment: |
| **FOR ASTHMA** |
| My **reliever** inhaler (Name and Colour):I take ……………………. Puffs of my reliever inhaler using a spacer | My **Preventer** inhaler (Name and Colour): I only use my Preventer inhaler when I am at home. When my inhaler (s) are running low, my  parent/guardian or I will replace them. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| I may need to take my Reliever (please tick): |
| Before Exercise |  |
| After Exercise |  |
| When there is high pollen |  |
| During cold weather |  |
| Other (Describe below) |  |

If I need to use my **reliever** inhaler more than three or more times per week, please advise my parents/guardians so they can organise a review with my Asthma nurse/GP

|  |
| --- |
| When I have an Asthma attack (please tick): |
| I start coughing |  |
| I start wheezing |  |
| I find it hard to breathe |  |
| My chest becomes tight |  |
| Other (Describe below) |  |

 |

|  |  |
| --- | --- |
| **Location of Emergency treatment** | **Members of staff trained to administer emergency medication** |
|  |  |

|  |
| --- |
| **Parental and Pupil agreement**I agree that the medical information contained in this plan may be shared with individuals involved with my child’s care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.Signed (Pupil): Print Name:Date:Signed (Parent):Print Name:Date:  |

|  |
| --- |
| **School Nurse agreement**I agree that the information is up to date.Signed:Job title; Print Name:Date: |

|  |
| --- |
| **Permission for Emergency medication**I agree that my child can be administered their medication by a member of staff in an emergency. Name of medication:Signed (Pupil): Print Name:Date:Signed (Parent):Print Name:Date: |

**Record of Inhaler administered to children in Primary School**

**Name of school/setting:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Child’s Name | Time | Name of medication | Dose given | Spacer cleaned |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Parents should be notified if a student is using their inhaler more frequently than 3 times per week more than stated on their care plan. (For example some students will use their inhaler routinely before P.E).

***Please be aware of those students who carry their own inhaler and self-medicate.***



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# Privacy Notice (How we use pupil information)

Under the requirements of the General Data Protection Regulationand data protection legislation, **Ashmount Primary** is subject to a variety of obligations as the data controller of personal data (information) about pupils and their parents, carers and families**.**

Personal data is information that identifies you and your child and is about you and your child. This personal data might be provided to us by you, or provided by someone else (for example another school) or it could be created by the school.

This notice explains what personal data we hold about you and your child, how that information is collected, how we use and may share information about you and your child. Our Data Protection Officer is Mary McGreal and can be contacted via email: mary.mcgreal@ashmount.islington.sch.uk

**The categories of pupil information that we process include:**

* personal identifiers and contacts (such as name, unique pupil number, contact details and address)
* characteristics (such as ethnicity, language, and free school meal eligibility)
* safeguarding information (such as court orders and professional involvement)
* special educational needs (including the needs and ranking)
* medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
* attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
* assessment and attainment (such as national curriculum assessment results and reports on pupil progress and attainment)
* behavioural information (such as exclusions and any relevant alternative provision put in place)
* photographs, images, audio/visual recordings and CCTV

**Why we collect and use pupil information**

The personal data collected is essential for the school to fulfil its official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

1. to support pupil learning and educational provision
2. to monitor and report on pupil attainment progress
3. to moderate teacher assessment judgments
4. to provide appropriate pastoral care and support services
5. to assess the quality of our services
6. to keep children safe (food allergies, emergency contact details etc.)
7. to safeguard children and young people
8. to reduce the incidence of children missing education
9. to support children at risk from permanent exclusion
10. to support primary and in-year admissions process
11. to meet the statutory duties placed upon us by the Department for Education

We will not use your child’s personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for that processing.

**The lawful basis on which we use this information**

In most situations we collect and use pupil information because the processing is necessary for compliance with a legal obligation to which the school, as data controller, is subject, or in the exercise of official authority in our capacity as a school.

In particular, we collect and use personal information under section 537A of the Education Act 1996 and under section 83 of the Children Act 1989, to provide information to the Secretary of State and to carry out tasks in the public interest.

If we need to process ‘special category data’, we rely upon reasons of substantial public interest, for example promoting and securing equality of opportunity and eliminating discrimination. If special category data is processed for any other reason, you will be informed of the additional legal basis for this.

If there is processing or sharing that relies upon your consent, we will make this clear to you and ensure that we seek your consent. You will always be able to withdraw your consent at any time.

**Collecting pupil information**

We collect pupil information via;

* Application Forms
* Consent Letters
* CTF Files (Data files securely transferred between schools on admission)

Pupil data is essential for the schools’ operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislations, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

**Storing pupil data**

We will always hold personal information about you and your child securely and in accordance with the law. This is stored electronically on a secure MIS system as well as on paper in student files, which are locked away.

We will retain and delete information in accordance with the School’s Records Management Policy / retention policy and as otherwise required by the General Data Protection Regulation and data protection legislation in force from time to time.

Any CCTV recordings are deleted after 30 days.

**Who we share pupil information with**

We routinely share pupil information with:

* schools that the pupils attend after leaving us
* our local authority
* the Department for Education (DfE)
* the NHS i.e. school nurse
* Camden & Islington Public Health
* where the pupil is not resident in Islington, with their respective local authority
* Ofsted

**Why we regularly 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.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

* Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
* The Department for Education
* The pupil’s family and representatives
* Educators and examining bodies
* Our regulator Ofsted
* Suppliers and service providers – to enable them to provide the service we have contracted them for
* Central and local government
* Our auditors
* Health authorities
* Security organisations
* Health and social welfare organisations
* Professional advisers and consultants
* Police forces, courts, tribunals
* Professional bodies

**Department for Education**

We regularly share pupil data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under:

Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](https://www.gov.uk/government/publications/security-policy-framework).

For more information, please see ‘How Government uses your data’ section.

**Local Authorities**

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

* the [Schools Admission Code](https://www.gov.uk/government/publications/school-admissions-code--2), including conducting Fair Access Panels.

**Requesting access to your personal data**

Under GDPR, 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 Mary McGreal via email:**mary.mcgreal@ashmount.islington.sch.uk**

Depending on the lawful basis above, you may 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
* a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the ‘How Government uses your data’ section of this notice.

**Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mary McGreal via email: mary.mcgreal@ashmount.islington.sch.uk**[**

**Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 25th October 2019

**Contact**

If you would like to discuss anything in this privacy notice, please contact: Mary McGreal via email: mary.mcgreal@ashmount.islington.sch.uk

**How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

* underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
* informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
* supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

**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>

**The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

**Sharing by the Department**

The law allows the Department to share pupils’ personal data with certain third parties, including:

* schools
* local authorities
* researchers
* organisations connected with promoting the education or wellbeing of children in England
* other government departments and agencies
* organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically suppliesdata on around 600 pupils per yearto the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

**How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

* if they are processing your personal data
* for a description of the data they hold about you
* the reasons they’re holding it and any recipient it may be disclosed to
* for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a ‘subject access request’. Further information on how to do this can be found within the Department’s personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>