



## 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?:	

## 2. 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		

### 3. 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:	

### 4. Siblings

Does your child have any brothers and sisters? YES / NO

NAME OF SIBLING	DATE OF BIRTH

### 5. Interests and other useful information about learning

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

## 6. Medical Information

<p>In the event of an emergency, do you give consent to Ashmount Primary School providing medical treatment?</p>	<p>YES / NO</p>																				
<p>Does your child have any allergies or dietary needs that we should be aware of?</p>	<p>YES / NO</p>																				
<p>Please specify:</p>																					
<p>Medical Practice:</p>	<p>Name of Doctor:</p>																				
<p>Address:</p>   <p>Post code:</p>	<p>Telephone number:</p>																				
<p>Does your child have any medical conditions that we should be aware of?</p> <p>YES / NO</p> <p>If yes, please tick</p> <table border="1" data-bbox="177 1301 609 1675"> <tr><td>Asthma</td><td></td></tr> <tr><td>Eczema</td><td></td></tr> <tr><td>Hay fever</td><td></td></tr> <tr><td>Hearing problems</td><td></td></tr> <tr><td>Eyesight problems</td><td></td></tr> <tr><td>Colour blindness</td><td></td></tr> <tr><td>Epilepsy</td><td></td></tr> <tr><td>ADHD</td><td></td></tr> <tr><td>Dyslexia</td><td></td></tr> <tr><td>Dyspraxia</td><td></td></tr> </table>	Asthma		Eczema		Hay fever		Hearing problems		Eyesight problems		Colour blindness		Epilepsy		ADHD		Dyslexia		Dyspraxia		<p>Does your child require any medication during the day that will need to be held by the school?</p> <p>YES / NO</p> <p>Please specify:</p>
Asthma																					
Eczema																					
Hay fever																					
Hearing problems																					
Eyesight problems																					
Colour blindness																					
Epilepsy																					
ADHD																					
Dyslexia																					
Dyspraxia																					
<p>Does your child wear glasses? :</p> <p>YES / NO</p>	<p>Has your child missed any immunisations programmes? :</p> <p>YES / NO</p>																				

## 7. Ethnicity

Please tick only ONE of the following boxes

### 1. WHITE

English	
Scottish	
Welsh	
Other White British	

### 2. IRISH

Traveler of Irish Heritage	
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### 3. ANY OTHER WHITE BACKGROUND

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

### 4. 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	

### 5. ASIAN OR ASIAN BRITISH

Bangladeshi	
Indian	

Pakistani	
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**6. ANY OTHER ASIAN BACKGROUND**

African Asian	
Nepali	
Kashmiri	
Sinhalese	
Sri Lankan Tamil	
Other Asian	

**7. BLACK OR BLACK BRITISH**

Caribbean	
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**8. AFRICAN**

Ghanaian	
Nigerian	
Sierra Leonian	
Somali	
Sudanese	
Other Black African	

**9. ANY OTHER BLACK BACKGROUND**

Black European	
Black North African	
Other Black	

**10. CHINESE**

Chinese	
Hong Kong Chinese	
Other Chinese	
Singaporean Chinese	
Taiwanese	
Malaysian Chinese	

**11. 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:	
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First language for child	
Home language	
Religion	
Festivals observed:	

## 8. 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

## 9. 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

## 10. 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). <i>Please list details with dates and any extended absences from school in UK or abroad.</i>	

## 11. Nursery attendance

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



## 12. 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.

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### DECLARATION

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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# Ashmount Primary School

Community - Responsibility - Growth



83 Crouch Hill  
LONDON  
N8 9EG

Tel: 0207 272 7145

Email: [office@ashmount.islington.sch.uk](mailto:office@ashmount.islington.sch.uk)

## 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: .....



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.....

# Ashmount Primary School

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83 Crouch Hill  
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Tel: 0207 272 7145

Email: [office@ashmount.islington.sch.uk](mailto:office@ashmount.islington.sch.uk)

## 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.....



## 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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Community - Responsibility - Growth



83 Crouch Hill  
LONDON  
N8 9EG

Tel: 0207 272 7145

Email: [office@ashmount.islington.sch.uk](mailto:office@ashmount.islington.sch.uk)

## 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 <b>all</b> 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.....



Dear Parents/Carers,

## **DEVELOPING AN INDIVIDUAL HEALTHCARE 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**

<b>Name</b>	
<b>DOB</b>	
<b>Year Group</b>	

<b>EMERGENCY CONTACT 1</b>  NAME:	Telephone/Mobile number	Relationship to child:
	T:	
	M:	

<b>EMERGENCY CONTACT 1</b>  NAME:	Telephone/Mobile number	Relationship to child:
	T:	
	M:	

Medical Practice:	Name of Doctor:
Address:	Telephone number:
Post code:	
Medical Condition:	Treatment:

**FOR ASTHMA**

<p>My <b>reliever</b> inhaler (Name and Colour):</p>   <p>I take ..... Puffs of my reliever inhaler using a spacer</p>	<p>My <b>Preventer</b> inhaler (Name and Colour):</p>   <p>I only use my Preventer inhaler when I am at home.</p> <p><input type="checkbox"/> When my inhaler (s) are running low, my parent/guardian or I will replace them.</p>
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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

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">When I have an Asthma attack (please tick):</th> </tr> <tr> <td style="width:80%; padding: 2px;">I start coughing</td> <td style="width:20%;"></td> </tr> <tr> <td style="padding: 2px;">I start wheezing</td> <td></td> </tr> <tr> <td style="padding: 2px;">I find it hard to breathe</td> <td></td> </tr> <tr> <td style="padding: 2px;">My chest becomes tight</td> <td></td> </tr> <tr> <td style="padding: 2px;">Other (Describe below)</td> <td></td> </tr> </table>	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)		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">I may need to take my Reliever (please tick):</th> </tr> <tr> <td style="width:80%; padding: 2px;">Before Exercise</td> <td style="width:20%;"></td> </tr> <tr> <td style="padding: 2px;">After Exercise</td> <td></td> </tr> <tr> <td style="padding: 2px;">When there is high pollen</td> <td></td> </tr> <tr> <td style="padding: 2px;">During cold weather</td> <td></td> </tr> <tr> <td style="padding: 2px;">Other (Describe below)</td> <td></td> </tr> </table>	I may need to take my Reliever (please tick):		Before Exercise		After Exercise		When there is high pollen		During cold weather		Other (Describe below)	
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Other (Describe below)																									

<b>Location of Emergency treatment</b>	<b>Members of staff trained to administer emergency medication</b>

### **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

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.*



Dear Parents/Carers,

I am writing to let you know about Ashmount Primary School's work with Place2Be, a national charity supporting schools to improve the confidence and wellbeing of children and young people.

Place2Be provides emotional and therapeutic support to pupils, families and staff in more than 250 schools nationwide.

It gives pupils a space to express themselves through talking and creative work, and to think about any worries they might have. Place2Be also provides support for parents and staff too. Some information is enclosed to tell you more about Place2Be and its work.

### Place2Talk

One of the most popular aspects of this service is called 'Place2Talk'. It's open to all pupils, and they can make an appointment to spend 15 minutes with a trained counsellor, either by themselves or with a friend. On average, about a third of pupils in Place2Be's schools take advantage of this service every year. Pupils often talk about friendships or any worries they may have.

Place2Be will record your child's name, date of birth, year group, gender, ethnicity, the broad topic of discussion and any actions taken as a result of the session. This information is stored securely. It is used in key coded form to evaluate Place2Be's service and improve our work. Please see the separate sheet, at the end of this letter, for more information on this

### Parental Agreement for Accessing Place2Talk

Unless we hear otherwise from you, the school and Place2Be will assume that your child has parent/carers' permission to come to Place2Talk.

If you would like to find out more, or would prefer that your child does not use this service, please contact **Fiona Brisbane** (Place2Be School Project Manager) on **Fiona.brisbourne@place2be.org.uk** who will be very happy to answer any questions.

✂.....

I **do not** want my child to participate in Place2Talk.

Name of child/young person..... Class/form .....

Name of parent/carer .....

Signature ..... Date .....

# Information sheet for parent/carer

## Place2Talk

### *Frequently asked questions by parents and carers*

#### **1. What is Place2Talk?**

One of the most popular aspects of Place2Be's support in schools is called 'Place2Talk'. It's open to all pupils, and they can make an appointment to spend 15 minutes with a trained counsellor, either by themselves or with a friend. On average, about a third of pupils in Place2Be's schools take advantage of this service every year. Pupils often talk about friendships or any worries they may have

#### **2. Who conducts the Place2Talk sessions?**

*Place2Be School Project Managers (SPM).*

Place2Be is an organisational member of the British Association of Counselling and Psychotherapy. This means our SPMs are committed to the highest standards of personal and professional practice and work in line with its Ethical Framework and Ethical Guidelines.

#### **3. Who will SPMs talk to about the Place2Talk sessions?**

Place2Be has a responsibility to keep children safe and follow safeguarding procedures as and when required, but otherwise we will never disclose your child's data to third parties.

#### **4. What is Place2Be's evaluation and why is it important?**

Place2Be collects information to evaluate our effectiveness and learn about how to give the best possible service to children and families. For Place2Be to work well, we need to find out how the support we provide helps children's emotional wellbeing and their learning and academic progress. This in turn helps us to secure more funding, and therefore to help more children, by being able to demonstrate that our services are effective. We collect as little personal data as we reasonably can, and store it securely, so that children's privacy is not unduly affected.

#### **5. What information about your child is included in Place2Be's evaluation?**

Place2Be collects the following information from the school: child's name, date of birth, year group, gender and ethnicity. We then record brief details of children's appointments and the matters discussed, as well as any action recommended as a result of the session.

#### **6. Is your child's information confidential?**

Yes. Your child's name will *not* be in our research data. Your child's information will be stored securely.

#### **7. What is the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR)?**

The new DPA 2018 gives people control over their personal information (data) and requires organisations who have people's personal information to act in a lawful and transparent way. It brings the GDPR into UK law, in order to enhance people's control over their personal data. Place2Be works within the DPA 2018 and the GDPR to ensure that personal details, for example, name, date of birth or address, are lawfully collected, kept securely and not passed to other people or agencies.

#### **8. How do we safeguard your child's information?**

We care about protecting your child's information. Our policies and systems make sure that the information cannot be accessed by anyone who should not see it. They also protect against loss or misuse of the information.

We are committed to taking all appropriate steps to protect the personal information that we hold. We do this by having in place a range of measures, including the information being held in a secure, password protected database that can only be accessed by those who need to see the information to deliver the service for your child.

## **9. Why haven't we asked for consent to collect information about your child?**

We aim to have a service that any child in the school can access when they wish. Place2Talk is a valuable self-referral support service that reduces stigma by being accessible. Any child whose parent/carer has agreed that their child can use Place2Talk can attend. In those circumstances, parental consent is not required to record or store or assess a child's information, because other legal safeguards kick in to ensure the minimal information is collected and used in a way that respects and protects the children who use the service.

## **10. Is this legal?**

Yes. Under the DPA 2018 and the GDPR parental consent for using children's personal information is not needed in the context of counselling services offered direct to a child (see our website for more details). The GDPR imposes strict safeguards on the use of children's information. We can record, store and assess information about your child if they come to Place2Talk for two reasons:

- we are protecting the interests of your child in accessing counselling support and only the minimum necessary information is collected (this is called the "legitimate interests" legal basis for processing personal information); and
- recording the information means your child can access a service for their Health and Social Care (this is a further lawful basis for any sensitive or "special category" personal information).

This is in line with the guidance from the Information Commissioner, the UK's information and privacy watchdog.

It is also in line with guidance from the BACP, of which Place2Be is a member, and our SPMs must adhere to BACP's Ethical Framework and Ethical Guidelines, so they will make sure your child's information is confidential.

In addition, we are also able to use some of your child's information for research and statistical purposes, as we use coded information and remove your child's name. We also use the coded information for monitoring equality of opportunity and equal treatment.

For more information on this, you can contact our Chief Financial Officer, who can be contacted on 020 7923 5500.

## **11. Can you request that your child does not attend Place2Talk?**

Yes. You can ask us not to see your child if your child wishes to attend Place2Talk. You will need to complete and return the slip above to the Place2Be School Project Manager.

## **12. Can you request for information held about your child?**

You may ask us to confirm what information we hold about your child at any time, and request us to modify, update or delete such information. This is known as a Subject Access Request.

It is important to note that even if a child is too young to understand the implications of subject access rights, data about them is still their personal data and does not belong to anyone else, such as a parent or guardian. In the case of young children these rights are likely to be exercised by those with parental responsibility for them. If you request your child's data, proof of parental responsibility will be required.

We will consider whether the child is mature enough to understand their rights. If they are considered to be competent we will respond to or consult the child or seek the child's consent for disclosure to you (with parental responsibility).

You can make a Subject Access Request by speaking with the Place2Be School Project Manager who will ask you to complete a form or by sending an email to [Privacy@place2be.org.uk](mailto:Privacy@place2be.org.uk)

### **13. How long will we store your child's information for?**

We store your child's information securely for 6 years, and then it is destroyed.

### **14. What can you do if you are unhappy with our service?**

If you are unhappy with any aspect of our service, you can make a complaint in writing addressed to the Data Protection Officer at [Enquiries@Place2be.org.uk](mailto:Enquiries@Place2be.org.uk)

If you are unhappy with how your child's data has been handled, you may complain to the Information Commissioner. Office of the Information Commissioner Wycliffe House Water Lane WILMSLOW SK9 5AF Phone: 0303 123 1113

We assume that parents/carers will discuss this letter with their children, so that they also understand how and why their information is being collected. Copies of this sheet will also be available to children at Place2Talk sessions.





## Privacy Notice

### How we use pupil and parent/carers information

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use **pupil & parent/carers** personal data.

We, **ASHMOUNT PRIMARY SCHOOL** is the 'Data controller' for the purposes of data protection law.

We have appointed Grow Education Partners Ltd as our data protection officer (DPO) and the responsible contact is Claire Mehegan (see 'Contact us' below).

#### 1. The personal data we collect and hold

Personal data that we may collect, use, store, and share (when appropriate) about pupils & parents/carers includes, but is not limited to:

- Personal Information (such as name, date of birth, unique pupil number, parent's/carers' national insurance number)
- Contact details and preferences (such as telephone number, email address, postal address, for you and your emergency contacts)
- Assessment information (such as data scores, tracking, and internal/external testing)
- Protected characteristics, (such as ethnic background, religion or belief)
- Special educational needs information (such as EHCP's, statements, applications for support, care or support plans)
- Exclusion information
- Relevant medical information (such as NHS information, health checks, physical and mental health care, immunisation status and allergies and medical conditions, including physical and mental health)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs (such as for internal safeguarding & security purposes, school newsletters, media and promotional purposes).
- Closed-circuit television (CCTV) images captured in school
- Data about your use of the school's information and communications systems
- Payment and banking details where required.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education ("DfE").

A full breakdown of the information we collect on pupils can be requested by contacting **Mary McGreal, School Business Manager** – Email: [office@ashmount.islington.sch.uk](mailto:office@ashmount.islington.sch.uk)

## 2. Why we collect and use this information

The purpose of collecting and processing this data includes but is not limited to:

- Contacting you in relation to your child or to inform you about School events and updates
- Supporting pupil learning
- Monitoring and reporting on pupil progress
- Providing appropriate pastoral care
- Protecting pupil welfare and safeguarding
- Assessing the quality of our services
- Administering admissions waiting lists
- Carrying out research
- Complying with the law regarding data sharing
- Adhering to the statutory duties placed upon us by the Department for Education.

## 3. The lawful basis on which we use this information

This section contains information about the legal basis that we are relying on when handling your information. These are defined under data protection legislation and for personally identifiable information are:

- You have given consent for one or more specific purposes
- Processing is necessary to comply with the school's legal obligations
- Processing is necessary to protect your vital interests
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education)
- Processing is necessary for the school's legitimate interests or the legitimate interests of a third party.

When we process special category information, which is deemed to be more sensitive, the following lawful basis are used:

- You have given explicit consent
- It is necessary to fulfil the school's obligations or your obligations
- It is necessary to protect your vital interests
- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- Reasons of public interest in the area of public health.

An example of how we use the information you provide is:

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils

- helps to ensure that returns are completed by schools.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

#### 4. Collecting pupil information

While the majority of information we collect about pupils & parents/carers is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

#### 5. Storing pupil data

We keep your information for as long as we need to in order to educate and look after our pupils.

The majority of this will be stored in the pupil file and this file will follow the pupil whenever they move schools and will be retained by the last school the pupil attends.

Where we are legally required or have a lawful basis to do so we will keep some information after your child has left the School. This will be retained in line with our Data Retention Schedule, a copy of which can be requested by contacting Mary McGreal, School Business Manager – Email: [office@ashmount.islington.sch.uk](mailto:office@ashmount.islington.sch.uk)

To protect your data, we have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found in our Data Protection Policy or upon request.

#### 6. Data Sharing

In order for us to legally, effectively and efficiently function we are required to share data with appropriate third parties, including but not limited to:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education- to meet our legal obligations to share certain information.
- The pupil's family and representatives- such as in the event of an emergency
- Educators and examining bodies- such as ensuring we adhere to examining regulations to guarantee the validity of examinations
- Ofsted- during the course of a school inspection
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors- to ensure compliance with our legal obligations
- Health authorities (NHS) - to ensure the wellbeing of pupils
- Security organisations to create a secure workplace for all staff
- Health and social welfare organisations
- Professional advisers and consultants - for us to develop our services and best provide our public service
- Charities and voluntary organisations
- Police forces, courts, tribunals, security services - to create a secure workplace for all at the school.

- Professional bodies
- Schools that the pupils attend after leaving us.

## 7. Transferring data internationally

We may send your information to other countries where:

- we or a company we work with store information on computer servers based overseas; or
- we communicate with you when you are overseas.

We conduct due diligence on the companies we share data with and note whether they process data in the UK, EEA (which means the European Union, Liechtenstein, Norway and Iceland) or outside of the EEA.

The UK and countries in the EEA are obliged to adhere to the requirements of the GDPR and have equivalent legislation which confer the same level of protection to your personal data.

For organisations who process data outside the UK and EEA we will assess the circumstances of how this occurs and ensure there is no undue risk.

Additionally, we will assess if there are adequate legal provisions in place to transfer data outside of the UK.

## 8. Why we share information

In order to successfully perform our key functions, we need to share personal data with organisations

For example, 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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## 9. 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>.

## 10. 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>

## 11. Data Protection Rights

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you

- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- NOT provide information where it compromises the privacy of others
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

In most cases, we will respond to subject access requests within 1 month, as required under data protection legislation. However, we are able to extend this period by up to 2 months for complex requests or exceptional circumstances.

#### **Your Other Rights regarding your Data:**

- Withdraw your consent to processing at any time (This only relates to data for which the school relies on consent as a lawful basis for processing)
- Ask us to rectify, erase or restrict processing of your personal data, or object to the processing of it in certain circumstances and where sufficient supporting evidence is supplied
- Prevent the use of your personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest, official authority or legitimate interests
- Request a copy of agreements under which your personal data is transferred outside of the United Kingdom.
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect you)
- Request a cease to any processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Submit a complaint to the ICO
- Ask for your personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

Parents/carers also have a legal right to access to their child's educational record.

If you would like to exercise any of the rights or requests listed above, please contact Mary McGreal, School Business Manager

- Email: [office@ashmount.islington.sch.uk](mailto:office@ashmount.islington.sch.uk)
- Phone: 0207 272 7145
- Post: Crouch Hill Park, 83 Crouch Hill, London N8 9EG

The School will comply with the Data Protection legislation in regard to dealing with all data requests submitted in any format, although individuals are asked to preferably submit their request in written format to assist with comprehension.

We reserve the right to verify the requesters' identification by asking for Photo ID. If this proves insufficient then further ID may be required.

## 12. Data Protection Breaches

If you suspect that your or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage, we ask that you please contact Mary McGreal, School Business Manager at **ASHMOUNT PRIMARY SCHOOL** and advise us without undue delay.

## 13. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our independent data protection officer, Claire Mehean@London.anglican.org.

Alternatively, you can refer a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## 14. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact either our School Data Protection Lead, Mary McGreal, Business Manager at [office@ashmount.islingto.sch.uk](mailto:office@ashmount.islingto.sch.uk) or our independent Data Protection Officer, [Claire.Mehegan@london.anglican.org](mailto:Claire.Mehegan@london.anglican.org).