

St Augustine's Catholic Primary School

DATA COLLECTION TEMPLATE

LEGAL FORENAME(S)			LEGAL SURNAME	
PREFERRED NAME				
DATE OF BIRTH		MALE/FEMALE		
LANGUAGE		ETHNICITY		
RELIGION		TRAVEL (car/walk etc)		
ADDRESS				
PREVIOUS SCHOOL IF ANY INCLUDING LEAVING DATE				
MEDICAL INFORMATION				
NHS NUMBER				
Name of Medical Practice & GP: Address:				
Telephone Number of Medical Practice:				
Medical Condition(s)/Allergies:				
Dietary Requirement(s) eg Halal/No Beef/No Pork etc				
SPECIAL EDUCATIONAL NEEDS				
Early Years Support Plan	YES/NO			
Send Support Provision Plan	YES/NO			
Education and Health Care Plan	YES/NO			
Guardians & Emergency Contacts				
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.				
1st priority emergency contact Name (Mr/Mrs/Miss/Ms)				
Relationship to student	MOTHER/FATHER/GRANDMOTHER/GRANDFATHER/AUNT/UNCLE/FRIEND			
Primary guardian	YES/NO			
Legal guardian	YES/NO			
Authorised to collect student	YES/NO			
NATIONAL INSURANCE NUMBER				
Email address				
Mobile telephone:				
Home telephone:				
Work telephone:				
Postal address				

2nd priority emergency contact Name:	
Relationship to student	MOTHER/FATHER/GRANDMOTHER/GRANDFATHER/AUNT/UNCLE/FRIEND
Primary guardian	YES/NO
Legal guardian	YES/NO
Authorised to collect student	YES/NO
NATIONAL INSURANCE NUMBER	
Email address	
Mobile telephone:	
Home telephone:	
Work telephone:	
Postal address	
3rd priority emergency contact Name:	
Relationship to student	MOTHER/FATHER/GRANDMOTHER/GRANDFATHER/AUNT/UNCLE/FRIEND
Primary guardian	YES/NO
Legal guardian	YES/NO
Authorised to collect student	YES/NO
NATIONAL INSURANCE NUMBER	
Email address	
Mobile telephone:	
Home telephone:	
Work telephone:	
Postal address	

Data Protection Act 2018

The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.