

GUIDE TO HELP YOU COMPLETE THE DATA COLLECTION SHEET

In accordance with the Pupil Registration Regulations, schools must maintain an Admissions Register which includes the following information:

- Full name of pupil
- Gender
- The names and addresses of natural parents
- The name of parent(s)/person(s) with whom the child normally lives
- The name of the parent(s)/person(s) who has custody
- **Emergency telephone and mobile** numbers where parent(s)/carer(s)/relative(s) can be contacted
- Date of birth
- Name of last school attended
- Medical information you feel the school should have (please include **all** conditions that you feel school should be aware of, including any allergies – an additional form is available for providing more detailed information)

The law requires that schools retain this information so that in future all parents/carers may be consulted on major issues affecting the school, particularly those arising out of the Education Registration Reform Act 1988. We will write to you each year your child is at Crofton Academy to update the information on this form in order for our records to be as accurate as possible during their time here.

The “Special Detail” section at the foot of the data collect sheet asks about ethnic origin, nationality etc. If you do not wish to disclose any information within this Special Detail section “Refused” can be given as an acceptable answer. This will be the information we supply to the Department for Education on the Census return. If you wish to complete this section, please state ethnicity from one of the following options:

Any other Asian background	Black-Caribbean	Traveller of Irish Heritage
Any other Black background	Chinese	White-British
Any other Ethnic background	Gypsy/Romany	White-Irish
Any other Mixed background	Indian	White & Asian
Any other White background	Information not yet obtained	White & Black-African
Bangladeshi	Pakistani	White & Black-Caribbean
Black-African	Refused	

Once again can we remind you of the importance of this form being completed and returned to school to enable us to maintain up to date information on your child’s health and wellbeing.