

COTTESBROOKE INFANT & NURSERY SCHOOL
NURSERY APPLICATION FORM

Please provide *Birth Certificate
***Proof of address**

Data Protection Act 2018 (DPA Act) 2021 update – This information is being collected to administer your child's progress through the education system. It may be shared with the Birmingham City Council Children's Services, the Department for Education, relevant health and welfare practitioners, Church or faith Authorities and other schools or educational establishments with whom your child becomes associated.

Child's Details

Legal Surname: _____ Legal Forename: _____

Other Legal names: _____ Gender: Male ☐ Female ☐

Name child is known as, if different from above: _____

Date of Birth: _____ Ethnicity: _____

Address: _____

Postcode: _____

Proof of Date of Birth seen ☐ Initials _____ Proof of address seen ☐ Initials _____

Property type: House ☐ Flat ☐ Floor: _____ Maisonette ☐

Do you have access to a garden? Yes ☐ No ☐

Parents' Details

Title Mr/Mrs/Ms etc	Forename(s) (as on legal documents)	Surname (as on legal documents)	Relationship to child (Mother/father/legal guardian)

Address if different from child's: _____

Postcode: _____

Telephone numbers: Home: _____ Work: _____ Mobile: _____

Email address: _____

Title Mr/Mrs/Ms etc	Forename(s) (as on legal documents)	Surname (as on legal documents)	Relationship to child (Mother/father/legal guardian)

Address if different from child's: _____

Postcode: _____

Telephone numbers: Home: _____ Work: _____ Mobile: _____

Email address: _____

Child lives with: _____

Legal Parental responsibility: Mother ☐ Father ☐ Other ☐ Please specify _____

General Details

Position in family: _____ Older children attend: _____

Previous day care/nursery/childminder/stay & play: _____

Stage of speaking English: early ☐ developing ☐ established ☐

Status in country: Perm ☐ Temp ☐ Refugee ☐ Asylum seeker ☐ Traveller ☐

GP Name and Address: _____

Health Visitor _____ Known allergies _____

Medical conditions: _____

Referrals to (please circle): Children's Hospital / Speech Therapy / Child Development Centre /
Hearing / Vision / Educational Psychologist / Specialist Support Service / Children's Social Care

CONFIDENTIAL

COTTESBROOKE INFANT & NURSERY SCHOOL

Emergency Contact Details

Child's Full Name.....Class.....

Date of Birth.....M/F.....Country of Birth.....

Child's Address.....

.....Post Code.....

Home telephone number.....

Position of child in family: (Eldest child is '1') 1 2 3 4 5 6 7 (please circle)

Previous School/Nursery Attended:

Parent/Guardian Information

Title	Name	Parental responsibility	Email address
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Any Court Orders in place? ☐ Yes ☐ No (If 'Yes' copies will need to be given to the school)

Emergency Contact 1

Name.....

Address.....

Tel No.

Relationship to Child.....

Emergency Contact 2

Name.....

Address.....

Tel No.

Relationship to Child.....

Emergency Contact 3

Name.....

Address.....

Tel No.

Relationship to Child.....

Emergency Contact 4

Name.....

Address.....

Tel No.

Relationship to Child.....

Medical Information

Doctor's Name & Address:

Any known medical conditions:

I give permission for the administration of emergency medical treatment as required.

Signed _____ Date _____

Does your child have any special dietary requirements? Please state (e.g. Halal, vegetarian)

COTTESBROOKE INFANT & NURSERY SCHOOL

ETHNIC MONITORING FORM

Pupil's surname _____ First name _____

Date of Birth _____ ☐ Male ☐ Female

Nationality _____ Country of Birth _____

Section1: Ethnic Origin: Please tick the box which best describes your child's ethnic group

White

British

<input type="checkbox"/>	WENG	English
<input type="checkbox"/>	WSCO	Scottish
<input type="checkbox"/>	WWEL	Welsh
<input type="checkbox"/>	WOWB	Other White British
<input type="checkbox"/>	WIRI	Irish
<input type="checkbox"/>	WIRT	Traveller of Irish Heritage
<input type="checkbox"/>	WCOR	Cornish
<input type="checkbox"/>	WROM	Gypsy/Roma

Any other White Background

<input type="checkbox"/>	WALB	Albanian
<input type="checkbox"/>	WBOIS	Bosnian-Herzegovinian
<input type="checkbox"/>	WCRO	Croatian
<input type="checkbox"/>	WGRK	Greek
<input type="checkbox"/>	WGRC	Greek Cypriot
<input type="checkbox"/>	WITA	Italian
<input type="checkbox"/>	WKOS	Kosovan
<input type="checkbox"/>	WPOR	Portuguese
<input type="checkbox"/>	WSER	Serbian
<input type="checkbox"/>	WTUK	Turkish
<input type="checkbox"/>	WTUC	Turkish Cypriot
<input type="checkbox"/>	WEEU	White Eastern European
<input type="checkbox"/>	WWEU	White Western European
<input type="checkbox"/>	WOTW	White Other

Asian or Asian British

<input type="checkbox"/>	AIND	Indian
<input type="checkbox"/>	ABAN	Bangladeshi

Pakistani

<input type="checkbox"/>	AMPK	Mirpuri Pakistani
<input type="checkbox"/>	AOPK	Other Pakistani
<input type="checkbox"/>	AKPA	Kashmiri Pakistani

Any Other Asian Background

<input type="checkbox"/>	AAFR	African Asian
<input type="checkbox"/>	AKAO	Kashmiri Other
<input type="checkbox"/>	ANEP	Nepali
<input type="checkbox"/>	ASNL	Sri Lankan Sinhalese
<input type="checkbox"/>	ASLT	Sri Lankan Tamil
<input type="checkbox"/>	ASRO	Sri Lankan Other
<input type="checkbox"/>	AOTA	Other Asian

Chinese

<input type="checkbox"/>	CHKC	Hong Kong Chinese
<input type="checkbox"/>	CMAL	Malaysian Chinese
<input type="checkbox"/>	CSNG	Singaporean Chinese
<input type="checkbox"/>	CTWN	Taiwanese
<input type="checkbox"/>	COCH	Other Chinese

Any Other Ethnic Group

<input type="checkbox"/>	OAFG	Afghan
<input type="checkbox"/>	OARA	Arab
<input type="checkbox"/>	OEGY	Egyptian
<input type="checkbox"/>	OFIL	Filipino
<input type="checkbox"/>	OIRN	Iranian
<input type="checkbox"/>	OIRQ	Iraqi
<input type="checkbox"/>	OJPN	Japanese
<input type="checkbox"/>	OKOR	Korean
<input type="checkbox"/>	OKRD	Kurdish
<input type="checkbox"/>	OLAM	Latin/South/Central American
<input type="checkbox"/>	OLEB	Lebanese
<input type="checkbox"/>	OLIB	Libyan
<input type="checkbox"/>	OMAL	Malay
<input type="checkbox"/>	OMRC	Moroccan
<input type="checkbox"/>	OPOL	Polynesian
<input type="checkbox"/>	OTHA	Thai
<input type="checkbox"/>	OVIE	Vietnamese
<input type="checkbox"/>	OYEM	Yemeni
<input type="checkbox"/>	OPEG	Any Other Ethnic Group

☐ REFU I do not want ethnic origin recorded

Mixed Dual Background

<input type="checkbox"/>	MWBC	White & Black Caribbean
<input type="checkbox"/>	MWBA	White & Black African

White and Asian

<input type="checkbox"/>	MWAP	White & Pakistani
<input type="checkbox"/>	MWAI	White & Indian
<input type="checkbox"/>	MWAO	White & any other Asian

Any Other Mixed Background

<input type="checkbox"/>	MAOE	Asian & any other ethnic group
<input type="checkbox"/>	MABL	Asian & Black
<input type="checkbox"/>	MACH	Asian & Chinese
<input type="checkbox"/>	MBOE	Black & any other ethnic group
<input type="checkbox"/>	MBCH	Black & Chinese
<input type="checkbox"/>	MCOE	Chinese & any other ethnic group
<input type="checkbox"/>	MWOE	White & any other ethnic group
<input type="checkbox"/>	MWCH	White & Chinese
<input type="checkbox"/>	MOTM	Mixed any other background

Black or Black British

<input type="checkbox"/>	BCRB	Caribbean
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Black African

<input type="checkbox"/>	BANN	Angolan
<input type="checkbox"/>	BCON	Congolese
<input type="checkbox"/>	BGHA	Ghanaian
<input type="checkbox"/>	BNGN	Nigerian
<input type="checkbox"/>	BSLN	Sierra Leonian
<input type="checkbox"/>	BSOM	Somali
<input type="checkbox"/>	BSUD	Sudanese
<input type="checkbox"/>	BAOF	Black Other African

Any Other Black Background

<input type="checkbox"/>	BEUR	Black European
<input type="checkbox"/>	BNAM	Black North American
<input type="checkbox"/>	BOTB	Other Black

**PLEASE COMPLETE BOTH
SIDE OF THIS FORM.**

Section2: Religious Affiliation

<input type="checkbox"/>	BUD	Buddhist
<input type="checkbox"/>	CHR	Christian
<input type="checkbox"/>	ROC	Christian – Roman Catholic
<input type="checkbox"/>	HIN	Hindu
<input type="checkbox"/>	JEW	Jewish
<input type="checkbox"/>	MUS	Muslim
<input type="checkbox"/>	NON	No Religion
<input type="checkbox"/>	SIK	Sikh
<input type="checkbox"/>	OTH	Any other (Please state) _____
<input type="checkbox"/>	REF	Refused

Section3: First/Home Language

Please select **one** language from the list below indicating the **main** language used in **home** or **the community**. Please note the list below is of most commonly spoken languages in Birmingham and is for guidance only. School can record almost every language on the system. If your language is not listed below please tick the 'Any Other' box and describe it in the space provided.

<input type="checkbox"/>	AFK	Afrikaans	<input type="checkbox"/>	NOR	Norwegian
<input type="checkbox"/>	ALB	Albanian/Shqip	<input type="checkbox"/>	PHR	Pahari (Pakistan)
<input type="checkbox"/>	ARAI	Arabic (Iraq)	<input type="checkbox"/>	PNJG	Panjabi (Gurmukhi)
<input type="checkbox"/>	ARAY	Arabic (Yemen)	<input type="checkbox"/>	PNJM	Panjabi (Mirpuri)
<input type="checkbox"/>	ARAA	Arabic (Any Other)	<input type="checkbox"/>	PNJP	Panjabi (Pothwari)
<input type="checkbox"/>	BNGS	Bengali (Sylheti)	<input type="checkbox"/>	PNJA	Panjabi (Any Other)
<input type="checkbox"/>	BNGA	Bengali (Any Other)	<input type="checkbox"/>	PAT	Pashto/Pakhto
<input type="checkbox"/>	SCBB	Bosnian	<input type="checkbox"/>	PRS	Farsi/Dari/Persian
<input type="checkbox"/>	BSL	British Sign Language	<input type="checkbox"/>	POL	Polish
<input type="checkbox"/>	CCE	Caribbean Creole/Patois	<input type="checkbox"/>	POR	Portuguese
<input type="checkbox"/>	CHIC	Chinese (Cantonese)	<input type="checkbox"/>	RMN	Romanian
<input type="checkbox"/>	CHIK	Chinese (Hakka)	<input type="checkbox"/>	RUS	Russian
<input type="checkbox"/>	CHIM	Chinese (Mandarin)	<input type="checkbox"/>	SAM	Samoan
<input type="checkbox"/>	CHIA	Chinese (Any Other)	<input type="checkbox"/>	SCB	Serbian
<input type="checkbox"/>	SCBC	Croatian	<input type="checkbox"/>	SHO	Shona
<input type="checkbox"/>	CZE	Czech	<input type="checkbox"/>	SLO	Slovak
<input type="checkbox"/>	DAN	Danish	<input type="checkbox"/>	SOM	Somali
<input type="checkbox"/>	DUT	Dutch/Flemish	<input type="checkbox"/>	SPA	Spanish
<input type="checkbox"/>	ENG	English	<input type="checkbox"/>	SWA	Swahili/Kiswahili
<input type="checkbox"/>	TGLF	Filipino	<input type="checkbox"/>	SWE	Swedish
<input type="checkbox"/>	FRN	French	<input type="checkbox"/>	TGLG	Tagalog
<input type="checkbox"/>	GER	German	<input type="checkbox"/>	TAM	Tamil
<input type="checkbox"/>	GRE	Greek	<input type="checkbox"/>	TEL	Telugu
<input type="checkbox"/>	GUJ	Gujarati	<input type="checkbox"/>	THA	Thai
<input type="checkbox"/>	HIN	Hindi	<input type="checkbox"/>	TGR	Tigrinya
<input type="checkbox"/>	HDK	Hindko	<input type="checkbox"/>	TUR	Turkish
<input type="checkbox"/>	HGR	Hungarian	<input type="checkbox"/>	URD	Urdu
<input type="checkbox"/>	IGB	Igbo	<input type="checkbox"/>	VIE	Vietnamese
<input type="checkbox"/>	ITA	Italian	<input type="checkbox"/>	CYM	Welsh/Cymraeg
<input type="checkbox"/>	KAS	Kashmiri	<input type="checkbox"/>	WOL	Wolof
<input type="checkbox"/>	KOR	Korean	<input type="checkbox"/>	YOR	Yoruba
<input type="checkbox"/>	KUR	Kurdish	<input type="checkbox"/>	ZUL	Zulu
<input type="checkbox"/>	LIN	Lingala	<input type="checkbox"/>	Any other	Please state _____
<input type="checkbox"/>	MLY	Malay/Indonesian	<input type="checkbox"/>	REF	Refused
<input type="checkbox"/>	MLM	Malayalam			

This information was provided by:

Parent ☐
Pupil ☐

Date: _____

Data protection Act 1988: In order to administer your child's progress through the education system the information that we have on your child may be given to the DfE, LA, other education and employment establishments and also to health and welfare practitioners with whom the child may become associated.



COTTESBROOKE INFANT & NURSERY SCHOOL

An Academy

Yardley Road, Acocks Green, Birmingham B27 6LG

Telephone: 0121 706 2742

Email: enquiry@cottesbrooke-inf.bham.sch.uk

Head Teacher: Mr William Loughlin

EARLY YEARS PUPIL PREMIUM REGISTRATION

We need information about you and your child, to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled. Please complete this form and return.

ABOUT YOUR CHILD/CHILDREN

Child's First Name	Child's Last Name	Date of Birth	Gender
			<input type="checkbox"/> M <input type="checkbox"/> F
			<input type="checkbox"/> M <input type="checkbox"/> F

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms
First name		
Last Name		
Date of Birth	DD MM YYYY	DD MM YYYY
Relationship to child		
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Telephone Number		
Mobile Number		
Email Address		
Address		
	Postcode:	Postcode:

* Complete as appropriate

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes ☐ No ☐

If you have ticked yes, you do not need to complete this section.

Are in receipt of any of the benefits listed below? Please tick benefits you are in receipt of:

- ☐ Income Support
- ☐ Income-based Jobseekers Allowance
- ☐ Income-related Employment and Support Allowance
- ☐ Universal Credit.
- ☐ Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- ☐ the guarantee element of State Pension Credit
- ☐ Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- ☐ Working Tax Credit run-on

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the early years pupil premium. ☐

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

If your child has left care through adoption, special guardianship or a child arrangement order and you would like your child to attract the early years pupil premium, you should complete the following section and attach a copy of the relevant court order:

Has your child been adopted from care?

Yes ☐ No ☐

If you have ticked yes in the previous question, have you yet been granted an adoption order by the courts?

Yes ☐ No ☐

Did your child leave the local authority's care under a special guardianship order or a child arrangements order (formally known as a residence order)?

Yes ☐ No ☐

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. They will do this by checking out of work benefit data provided by HMRC and DWP. We would like your consent to make this check. Once this is confirmed, we can decide how much money your child's nursery, childminder or pre-school will receive. You are free to withdraw your consent so that your details are not used in future. Whether you use this scheme or not will not affect any of the benefits you may be entitled to.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. The local authority will decide whether your child's nursery, childminder or pre-school is eligible for extra funds through the early years pupil premium. This form and a copy of the relevant order should be returned either to your local authority or your child's setting to enable funding to be allocated. If you decide to return this information to the local authority, please ask your child's nursery/childminder for the most appropriate address.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child's Nursery to claim the early years pupil premium for my child

Signature of parent/guardian:

Date:

About this form

From April 2015 all early years providers who deliver Government funded early education will be able to claim the early years pupil premium for three and four year old children whose parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State 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)

Three- and four-year olds will also be eligible if:

- they have been in local-authority care for 1 day or more in England or Wales
 - they have been adopted from care in England or Wales
- they have left care through a special guardianship order or a child arrangement order in England or Wales

Registering could result in extra funding for your child's early years provider

Registering could provide up to an extra £300 for your child's nursery, pre-school or child minder to fund valuable support like extra training or, resources to help raise the quality of your child's early education.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to the early years pupil premium.

Thank you for completing this form and helping to make sure your child's early years provider is as well funded as possible.



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An Academy

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Telephone: 0121 706 2742

Email: enquiry@cottesbrooke-inf.bham.sch.uk

Head Teacher: Mr William Loughlin

Dear Parents/Carers

PASSWORDS

As part of our safeguarding, we ask parents for 2 passwords which will be used to verify the identity of unfamiliar adults collecting children from school/nursery.

We also require that if an adult unknown to school staff is going to pick up your child, you call the school office on **0121 706 2742** to confirm this. If there is not a password given **or** a phone call received we will not be able to send your child home with the unfamiliar adult.

The safety of the children is our top priority and thank you in advance in helping us to improve safety at home time.

Yours sincerely

Mr W Loughlin
Head Teacher

Child's name _____ Class _____

Child's name _____ Class _____

Child's name _____ Class _____

Child's name _____ Class _____

Password 1 _____

Password 2 _____

Parent name _____

Signature _____

Date _____



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Head Teacher: Mr William Loughlin

Dear Parents/Carers

On many occasions through the school year children are often required to taste different types of food and/or drink, whether it is part of a cookery lesson or as part of one of their learning themes.

So that your child can take part in these sessions please complete the attached consent form stating if your child has any allergies. This will enable us to carry out these lessons without having to write to you beforehand each time.

Please inform the office immediately of any changes.

Yours sincerely

Mr W Loughlin
Head Teacher

FOOD/DRINK TASTING

Child's name _____ Class _____

I give permission for my child to take part in food/drink tasting sessions in school.

My child has no allergies ☐

My child is allergic to _____

Signed _____ Date _____

COTTESBROOKE INFANT & NURSERY SCHOOL

Dear Parents/Carers

As you probably know, your child is provided with a bottle of water which is kept on their table for them to have a drink whenever they wish. Unfortunately, school is unable to carry the full cost of the bottles, replacement caps and regular sterilisation without some help from you. All we ask is that you contribute **£2.00** for the year to help with the cost of the bottle, replacement caps and regular sterilisation.

Thank you for your co-operation.

Yours sincerely

Mr W Loughlin
Head Teacher

WATER BOTTLE

Child's name..... Class.....

I enclose **£2.00** as payment towards my child's water bottle, caps and sterilisation.

Signed.....

Date.....

Privacy Notice to Parents

Use of your child's personal data

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 personal data about **pupils**.

We, Cottesbrooke Infant & Nursery School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is **Mr Irfan Khan**.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

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

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation

- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

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.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils 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.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Records Management Policy sets out how long we keep information about pupils.

Data sharing

We do not share information about pupils with any third party 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 [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

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 or your child, 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 or your child
- 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
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer, Mr Irfan Khan via the school office.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Mr William Loughlin, Head Teacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress

- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

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 data protection officer.

Alternatively, you can make 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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mr Irfan Khan c/o Cottesbrooke Infant & Nursery School Yardley Road, Acocks Green, Birmingham, B27 6LG
- email: i.khan@cottesbrooke-inf.bham.sch.uk

Cottesbrooke Infant & Nursery School

Parental Consent Information

Please read our Privacy Notice document for further information.

Child's Name: _____ Class _____

Please go through the list below and tick either the **Yes** or **No** box next to each statement.

Please tick as appropriate	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="text-align: center;"><u>Parent's Agreement for Internet Access</u></p> <p>I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate material. I understand that the school cannot be held responsible for the nature or content of material accessed through the internet. I agree that the school is not liable for any damages arising from use of ICT facilities.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="text-align: center;"><u>Parent's Consent for the use of Photographic Images</u></p> <p>I agree that the school can use, store or display photographic images of my child for use in school as an educational tool, to record and celebrate success and for display purposes. I understand that this would include the use of both still photography and video films.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="text-align: center;"><u>Parent's Consent for Web Publication of Work and Photographs</u></p> <p>I agree that, if selected, my son/daughter's work may be published on the school website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not identify individuals by name.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="text-align: center;"><u>Parent's Consent for Inclusion on Class List</u></p> <p>I agree that my child's first name may be included in the list provided to parents who request a Christmas card class list.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="text-align: center;"><u>Parent's Consent for Video Recording in Assembly</u></p> <p>I agree that my child may be recorded by the school in special assemblies and may also appear in recordings made by other parents.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="text-align: center;"><u>Parent's Consent for Short Outings</u></p> <p>I agree my child may be taken on short trips in the local vicinity as part of their school work.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="text-align: center;"><u>Parent's Consent for Use of Data</u></p> <p>I give permission for my child's personal data be used in accordance with the school's Privacy Notice.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="text-align: center;"><u>Parent's consent for the administration of children's paracetamol</u></p> <p>I consent to my child being given children's paracetamol (Calpol) should they require it, following verbal consent at the time. (Usually a telephone call.)</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p style="text-align: center;"><u>Parent's consent for the administration of children's antihistamine</u></p> <p>I consent to my child being given children's antihistamine (Piriton) should they require it, following verbal consent at the time. (Usually a telephone call.)</p>

Signed Parent/Carer _____ Print: _____

Date: _____

COTTESBROOKE INFANT & NURSERY SCHOOL

An Academy



Yardley Road, Acocks Green, Birmingham B27 6LG

Telephone: 0121 706 2742

Email: enquiry@cottesbrooke-inf.bham.sch.uk

Head Teacher: Mr William Loughlin

Introducing Target Tracker Link

Dear Parent/Carer,

At Cottesbrooke Infant & Nursery school we like to keep you informed about what your child is doing at school.

Target Tracker Link is a secure online system we will be using to share observations of your child that you can access easily online. These observations are part of our regular ongoing assessment and help record your child's learning. Please complete the form attached with details of all Home Users that you would like to be able to access Target Tracker Link and return it to school **in a sealed envelope**. We can also set up other relatives, such as grandparents, with access to your child's observations at your request.

In order to access Target Tracker Link, you will need to have an email address. You will receive emails to help you set up a password, login and to notify you when observations have been added. Shortly after returning your form, you'll get an email from reply@targettrackerlink.com containing details about how to login to your Target Tracker Link account and see observations for your child. Please check your email account carefully, including your spam/junk folder in case this email is directed there.

To ensure the appropriate safety measures are in place for all the children, we trust that you understand that you should not take the photographs from Target Tracker Link to use on any social media sites, particularly where other pupils appear in photographs.

We would like to share observations regularly; however this will not always be possible. Please note that we are making you aware of this now to avoid any confusion later on about the frequency with which we send out observations. Thank you for your understanding in this matter.

We look forward to sharing these observations with you and hope you enjoy using Target Tracker Link.

Yours sincerely

Mr W Loughlin
Head Teacher



INVESTORS IN PUPILS



Healthy Schools



Target Tracker Link

Please complete the form below with details of all Home Users that you would like to be able to access Target Tracker Link and **return it in a sealed envelope**. We can also set up other relatives, such as grandparents, with access to your child's observations at your request.

Please print clearly.

[illegible]