



Dear Parent / Carer

Please find attached a Pupil Data Collection form which we ask that you complete and return to school as soon as possible. The Education (Pupil Regulations) (England) Regulations 2006, as amended, states that schools must include very specific information within the admissions register for each pupil on roll. Therefore, it is essential that all sections are completed in full. It is also essential, prior to admission, to present a full birth certificate for your child; or an adoption certificate if appropriate.

The section which is of importance is "Parent Information". Schools are required by law to hold the name and address of all persons known to be a parent of each child on roll. The term "parent" in education law refers to:

### Definition of parent

Section 576 of the Education Act 1996 defines 'parent' as

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Another vital element of the information we hold for all of our pupils are current telephone numbers for parents and other people you would like us to contact should your child become unwell whilst at school. Please use this opportunity to provide us with up to date contact telephone numbers so that we can ensure our records are accurate. Furthermore, please ensure that you inform us of any future changes to contact telephone numbers.

Complying with these regulations is one of the ways in which we endeavour to maintain high standards across all areas of our school. Therefore, we would appreciate your cooperation with this matter. If for any reason you are unable to provide all the information requested on the form please come into school to discuss the matter further.

Yours faithfully

*C Harwood*

Mrs C Harwood  
Data Protection Officer



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