



HEART OF ENGLAND

Creating Futures

Guidelines for completing the Data Collection Sheet

Surname: This should be the surname most commonly used in the school in full

Legal Surname: The pupil's full legal surname, as per birth certificates or other legal documents.

Forename: The pupil's legal forename in full, please do not use a shortened or familiar version

Middle name: Where a pupil has no middle name(s) this field is left blank

Chosen name: The name that the pupil wishes to be known as in school

Gender: The gender of the pupil in the format of 'M' (Male) or 'F' (Female) as defined by the wishes of the pupil and /or parent

Parental Responsibility

Parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law.

Mothers and married fathers automatically have parental responsibility and will not lose it if they later get divorced. Unmarried fathers do not automatically have parental responsibility. An unmarried father can get parental responsibility by:

- Registering the birth jointly with the mother (for births from 1 December 2003 in England and Wales)
- Through a 'parental responsibility agreement' between him and the child's mother
- As the result of a court order

People other than a child's natural parents can acquire parental responsibility through;

- Being granted a residence order or a child arrangement order (from 2014)
- Being appointed a guardian
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- Adopting a child

In addition, a Local Authority can acquire parental responsibility if it is named in a care order for a child

Dietary Needs

Please include any dietary restrictions including vegetarian, vegan, Halal, Kosher, Gluten-free or any food allergies.

Ethnicity

Ethnicity is a subjective decision relating to how a person perceives themselves. This may be based on many factors including language, culture and ancestry or family history. **Ethnic background is not the same as nationality or country of birth.** The Information Commissioner recommends that young people aged 11 years old or above have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision wherever necessary.

Please note that you do not have to declare an ethnicity if you would prefer no data to be recorded.



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Religion

Please choose from one of the following options

Buddhist Christian Hindu Jewish Muslim
Sikh Other No Religion Not Provided

First Language

A pupil's first language is the language they were exposed to during early development. Where a child was exposed to more than one language (which may include English) please include all relevant languages.

Country of Birth

The country in which the pupil was born as would be expected to appear on the child's birth certificate or passport.

Where a child is born outside of national boundaries (for example in international water) the pupil may be classified as "stateless".

Please note that you do not have to declare a country of birth and the school will record either 'refused' where this is noted or 'not yet obtained' where the field has been left blank.

'Not known' may also be where a guardian or adoptive parent has taken care of the child and country of birth data is not able to be accessed

Nationality

The nationality of the pupil as would be expected to appear on the child's passport or identity card. For pupils with Multiple (or Dual Nationality) more than one nationality may be recorded.

Where a child is born outside of national boundaries (for example in international water) the pupil may be classified as "stateless".

Please note that you do not have to declare a nationality and the school will record either 'refused' where this is noted or 'not yet obtained' where the field has been left blank.

'Not known' may also be where a guardian or adoptive parent has taken care of the child and nationality data is not able to be accessed

Youth Support Services Agreement

This consent allows the school to pass on the pupil's details, via the local authority, to third party organisations for the purpose of assisting with careers and post-education guidance.

Serving Member of the Military

Please disclose if either (or both) parents are serving in the regular armed forces comprising of the Royal Navy (including the Royal Marines), the British Army and the Royal Air Force.