

The Bromfords School and Sixth Form College Guidance Notes

The information contained within these notes are to assist you with the completion of the “Student Admission Pack”.

We have also included information relating to school attendance for your records.

Guidance on completing the Student Admission Form and Ethnicity Form

Why do we request certain information?

The Bromfords School and Sixth Form College is the Data Controller for the purposes of the Data Protection Act. We collect information concerning your child, and may receive information about them from their previous school. We hold this personal data on the school computer and use it to:

- support your child's teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school is doing.

In order to carry out this role we request that parents complete both the attached Student Admission Form and the Ethnicity Form in full.

Please read the below notes relating to why we request information and what we, as the data controller, use the data for.

Student Admission Form

Parent/Carer Contacts

Please provide details, including e-mail, of the parent/carers who has parental responsibility for the student. The school currently communicates to parents/carers under main contact 1 only via e-mail, telephone, mail, website and our newsletter. Please note this is applicable to Main Contact (Contact 1). In order to contact parents via e-mail it is important that we receive the main e-mail address to which correspondence can be sent. If an e-mail address is supplied it will be assumed that permission is given for the school to contact parents on non-confidential matters via this format. The details of those people with parental responsibility will also be used to provide access for them to the school's ParentPay system.

Additional Emergency Contacts If possible please provide the names and contact telephone numbers of two people, in addition to the parent/carers contacts, who the school would be able to contact in an emergency. Please note we will only contact these people if we are unable to get hold of the parent/carers contact.

Names of brothers and sisters currently at The Bromfords School and Sixth Form College. Please provide the names and forms of any siblings currently resident in the school. By providing this we are able to link the students and ensure that all the information relating to individual students is correct. Any information provided in the parent/carers contacts and emergency contacts will automatically be updated in a sibling's contact details.

Medical and Disability Information – This information is requested so that we, as a school, can ensure your child is safe and cared for as per their own needs. It is important that the school is informed of any medical condition suffered by your son/daughter which may affect them whilst at school, or may require the administration of medication during school time. Please ensure that all information is recorded on the Student Admission Form. Medical information is held on computer files at the school. A member of the medical team will contact you to speak with you about your child's medical condition.

We are required to collect data relating to disability of students. If your child suffers from a disability as defined by the Equality Act (previously the Disability Discrimination Act 1995, see Student Admission form for clarification) please complete this section.

Student's Previous School – This information is requested so that we can successfully obtain your child's previous academic records. It is helpful to the school if we have details of the school that your child previously attended.

Language – This information is requested so that we can ensure additional support is provided should English not be your child's first language. Please inform the school what language your child speaks at home. This would be classed as their first language.

Photography: Occasionally, we may take photographs of students to use in marketing material, school displays, the school prospectus and other printed publications that we produce to include, but not limited to, newsletters. Parents/Carers must provide their permission for their child's image to be used in such publications as mentioned above by the school and its partnership organisations.

Video: Video: Occasionally, we may record students in either school productions or lessons to use in marketing material or visual displays around school. Parents/Carers must provide their permission for their child's image to be used in such publications as mentioned above by the school and its partnership organisations.

CCTV: The school operates CCTV equipment throughout the school site and complies with current legislation regarding its operation and viewing. The equipment is used to provide a safe, more secure environment for students, staff and visitors.

Ethnic Background Information Form: In order for the school to comply with the requirements of the Department for Education (DfE) we would ask that you complete the attached Ethnic Background Information Form. A DfE information leaflet explaining why this information is required is attached to the form.

If your child, at any point between the initial offer and when they start school, is offered and accepts a place at another school please write to or e-mail the school (office@bromfords.essex.sch.uk) informing The Bromfords School and Sixth Form College of this so that the place can be offered to a student on our waiting list.

Please note it is your responsibility to inform the School Office of any changes. In the event of an emergency it is essential that our records are accurate.

Thank you for your assistance in providing the school with this information. If you have any concerns with the completion of either of these forms, please contact Mrs Allbury on 01268 471201 extension 251.

COMPASS EDUCATION TRUST Privacy Notice

Use of Student Data and Information

Compass Education Trust collects personal data about its students and may also receive information from their previous school, local authority and/or the Department for Education (DfE). The trust is a “data controller” for the purposes of GDPR (General Data Protection Regulation) and the Data Protection Act 2018. We use this data to:

- support students teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care,
- protect pupil welfare,
- assess how well the school as a whole is doing,
- administer admissions waiting lists,
- carry out research, and
- comply with the law regarding data sharing.

We only collect and use pupils’ personal data when the law allows us to. We process it where:

- we need to comply with a legal obligation
- we need it to perform an official task in the public interest
- 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)

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.

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.

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.

The data collected includes contact details, photographs, CCTV images captured in school, assessment results, pupil and curricular records, attendance information, any exclusion information, characteristics such as ethnic group, special educational needs, information re entitlement to Free School Meals, relevant medical information, safeguarding information, details of any support received including care packages, plans and support providers, and information about where they go after they leave the school.

This data may only be used or passed on for specific purposes allowed by law. The law requires us to pass data and information to local authorities, the Department for Education (DfE) and other education providers or official bodies. Data may be passed to agencies that are prescribed by law such as the Qualifications and Curriculum Authority (QCA), Examination Boards, Ofsted, the Education and Skills Funding Agency (ESFA), the Department of Health (DH), Primary Care Trusts (PCT), and other government departments or organisations which legitimately require access to information or data. All these bodies are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with and safeguard the data.

We are required to provide information about pupils to the Department of 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.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

For students of 13 years and over, the school is legally required to pass on certain information to Youth Support Services services providers on request. This information includes the name and address of the student and parent, and any further information relevant to the services' role. However, parents or the students themselves if aged 16 or over, can ask that no information beyond name, address and date of birth be passed on. If as a parent, or as a student 16 or over, you wish to opt-out and do not want the information beyond name, address and date of birth passed on, then please contact the school.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so.

Storing Your Personal Data: In certain circumstances you will have willingly provided personal data to us. Where this has occurred, we will always take all reasonable precautions to make sure that your data remains secure and is handled in accordance with this Privacy Policy.

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 retention schedule will record how long we keep information about pupils.

Data that is provided to us is stored on our secure servers. Currently, all data is stored within the United Kingdom.

Consent to electronic communications: This may be withdrawn or given at any time by contacting the School.

The transmission of information via the internet is never completely secure and, therefore, we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk. Where we have given you (or where you have chosen) a password so that you can access restricted areas of our site, you are responsible for keeping this password confidential.

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, for further information on how schools, local authorities, and the DfE collect and use pupil data please visit:

- the DfE website:
www.gov.uk/data-protection-how-we-collect-and-share-research-data
- the data protection act 2018: <http://www.legislation.gov.uk/ukpga/2018/12/contents>
- the general data protection regulations:
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you have any questions, concerns or would like more information about anything in this privacy notice please contact our Compass Education Trust data protection officer via your school.

What parents need to know about the collection of ethnic background data on students in schools

This leaflet is intended to explain why schools collect data on the ethnic background of their students and how the data will be used.

Why are schools collecting this information?

This is one of the data items that schools must report as a statutory requirement to the Department for Education (DfE). This is reported through the School Census each term.

Is this exercise only for ethnic minority groups?

This is for all students. Everyone belongs to an ethnic group. Data can bring to light surprising results about how different groups perform and achieve. Ethnic monitoring can help schools, local authorities and Government identify the needs of all students, whatever their ethnic background, and make sure they receive the support they need to achieve their full potential. Without effective ethnic monitoring on a local and national basis, the particular needs of any group could remain unknown.

Who will use this information?

Schools and Local Authorities will use the information to find out whether particular ethnic groups are not achieving as well as they might and whether additional support is needed.

The DfE needs information to help them plan and allocate resources to raise standards of all students. It also helps the DfE to see how far schools and local authorities are successfully meeting the needs of particular groups of students. There is evidence from research that some ethnic groups do not do as well as others and that patterns of achievement vary between boys and girls. Accurate national information will help to keep track of changing patterns in education, helping the Department to identify trends and plan more effectively.

Who else will have access to information about my child?

Schools, local authorities and the DfE are all bound by the Data Protection Act. This means that they cannot reveal information held on your child to a third party. Safeguards are in place to make sure that it will not be possible to identify individual students in any published statistical data.

How will the information be used?

Analysing this information can help schools monitor and improve their own practices and also celebrate the success achieved by their students. Schools will be able to use this information to

- see how well different groups perform in examinations.
- monitor exclusions and attendance to make sure that no single group is missing out on school.
- make sure that they are treating all students fairly.

Do I have to give this information every year?

No. This information is usually collected when children start school. Computerised records mean that it should not be necessary to ask for it again, although from time to time you may be asked to check the information for accuracy. This will provide you with an opportunity to change the entry if you wish. You can also ask to see the personal data the school holds at any time and ask for information on ethnic background to be removed or changed.

Why has my child's school asked him/her to provide this information?

The Information Commissioner (formerly the Data Protection Registrar) has advised that young people aged 11-15 are mature enough to decide their own ethnic identity. You may wish to discuss the issues raised in this leaflet with your child before they complete the form. Young people aged 16 and over can make their own decision. Individuals have the right to ask to see the personal data the school holds on them and ask for information on ethnic background to be removed or changed.

What do parents and students gain from this?

Potentially everyone gains. Schools can better understand and identify the needs of individual students and groups of students. They can also plan and target resources and support more effectively. Parents and students gain if schools have more reliable information about the achievement of their students and any barriers to success. DfE can better understand local needs and target resources more effectively.

Why are you not collecting information on religion?

Many schools do collect information on religion. DfE recognise that the national ethnic categories do not address every aspect of an individual's sense of identity. There is a limit to the amount of information that can be collected on a national basis. The national set of categories that the DfE is introducing is therefore confined to one that tells us about ethnicity.

Attending School Regularly

1. When does my child need to be in School?

Your child should be at school every day by no later than 8.30am to be in good time for registration. The morning register will be called promptly at 8.35am and the afternoon register at 1:55pm.

2. What happens if my child is late?

If your child arrives after 8.35am but before 8.55am he/she must sign in at Student Reception and he/she will be marked late. If your child arrives for afternoon registration after 1.55pm but before 2:15pm he/she will be marked **late**.

If your child arrives after 8.55am or 2.15pm he/she will be marked **absent**.

When your child is late for school should they fail to sign-in late at Student Reception they will be deemed as arriving after the close of registration and will, therefore, be marked as **absent**.

Unacceptable reasons for lateness include:

- Oversleeping;
- Alarm clock failure;
- Uniform/PE Kit in washing machine;
- Lost tie or shoes etc.;
- Taking a younger sibling to school.

Persistent late arrival for school will be followed up by a letter/meeting with those concerned and strategies suggested to improve the matter.

3. Does the School need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone or email the school on the first day of absence, preferably by no later than 8.20am. If you do not contact us, we will endeavour to contact you via our texting system (please ensure the School has your up-to-date telephone contact details). If we do not receive an explanation or if the explanation is unsatisfactory, we will not authorise the absence. Parents should confirm the reasons for any absence by sending in a letter, along with any relevant medical evidence, when their child returns to school, addressed for the attention of the Attendance Officer.

Messages relating to absence or other matters **must not** be relayed via siblings or other students.

4. What reasons will the school accept for absences?

a) where leave has been granted by the school in advance, for example:

- a student is to participate in an approved performance for which a licence has been granted by the Local Authority;
- a student has been granted leave due to exceptional circumstances – in authorising such an absence, the individual circumstances of the particular case and the student's overall pattern of attendance will be considered;

b) where the school is satisfied that the child is too ill to attend or where medical evidence has been provided or where a previously diagnosed known medical condition exists. Students are expected to attend 100% of the school sessions available and where a student's attendance falls below 96% parents/carers will receive a letter advising that the school will no longer continue to authorise any absence due to illness without medical evidence unless a known previously diagnosed medical condition exists;

c) where the student has a medical appointment supported by an appointment card/hospital letter (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand).;

d) where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions;

- e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong;
- f) the Local Authority provided transport for the student fails to arrive;
- g) other exceptional circumstances e.g. a family bereavement but for a very limited period.

5. What is unacceptable?

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- a) no explanation has been given by the parent;
- b) the school is not satisfied with the explanation;
- c) the student is staying at home to mind the house, a relative or pet;
- d) a shopping trip;
- e) a birthday;
- f) family holiday;
- g) being unable to participate in a school activity e.g. school trip, activity day;
- h) meeting relatives from/taking relatives to the airport.

6. Will the School contact me if my child is absent?

Bromfords School and Sixth Form College has in place a system of first-day calling. This means that parents will be sent a text/email on the first day a student is absent without explanation, to establish a reason for the absence. This helps to identify at an early stage students who do not have a good reason for absence, or who may be absent without their parents/carers' knowledge.

7. My child is trying to avoid coming to School. What should I do?

Contact your child's Head of Year or the Home-School Attendance Officer immediately and openly discuss your worries. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.