



Student Data Entry Form

New Intake 2021-2022

PLEASE COMPLETE THIS FORM AND RETURN TO THE BULWELL ACADEMY

It is essential that the information we hold on our system about your child and you (ie, parent/carer contact details) is accurate and up to date. This is for the safety of your child and to enable us to contact you in an emergency.

The information you give us will be maintained on the Academy's database to which no unauthorised person has access. The database is subject to strict controls to ensure compliance with General Data Protection Regulation (GDPR).

We will not give information about you to anyone outside the Academy without your consent unless the law and our rules allow us to. We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority.

If you have any queries, or require help to complete this form, please do not hesitate to contact us:



Mrs Kay Lankester
Administration Manager
The Bulwell Academy
Squires Avenue
Nottingham NG6 8HG

Tel: 0115 964 7640

Website: www.bulwellacademy.org.uk

STUDENT DETAILS

Student's First Name (s)		Student's Surname	
Full Name Student is known by (if different to above)		Date of Birth	
Current Address of Student		Male	Female
Postcode		Last School Attended (previous to The Bulwell Academy)	

FIRST PARENT/CARER CONTACT DETAILS

Title (Mr/Mrs/Ms/Dr)	First Name		Surname	
Relationship to Child?	Mother	Father	Step Parent	Legal Guardian
Home Address		Place of work		
Postcode	Postcode		Postcode	
Home Phone	Work Phone		Work Phone	
Mobile	Tick if this person has legal parental responsibility*			
Email Address				

SECOND PARENT/CARER CONTACT DETAILS

Title (Mr/Mrs/Ms/Dr)		First Name			Surname						
Relationship to Child?		Mother		Father		Step Parent		Legal Guardian		Other	
Home Address					Place of Work						
Postcode					Postcode						
Home Phone					Work Phone						
Mobile					Tick if this person has legal parental responsibility*						
Email Address											

OTHER CONTACT DETAILS (for use in emergencies)

First Name	Surname	Relationship	Phone Number

MEDICAL INFORMATION

Does your child have any health or disability issues that we should be aware of, eg, asthma, diabetes, epilepsy, allergies, hearing difficulties, etc? Please give details below.

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EMERGENCY TREATMENT

At times students have accidents and we wish to ensure that we can act as quickly as possible to treat any injury or illness. Please tick the box if you give permission for your child to be taken to hospital for emergency treatment if necessary in your absence.

DOCTOR'S DETAILS

Name of Doctor	Health Centre / Surgery	Phone Number

ETHNICITY (please tick)

<input type="checkbox"/> White British	<input type="checkbox"/> Black African	<input type="checkbox"/> Indian
<input type="checkbox"/> White English	<input type="checkbox"/> Black Carribean	<input type="checkbox"/> Pakistani
<input type="checkbox"/> White European	<input type="checkbox"/> Black European	<input type="checkbox"/> White and Black Carribean
<input type="checkbox"/> White Western European	<input type="checkbox"/> Any Other Black Background	<input type="checkbox"/> White and Any Other Ethnic Group
<input type="checkbox"/> White Eastern European	<input type="checkbox"/> Any Other Mixed Background	<input type="checkbox"/> Latin / South / Central American
<input type="checkbox"/> Any Other White Background	<input type="checkbox"/> Any Other Asian Background	<input type="checkbox"/> Any Other Ethnic Group
<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Refused

Home Language (language spoken at home)	
First Language (preferred language)	
Country of Origin	
Religion	

OTHER INFORMATION

Does this student have brothers or sisters at Bulwell Academy? If so, please name them.	Name	Year

Is the Student in Care?	<input type="checkbox"/>	Name of Care Authority	
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Please tick if the Student has status as an:	Asylum Seeker	<input type="checkbox"/>	Refugee	<input type="checkbox"/>	Traveller	<input type="checkbox"/>
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If Asylum Seeker or Refugee, please state date of arrival in the UK	Month	<input type="text"/>	Year	<input type="text"/>
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COMMUNICATION / SIMS PARENT APP

To improve and develop our communications with parents the email address provided on pages 1/2 will be used to keep in touch with you.

All communications will be sent to you via email. If you would prefer to be contacted by letter please tick.



This email address will also be used to register you with SIMS Parent App. Once registered with SIMS Parent App*, you will be able to access your child's information directly, which will enable you to stay up-to-date with their school life as well as support their development and progress.

***Note: only parents/carers with legal Parental Responsibility will be registered for access to the SIMS Parent App.**

PHOTOGRAPHY AND VIDEO RECORDINGS

Listed below are the purposes for which The Bulwell Academy/CET may use digital photography and video recordings. Please tick each purpose below to indicate your consent:



Yes	No	Please tick
<input type="checkbox"/>	<input type="checkbox"/>	Yes or No to all of the below.
Or		
<input type="checkbox"/>	<input type="checkbox"/>	In-school presentations and displays about the work of the Academy or the CET to share information, good practice, and celebrate achievements.
<input type="checkbox"/>	<input type="checkbox"/>	External publications (ie Academy newsletter) and displays about the work of the Academy or the CET to share information, good practice, and celebrate achievements.
<input type="checkbox"/>	<input type="checkbox"/>	The website of the Academy or CET.
<input type="checkbox"/>	<input type="checkbox"/>	Social Media pages (e.g., Facebook, Twitter) for the Academy or CET.
<input type="checkbox"/>	<input type="checkbox"/>	Third party media coverage of the Academy or CET – TV, newspapers etc.



YOUTH SUPPORT SERVICES

Once a student is 13, we are required to pass some information to the Youth Support Services Agreement (the government’s information and advice service for young people). **Please tick the box if you give consent** for your information to be shared.

CCTV SURVEILLANCE

• **Within The Bulwell Academy**



The Academy has a large number of surveillance cameras in place across the campus to ensure the safety of all our students, staff and visitors. These cameras also monitor and track student behaviour. Whilst these are not constantly watched, these cameras provide evidence to identify negative behaviour and will be used as part of the disciplinary procedure. Where a student causes damage to school, the Academy will pass any repair costs on to the parent/carer.

• **On Public Transport**



To address safety issues that arise on schoolchildren’s journeys to and from school, Nottingham City Transport and the Nottingham Tram operators will be using full CCTV coverage of these journeys to minimise any behaviour that could affect the safety of schoolchildren or other passengers.



DBS checked officers from these companies can show the footage to staff at schools where a matter is deemed to be a crime or an assault, the police will be involved. The type of behaviour the companies will bring to the Academy’s attention could be, for example, tampering with safety equipment, running around, annoying other passengers.

Signed: (Parent/Carer) Date:

PLEASE RETURN THE COMPLETED FORM TO: **Kay Lankester
Administration Manager
The Bulwell Academy
Squires Avenue
Nottingham
NG6 8HG**