



The
Pope Francis Catholic
Multi Academy Company



GREYFRIARS
CATHOLIC SCHOOL

Student Registration Form

Student Name: _____

Entering Year Group: _____

GREYFRIARS CATHOLIC SCHOOL

STUDENT REGISTRATION FORM - SECONDARY

Please complete all of this form for your child. The information will be used for administrative purposes within this school. It will be sent on to your child's next school or other educational institution and also to the Local Authority (LA) and School Health Nurse Service to enable them to maintain their records. The provision of accurate information helps this school and the LA to see that your child and other children get the best from their schooling. It is important that you tell us if there are any changes to the information you give and, from time to time, we may ask you to confirm that it is correct. The County Council is entitled to collect this information under the provisions of the Data Protection Act 1998.

If you need any help, please contact the Greyfriar's Admissions Office, (see back page for details).

SECTION 1: PUPIL DETAILS

	Forename	Surname	Middle name(s)
LEGAL name:			
Preferred name:			

Gender: ☐ Male ☐ Female

Date of Birth:

D	D	M	M	Y	Y	Y	Y
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Address:	
	Postcode:

Name(s) of brothers/sisters already at the school: _____

SECTION 2: EMERGENCY CONTACTS AND PARENTAL RESPONSIBILITY

To fulfil the provisions of the Education (Pupil Registration) Regulations the school is required to keep an admissions register that includes the name and address of **every person considered, in law, to be the parent of a pupil.**

Please note that this includes: mother; married father- even if separated or divorced from the mother; unmarried father- provided parental responsibility is obtained either by formal written agreement of the mother or by court order; any person who has a residence order in relation to the child; any person who has actual care of the child. Non-resident parents will be sent a report every academic year unless they inform the school otherwise. Correspondence will be sent to the parent with whom the child is primarily in residence.

We require a minimum of two emergency contacts.

Please note we use a Texting system to inform parents about student absence and to notify them of events at the school. Texts are sent to the highest priority parent (with a mobile number) in Section 2.

Parent/Guardian: Title: _____ Forename: _____ Surname: _____

Relationship to child (e.g. Mother, Father, Foster Mother, Grandparent): _____

Emergency contact priority: ☐ 1st ☐ 2nd ☐ 3rd Does this person have parental responsibility? (see above) ☐ Yes ☐ No

Does this person communicate in English? ☐ Yes ☐ No

Address (if different to child's):

Postcode:

[illegible]

Parent/Guardian/Other: Title: _____ Forename: _____ Surname: _____

Relationship to child (e.g. Mother, Foster Mother, Grandmother, Family Friend): _____

Tick ONE: Contact ☐ 1st ☐ 2nd ☐ 3rd Does this person have parental responsibility? (see above) ☐ Yes ☐ No

Does this person communicate in English? ☐ Yes ☐ No

Address (if different to child's):

Postcode:

Main Number:

--	--	--	--	--	--	--	--	--	--

☐ Home ☐ Mobile ☐ Work

Alternative Number: ☐ Home ☐ Mobile ☐ Work[illegible]

Parent/Guardian/Other: Title: _____ Forename: _____ Surname: _____

Relationship to child (e.g. Mother, Foster Mother, Grandmother, Family Friend): _____

Tick ONE: Contact ☐ 1st ☐ 2nd ☐ 3rd Does this person have parental responsibility? (see above) ☐ Yes ☐ No

Does this person communicate in English? ☐ Yes ☐ No

Address (if different to child's):

Postcode:

Main Number:

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☐ Home ☐ Mobile ☐ Work

Alternative Number: ☐ Home ☐ Mobile ☐ Work

[illegible]

SECTION 3: MEAL ARRANGEMENTS

Please indicate which type of meal your child will usually be eating at school:

☐ Free School Meal* ☐ Packed Lunch from home ☐ Paid school Meal

Your child might be able to get free school meals if you get any of the following: Income Support; income-based Jobseeker's Allowance; income-related Employment and Support Allowance; support under Part VI of the Immigration and Asylum Act 1999; the guaranteed element of 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); Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit; Universal Credit.

If you think you might be eligible, please complete the application included with this pack.

SECTION 4: MEDICAL

Emergency Consent: In an emergency, do we have your consent to contact the GP directly?

Tick ONE: ☐ Yes ☐ No

GP Practice Name: _____ Telephone number: _____

Address of GP Practice:

Does your child have any food allergies/intolerances:

- | | |
|--------------------------------|--|
| <input type="checkbox"/> Nuts | <input type="checkbox"/> Shellfish |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Coeliac |
| <input type="checkbox"/> Dairy | <input type="checkbox"/> Other food allergy: _____ |

Does this allergy require an EpiPen? ☐ Yes ☐ No

Does your child have any food preferences: ☐ Gluten free ☐ Halal ☐ Vegetarian

Does your child suffer from or have problems with any of the following? (If yes, tick box and enter full details below.)

- | | |
|--|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Mobility |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Behaviour |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Bowel or bladder conditions | <input type="checkbox"/> Speech |
| <input type="checkbox"/> Anaphylaxis (requires EpiPen) | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Any other medical conditions | <input type="checkbox"/> Wears glasses: Just for reading / Full time |

Does your child need regular medication on prescription? ☐ Yes ☐ No

Do they need medication during school hours? ☐ Yes ☐ No

Do they suffer from any condition which may affect participation in PE/Sport? ☐ Yes ☐ No

Please give details of medical conditions and medication. (Continue on a separate page if needed.)

SECTION 5: ETHNIC MONITORING

Please tick the ethnic group to which your child belongs. This question is not about citizenship or nationality; it is essential information which is used to monitor the effectiveness of the school's and Local Authority's equal opportunity policies and practices to maximise your child's progress and achievement. **These categories are determined by the Department for Education.**

White British includes any pupils from England, Scotland, Wales, and Northern Ireland.

- | | |
|--|--|
| <input type="checkbox"/> White British | <input type="checkbox"/> Asian/Asian British—Bangladeshi |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Asian/Asian British—Indian |
| <input type="checkbox"/> Traveller of Irish Heritage | <input type="checkbox"/> Asian/Asian British—Pakistani |
| <input type="checkbox"/> Any other white background* | <input type="checkbox"/> Asian/Asian British—any other Asian background* |
| <input type="checkbox"/> Gypsy/Roma | <input type="checkbox"/> Black/Black British—African |
| <input type="checkbox"/> Mixed—White and Asian | <input type="checkbox"/> Black/Black British—Caribbean |
| <input type="checkbox"/> Mixed—White and Black African | <input type="checkbox"/> Black/Black British—any other black background* |
| <input type="checkbox"/> Mixed—White and Black Caribbean | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Mixed—Any other mixed background* | <input type="checkbox"/> Any other ethnic group* |
| | <input type="checkbox"/> Prefer not to answer |

*Please specify: _____

SECTION 6: LANGUAGE

What is the first language your child used (or still uses)? If your child used or uses English **and** another language, please tell us the non-English language.

Language: _____

Please write any language(s) other than English which your child speaks at home or to family members: _____

SECTION 7: RELIGION

Please tick your child's religion

<input type="checkbox"/>	Baptist	<input type="checkbox"/>	Methodist
<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Muslim
<input type="checkbox"/>	Church of England	<input type="checkbox"/>	Quaker
<input type="checkbox"/>	Christian	<input type="checkbox"/>	Roman Catholic
<input type="checkbox"/>	Congregational	<input type="checkbox"/>	Russian Orthodox
<input type="checkbox"/>	Christian (Ecumenical)	<input type="checkbox"/>	Salvation Army
<input type="checkbox"/>	Free Church	<input type="checkbox"/>	Seventh Day Adventist
<input type="checkbox"/>	Greek Orthodox	<input type="checkbox"/>	Sikh
<input type="checkbox"/>	Hindu	<input type="checkbox"/>	United Reform Church
<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Other Faith
<input type="checkbox"/>	Jehovah's Witness	<input type="checkbox"/>	

If Roman Catholic, which Parish do you attend? _____

SECTION 8: NATIONALITY

FOR ALL CHILDREN NOT BORN IN THE UK or WHO DO NOT HOLD BRITISH CITIZENSHIP

Nationality: _____

Date of UK Arrival: _____ Number of years learning English: _____

SECTION 9: TRAVEL TO SCHOOL

How will your child generally travel to school? Please tick one box only.

(If your child travels by more than one method, please select the main or longest journey.)

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Walks | <input type="checkbox"/> Bicycle |
| <input type="checkbox"/> Car (child / own family only) | <input type="checkbox"/> Taxi |
| <input type="checkbox"/> Car (car share with another family) | <input type="checkbox"/> Train |
| <input type="checkbox"/> Public bus | |

SECTION 10: STUDENT WELFARE

Is this child in Local Authority Care? ☐ Yes ☐ No

If yes—start of placement:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Care Authority: _____

Has this child been adopted from Care? ☐ Yes ☐ No

Is either parent in the Armed Forces? (Not the Territorial Army) ☐ Yes ☐ No

The school can receive additional funding for children who have been Adopted from Care or who have a parent in the services.

Is this child a Young Carer? ☐ Yes ☐ No

Young Carers can access extra support through the school.

SECTION 11: PREVIOUS EDUCATION

Please give details of all educational settings attended by your child. This is especially important if you are returning from abroad, and your child had previously attended a UK school. Continue on a separate page if there is insufficient space.

1: **Current** (or most recent) school: Date started:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Date left:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name/Address: _____

2: Previous school or pre-school : Date started:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Date left:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name/Address: _____

SECTION 12: EMERGENCY ARRANGEMENTS

Please indicate what you wish to happen to your child should the school be forced to close during the school day. If this is not completed, your child will be kept at school until the normal closing time.

Please tick only one box.

I give permission for my child:

- ☐ To be allowed to make their own way home by themselves
- ☐ To be allowed to go to the home of _____
- ☐ I would like my child to be kept at school (or other safe place) until I can collect them.

SECTION 13: ADDITIONAL NEEDS

Does your child have any additional needs that may affect their learning? ☐ Yes ☐ No

- ☐ Learning Difficulty ☐ Behaviour Difficulty
- ☐ English as an Additional Language ☐ Physical Disability
- ☐ Other _____

Please give details of additional needs (continue on an extra sheet if needed):

**If you have any questions when completing this Registration Form,
Please contact the Admissions Officer at:**

**Greyfriars Catholic School
Cricket Road Oxford
OX4 3DR**

Tel: 01865 749 933

SECTION 14: CONSENT

Please read Appendixes A, B, C, and D. **You must complete all of the following sections.**

Appendix A: Home-School Agreement

Student: I confirm that I have read the home-school agreement and I acknowledge the school's, my parents/guardian's, and my own responsibilities Sign here _____

Parental/Guardian Declaration

- I/We have read Greyfriars Catholic School's Home-School Agreement.
- I/We note and understand the aims and values Greyfriars has as a Catholic school and the educational opportunities it will provide for my/our child within a Christian context.
- I/We acknowledge the type of support outlined in the 'Parental Responsibilities' Statement that will be necessary to ensure my/our child is helped towards reaching their full potential.
- I/We acknowledge what the school expects from all pupils.

Sign here: _____ Relationship to child: Mother / Father / Carer

Date: _____

Appendix B: ICT Policy—Internet Code of Conduct

Student: I confirm that I have read the Internet Code of Conduct and that I will abide by it.

Sign here _____

Parent/Guardian: I confirm that I have read the Internet Code of Conduct and request that my child be given access to the internet. Sign here _____

Appendix C: Using Images of Children—Media Consent

To be agreed by parent if child is 15 and under, by student if 16 and above.

I give permission for images to be used for press/publicity reasons. I have read and understand conditions of use.

Tick ONE: ☐ Yes ☐ No

Appendix D: Consent for Use of Biometric Information

Parent/Guardian:

Having read guidance provided to me, I give consent to information from the thumbprint of my child being taken and used as part of an automated biometric recognition system for administration of the school canteen at Greyfriars Catholic School.

Tick ONE: ☐ Yes ☐ No

APPENDIX A: HOME-SCHOOL AGREEMENT

Educational Responsibilities

We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian community.

Therefore we will:

- Provide a friendly welcome to your child and a secure, stimulating, Christian environment in which to learn
- Ensure that your child is valued for who he/she is and helped to make good progress in their spiritual, moral, emotional and academic development
- Treat your child with the dignity and respect they require, encouraging them to full human wholeness
- Demonstrate our faith and our school's foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our school
- Do our best to provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our values and our skills
- Provide you with information about your child's progress and provide you with opportunities to talk to teachers
- Keep you well informed about school policies and activities through regular letters and newsletters
- Set, mark and monitor homework suitable to your child's needs
- Send home an annual report of your child's progress
- Contact you if there is a problem with your child's attendance or punctuality
- Inform you of any concerns regarding your child's behaviour, work or health
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all that they do.

Student Responsibilities

I acknowledge the different and unique talents which God has given me and my responsibility to use them wisely.

Therefore I will:

- Attend school regularly and on time
- Wear the school uniform and bring all the equipment I need every day
- Take care of all school equipment and help keep our school free from litter
- Learn something new each lesson and always do my best
- Share my feelings honestly and politely and show consideration for others in school
- Behave sensibly so we can be happy and safe as we learn
- Try to think for myself and take responsibility for my actions
- Observe all school rules and treat everyone with the respect they deserve.

Parental Responsibilities

I/We acknowledge that we as parents are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at school.

Therefore I/we will:

- See that my child attends school regularly, on time and suitably equipped.
- Inform the school of any concerns or problems that might affect my child's work or behaviour
- Support the Christian values of the school community by showing respect for all
- Give my child opportunities for home learning and support homework from school
- Ensure my child wears school uniform and brings the correct equipment to school
- Support the school's policies and guidelines for behaviour
- Attend parents' evenings and discussions about my child's progress
- Encourage my child to be enthusiastic about learning and to enjoy school
- Encourage my child to show kindness and consideration to others
- Talk to my child about their experiences in school and encourage them to do their best
- Support the Catholic community and the school governors in their responsibilities for maintaining the school buildings in good repair.

APPENDIX B: ICT POLICY—INTERNET CODE OF CONDUCT

As part of our Information and Communication Technology (ICT) curriculum we encourage students to make use of educational resources available on the Internet. Access to the Internet enables students to conduct research and obtain high quality educational resources from libraries, museums, galleries and other information resources from around the world.

To guard against access to materials which are inappropriate in school we use a filtered Internet service. However, it is not possible to provide a 100% assurance that pupils might not come across inappropriate material.

Therefore, before they access the Internet we require all pupils to discuss the attached Internet Code of Conduct with their parents/guardians, and then indicate on the Registration form that they have read it and will abide by it.

During lesson time teachers will guide students towards specific materials and educational resources. Where students are given permission to access the Internet outside lessons they must agree to access only those sites that are appropriate for use in school.

Code of Conduct for use of the School's ICT Facilities

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

If your parents have indicated on the Registration Form that they have read this code of Conduct, Internet access will be provided for you to conduct research and communicate with others but only on the understanding that you agree to follow this Code. At all times you should use the Internet in an appropriate and responsible manner.

The Code

Students should:

- Only use computer equipment when there is a member of staff present in the room.
- Only use your logon - Passwords and login names are yours and yours alone - do not pass them on to ANYONE! If you suspect that your password has been found out, change it immediately.
- Only access sites which are appropriate for use in school.
- Be aware that others can see your actions on the Internet.
- Be careful of what information you give to others. Never give your name, home address, telephone numbers or other personal information to those with whom you communicate on the Internet.
- Treat others as they would expect to be treated.
- Always tell your teacher or other adult if you ever see, hear or read anything that makes you feel uncomfortable while using the Internet.
- Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person that owns that site. You must not copy text or pictures from the Internet and claim it to be your own work.
- Only use the monitored and filtered School email system.

Check with a teacher before:

- Sending an e-mail.
- Completing questionnaires.
- Opening e-mail attachments.

Students should not:

- View, store, upload or download any material that is likely to be unsuitable for schools.
- Use or send bad language.
- Intentionally waste resources.
- Sign up to any online services unless instructed by member of staff.
- Attempt to circumvent network security in any way; e.g. using a Proxy bypass.
- Play games unless directed by a member staff.
- Connect any personal computer equipment to the school network without permission from ICT Support.

Please note: User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow this code will result in loss of access and further disciplinary actions may be taken if appropriate. If applicable, external agencies may be involved, as certain actions may constitute a criminal offence.

APPENDIX C: USING IMAGES OF CHILDREN - MEDIA CONSENT

Occasionally, we may take photographs, or make video or web cam recordings, of the children at our school. We may use these images in our school prospectus or in other printed publications or publications in other media that we produce, as well as on our website.

Photographs, video or web cam recordings may be taken of the children at our school e.g. a winning school team for use in the local press. These images may be used in publications to the general public.

To comply with the Data Protection Act 1998, we need **parental permission for students under 16, and the student's permission if 16 or over**, before we can photograph or make any recordings of your child/you. If you are happy to give permission please indicate this on the Student Registration Form.

The school's policy on using images (in accordance with the conditions of use below) is:

1. The school may use your child's/your photograph in the school prospectus and other printed publications and publications in other media that we produce for promotional purposes.
2. The school may use your child's/your image on our school website/intranet.
3. Your child's/your photograph may be used in the local newspapers, in television reports and on media websites e.g. a school team.
4. Your child's/your photograph/video image may be taken at other performances by other parents or invited guests e.g. at a school play.

Using images of children—Conditions of use

1. This form is valid for the period of time your child attends/you attend this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves/you leave this school.
3. We will not use the personal details or names (which means first name and surname) of any child or adult in a photograph on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as "a science lesson".
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
10. If images are taken by local press/media, or parents/guests, the school will not have control of these images.

APPENDIX D: CONSENT FOR USE OF BIOMETRIC INFORMATION

Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system for the purposes of cashless catering access.

The automated biometric recognition system will take measurements of key points of your child's fingerprint and convert these measurements into an encrypted template stored securely as an array on the system. The template cannot be interpreted back into a fingerprint and matching can only be done by scanning the user's finger. **An image of your child's fingerprint is not stored.**

- The school would like to take and use information from your child's fingerprint for the purpose of providing your child with access to the cashless catering and printer systems.
- Written consent of at least one parent is required. Consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information.
- The school asks that you discuss the biometric system with your child. If your child objects, the school cannot collect or use his/her biometric information.
- If you do not consent to the use of biometric information, you are advised that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

The biometric information is securely stored and will be destroyed when your child leaves school. Consent may be withdrawn (in writing) at any time by contacting the Data Manager, Miss D Perks. (d.perks@gfcs.uk)

Please see the Use of Biometric Information policy on the school website if you require more information.

FREE SCHOOL MEALS

Claim your free school meals



Greyfriars Catholic School - Application for Free School Meals

Please read the notes overleaf before completing form—remove from booklet and submit.

PARENT/GUARDIAN DETAILS – This should be the person in receipt of the eligible benefit

First Name																			
Surname																			
Date of Birth	DD	MM	YYYY	Mr / Miss / Mrs / Ms / Other															
Please provide one of the following:																			
National Insurance Number										NASS Number			/		/				
Contact details:																			
Daytime Telephone Number									Mobile Number										
Email Address																			
Address and postcode																			

DETAILS OF EACH CHILD AT THE SCHOOL

Child’s Last Name	Child’s First Name	Child’s	Date of	Birth
		DD	MM	YYYY
		DD	MM	YYYY
		DD	MM	YYYY
		DD	MM	YYYY

WHICH BENEFIT ARE YOU IN RECEIPT OF
please tick

Income Support	
Income-based Jobseeker’s Allowance	
Income related Employment and Support Allowance	
Support under part VI of the Immigration and Asylum Act 1999	
The guaranteed element of Pension Credit	
Child Tax Credit but <u>do not</u> receive Working Tax Credit and have an annual household income of less than £16,190 (Please note that if you receive Working Tax Credit, you will not be entitled to Free School Meals.)	
Working Tax Credit run-on: paid for 4 weeks after you stop qualifying for Working Tax Credit	
Universal Credit with an annual net earned income of no more than £7,400 Your net earned income is your household income after taxes and deductions. It does <i>not</i> include income through Universal Credit or other benefits that you may receive.	

DECLARATION

- I declare that the information I have given on this form is complete and accurate and that I am in receipt of one of the relevant support payments for free school meals.
- I agree that Greyfriars Catholic School can use the information I have provided to process my claim for free school meals and contact other sources to verify my initial, and on-going entitlement.
- I undertake to notify Greyfriars Catholic School if I cease to receive the relevant support payment.

Signature of applicant: Date:.....

Your eligibility will reviewed at least every six months by the school. Please supply your child with a packed lunch or top up their ParentPay account until we let you know if your application has been approved.

For Office Use Only	Date received:	Confirmed by:	Authorised by:
	Date of authorisation:	Hub / Paperwork	

Important Notes:

Eligibility

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of 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**)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with an annual net earned income of no more than £7,400 (**Your net earned income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive.)**

Children who get paid Income Support or Income-based Jobseeker's Allowance directly, instead of through a parent or guardian, can also get free school meals.

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. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

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 free school meals. The information may also be shared with other Council departments to offer benefits and services.

How we confirm entitlement

The information in this form is checked against records held by Oxfordshire County Council.

There may be instances when parents need to submit paper-based evidence in support of their free school meals claim. This may be especially relevant for families claiming under income-based benefits, or when they are unable to submit information through the online Universal Credit system.

Privacy Notice

How We Use Information About Students

St Gregory the Great Catholic School uses personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. A 'data controller' is an organisation that is responsible for the use made of someone's personal information. It uses this data to:

- support its pupils' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- support a young person in their transition to a post 16 provider of education or training
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law to organisations such as:

Local Authorities

Department for Education (DfE)

Ofsted

Education Funding Agency (EFA)

Department of Health (DH)

Skills Funding Agency (SFA)

All these are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

We will also share data with the school's contracted Information Advice & Guidance (IAG) Provider (currently Adviza - www.adviza.org.uk) to enable them to support students to progress.

How Oxfordshire County Council uses this data

The Local Authority uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. The Local Authority will share young people's information with post 16 learning providers (e.g. colleges) when it allows the young person to fulfil their statutory duty to participate in learning.

Parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupils and parents) be passed on to Post 16 providers. If as a parent, or as a pupil aged 16 or over, you wish to **opt-out** and do not want Post 16 providers to receive from the school information beyond name and address, then please contact Miss D Perks, Data Manager, at St Gregory's: (d.perks@gfcs.uk).

Oxfordshire County Council will share information about young people's post 16 learning providers with the school and the school's contracted IAG Provider. They share details of what offers of learning young people have received from other learning providers to make sure everyone has some learning in place for Year 12.

The LA also share information about what young people do after compulsory education for two years after finishing year 11, and until age 24 if the young person has a Learning Difficulty Assessment (LDA) or Education and Health Care (ECH) Plan in place before they leave education.

If you require further information about how the Local Authority (LA) stores and uses your information, then please go to www.oxfordshire.gov.uk/cms/public-site/access-data-and-information

If you are unable to access this website, please contact the Local Authority as follows:

Postal Address: Oxfordshire County Council, Subject Access Requests (SAR), FIS, PO Box 876, Oxford, OX1 9PB

Website: www.oxfordshire.gov.uk; Telephone: 08452 262636.

If you have any queries or are concerned in relation to data sharing, you can contact the Council's Information Governance Manager: information.management@oxfordshire.gov.uk; 01865 323593.



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