



HIGH TUNSTALL COLLEGE OF SCIENCE

SIMS Data Entry Sheet



Student Information									
Surname			Forename						
Middle Name(s)			Chosen Name						
Gender		Male	Female		Date of Birth				
Does the child have an older brother or sister who attends High Tunstall?							Yes	No	
1. Sibling Name		Tutor Group		2. Sibling Name		Tutor Group			

Parent/Carer of the Child				
Parent/Carer Priority 1			Parent/Carer Priority 2	
Surname			Surname	
Forename		Title	Forename	
Forename		Title	Title	
Relationship to student E.g. Mother, Father, Grandparent			Relationship to student E.g. Mother, Father, Grandparent	
Home Address			Home Address	
Post Code			Post Code	
Home Telephone			Home Telephone	
Work Telephone			Work Telephone	
Mobile*			Mobile	
Email Address*			Email Address	
Does the child live at this address? (please tick box)		Yes	No	Does the child live at this address? (please tick box)
Yes		No	Yes	No
To receive all correspondence		To receive Student Report	To receive all correspondence	
Yes		No	Yes	
No		No	No	

*Please provide a mobile number and email address for the priority 1 contact to enable us to communicate with you via text and email.

Contact Information

In an emergency the college will endeavor to contact the Parent/Carer, but if they are not available will contact the people listed below.

Contact Priority 3			Contact Priority 4	
Surname			Surname	
Forename		Title	Forename	
Forename		Title	Title	
Relationship to student E.g. Grandparent, Aunt, Uncle			Relationship to student E.g. Grandparent, Aunt, Uncle	
Home Telephone			Home Telephone	
Work Telephone			Work Telephone	
Mobile			Mobile	

Meal Arrangements (please tick one box only)

School Meal		Free Meal		Packed Lunch	
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Medical Information

Doctor's Surgery					Tel Number				
Doctor's Address									
Does your child suffer from;		Epilepsy		Asthma		Diabetes		Peanut Allergy	
Other Medical Conditions									
Medicines									

Travel Arrangements (please tick one box only)

Walk		Bicycle		Car		Train		School Bus		Taxi		Public Transport	
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Ethnic/Cultural

Ethnic Origin e.g. Asian, Chinese, White-British		Do not wish to declare	
First Language e.g. English, Urdu, Chinese		Do not wish to declare	
English is an additional language	Yes	No	
Religion e.g. Christian, Hindu, Muslim		Do not wish to declare	

Youth Services Agreement

Once your son/daughter is aged 13 or over, the law requires us to pass on certain information about them to Hartlepool Borough Council Youth Support Services who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with the students' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/carer(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with Post-16 Education, Training Providers and Careers Guidance Services in order to secure appropriate services for them.

A parent/carers can ask that no information apart from their child's name, address and date of birth be passed to Hartlepool Borough Council Youth Support Services by informing High Tunstall College Office. This right is transferred to the child once he/she reaches the age 16.

Please tick the "Yes" box below to confirm you are happy to share this information or tick "No" if you wish to opt-out of this arrangement. Consent can be changed at any time by writing to Mrs H Crowe, Office Manager at the college.

Youth Services Agreement (please tick box) Yes No

HM Forces Military Units

Do either you or your spouse form part of the HM Forces Military Units and exercise parental care and responsibility of and live with this child?

HM Forces Military Units (please tick box) Yes No

College Visits Consent

Please tick the "Yes" box to confirm you agree to your son/daughter taking part in local, non-residential educational visits, organised by the College or the Local Authority throughout their time at High Tunstall College of Science. This also includes taking part in swimming, if this forms part of any of those visits. **Please note individual consent forms will be required for any residential, overseas or hazardous educational visits.**

College Visits (please tick box) Yes No

Biometric System

As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. This information is used to enable students to pay for food in the college canteen and access printers around the site. However alternative ways of identification are possible if you wish. Please tick the "Yes" box to confirm you give consent for the biometrics of your son/daughter to be used by High Tunstall as part of a recognition system (please see attached sheet for additional information). **Consent for biometrics can be withdrawn at any time by writing to Mrs H Crowe, Officer Manager at the college.**

Biometric System (please tick box) Yes No

Pupil Premium

I have read the information attached in relation to Pupil Premium funding and believe my child is eligible. If yes please provide further information _____

Pupil Premium (please tick box) Yes No

Signed: _____

Date: _____

Parent/Carer Name: _____

FOR OFFICE USE ONLY				
Tutor Group		Entered by		Date entered

Please complete, sign and return to High Tunstall College of Science

Background to the Use of Biometrics in College

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, finger template, or hand shape. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by the College to facilitate access to a service/range of services.

Our chosen solution allows us to use a secure database holding a minimal amount of biometric data to enable the use of a service/range of services.

The data is securely held on-site and cannot be used by any other agency for any other purpose.

The College will not use the biometric information for any purpose other than as stated above. The College will store the biometric information collected securely in compliance with the Data Protection Act 2018. The College will not share this information with anyone else and will not unlawfully disclose it to any other person.

Is there any additional information the college should tell parents?

Biometric data is stored in a secure database. The data does not include fingerprint images. The data is held as a short numeric code and is sufficient to recognise someone in a school community, but cannot be used to uniquely identify someone from a much larger population. The data cannot be accessed on any computer other than the college's licensed server. Thus data backups do not contain data that can be used outside the college. In short, the data is of no use to any third party and cannot be used to recreate a fingerprint image.

Further information regarding the biometric system can be viewed on the following website;

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools-1429>

Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents/carers about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent/carer for the school to process biometric information for their son/daughter.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the College.

If you do not wish your son/daughter to use the biometric system or your son/daughter chooses to use an alternative form of identification we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to the processing of your son/daughter's biometric information, it is important that you return the signed consent form attached as soon as possible. Please note that when he/she leaves the College, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.