



# 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			

Parents/Carers of the Child					
Parent/Carer Priority 1			Parent/Carer Priority 2		
Surname			Surname		
Forename	Title		Forename	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)	
To receive all correspondence			To receive Student Report		

\*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	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 <input type="checkbox"/>	No <input type="checkbox"/>	Do not wish to declare <input type="checkbox"/>
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/carer 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 the Admin Team 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 the Admin Team 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 ☐

**College Closure**

In case of the need to close the College immediately, I hereby give consent for my child to leave College to make their own way home. Parent/Carers will be sent a text to inform them of the closure. Those students without consent will be kept on College site until contact is made with home.

**Emergency College Closure** (please tick box) Yes ☐ No ☐

**Young Carer (Optional Question)**

A young carer is someone under the age of 18 years old who supports with the care of a family member. Please tick Yes or No if you wish to declare that your son/daughter is a young carer.

**Young Carer** (please tick box) Yes ☐ No ☐

**Year 6 Leave Early Permission**

I give permission for my son/daughter to leave at 2pm on Thursday 20th July 2023, this is the last transition day.

**Leave Early** (please tick box) Yes ☐ No ☐

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

FOR OFFICE USE ONLY				
Tutor Group		Entered by		Date entered

## **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>

## **Current Legislation – The Protection of Freedoms Act 2012**

This legislation requires schools to:

- Inform Parents/Carer's 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.