

HELSTON COMMUNITY COLLEGE

ENROLMENT FORM EXPLANATORY NOTES

In accordance with the Data Protection Act 1998, Education (Pupil Registration) Regulations 1995 and the Education (Pupil Registration) (Amendment) Regulations 2001, the information collected from this form will be used for the purpose of student administration. This data will be held securely and will only be disclosed to staff in the College or the Local Authority, who have a right of access, and the Department for Education (DfE). It may be necessary to share information with other departments within Cornwall Council for purposes connected with or ancillary to your child's education (e.g. school transport). Cornwall Council and the College may also, upon request, pass information to law enforcement agencies for the purposes of the prevention or detection of crime where the law permits this. If a disclosure elsewhere becomes necessary we will contact you before doing this.

SECTION A – BASIC STUDENT DETAILS

Student forename(s) and legal surname must be shown as per the student's birth certificate. If you wish your child to be known with an alternative preferred surname or forename, please indicate in the appropriate box. Any legal change of surname will require documentary evidence, showing consent from all those with parental responsibility or a Court Order.

Indicate details of any siblings who also attend the College at the time of completing the admission form. If any siblings reside at a different address to your child, please indicate in the box provided. You may wish to provide the College with these alternative details.

SECTION B – STUDENT ADDRESS

Please ensure a valid postcode is given. The student address given should be the one where the child typically resides.

SECTION C – REGISTRATION

This area is to be completed by the College – please leave blank.

SECTION D – FAMILY/HOME

Please ensure all sections are completed for both parents/carers. Priority contacts are those with parental responsibility.

Please tick the main daytime telephone number to be used in an emergency.

Parental Responsibility – This means assuming all the rights, duties, power, responsibilities and authority that a parent of a child has by law in relation to the child and their property.

Parents/carers registered on the birth certificate will continue to have equal parental responsibility even if they become separated or divorced, unless it is restricted by a Court Order.

Other people (step-parents, foster parents, other relatives etc.) do not have parental responsibility unless they have obtained it via the courts.

People other than a child's natural parents can acquire parental responsibility through being granted a residence order being appointed a guardian, or adoption.

The parental responsibility of a party does not stop simply because another person is also given it, so, in some cases several people may be regarded, for the purposes of education law, as being the 'parent' of a child.

SECTION E – COURT ORDERS

It is important to include any details relevant to your child to enable the College to understand the student's position if there is a Court Order in place.

SECTION F – ADOPTED AND PREVIOUSLY LOOKED AFTER CHILDREN

If your child is adopted, or has ever been in the care of a local authority, please give relevant details. The government asks all schools to identify these children, in order to ensure that they are fully supported.

SECTION G – YOUNG CARERS

A young carer is defined as **someone under the age of 18 who looks after a family member or friend who has a physical or mental health condition, or misuses drugs or alcohol**. They may also look after brothers, sisters or elderly relatives too. As a College, it is important that we know who these students are, in order to fully support them. Should you wish to discuss this matter, please contact Mrs Melany Mugford, Assistant Headteacher.

Please indicate whether your child is a young carer.

SECTION H – ADDITIONAL CONTACTS

Please list, in order of preference, any other contacts if for any reason we are unable to get hold of contacts in Section D.

SECTION I – STUDENT MEDICAL INFORMATION

We do require the details of each student's registered Medical Practice name, address and telephone number. If you also know the assigned Doctor then please provide details.

It is imperative that any pertinent medical information regarding a student is given to the College. This information will only be used by the College to ensure the safety of your child (e.g. if your child has a nut allergy they do not participate in cooking when traces of nuts are included in the ingredients.)

If you are willing for your child to receive medical treatment in the case of an emergency please tick the appropriate box to show your consent.

College Statement on Care for Students with Asthma

It is in the interest of your child that we work together to ensure your child's asthma is managed as well as possible. With good management your child should rarely suffer asthma attacks and should be able to participate in a full and active College life, free from fear or worry. In order to be able to offer support to every child with asthma, we need full details of their treatment plan and to be notified of any changes.

When assisting your child to overcome asthma, the child will normally take the medicine prescribed by their doctor. However, in emergency cases, there may be occasions when we are unable to reach you quickly. Given the possibility that there could be a life threatening situation, the College would wish to do all it could to assist a child in great distress.

The College has an 'Asthma Emergency Kit' available for such children who are known to have asthma. Given the safety of asthma reliever medicines and the support of the LA/medical authorities for this course of action, the College offers this facility to all children diagnosed as having asthma.

Please let us know if there is any other information you feel we should be aware of.

SECTION J – SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

The College provides students with the support that they need to access the curriculum and make progress. When a student is not making the progress expected they will be supported in the first instance by the class teachers. If support offered here does not help the student catch up, further support or intervention will be put in place.

If a child is receiving additional support prior to starting in Year 7 at the College, we will liaise with the appropriate contact to ensure that individual needs are understood and where necessary support is put in place.

If you wish to find out more you will find the 'SEND Information Report' on our website. This is updated annually and outlines in more detail the support that is available for students at the College.

SECTION K – STUDENT ETHNIC/CULTURAL INFORMATION

First Language - Please record the language your child first learnt at home. This information helps the College and connected services to provide the right support for bilingual children. Please also advise us if your child speaks a Second Language.

The codes shown for Ethnicity are set by the DfE and cannot be altered. The data is required for Government surveys.

SECTION L – STUDENT ADDITIONAL INFORMATION

Please only tick one box each for Meals and Mode of Transport. If your child uses more than one mode of transport (e.g. walks for two days and has car transport for the other three days) then please pick the most used as the choice.

Helston Community College operates a cashless catering system, which is designed to provide a more efficient, faster and better quality service. This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric so there is no need for students to carry a card, as the system will recognise the thumb of your child at the tills and the revaluation pay points. As per current legislation we operate an 'opt in' policy and therefore require you to complete this section of the form. This is also required if your child is eligible for Free School Meals. A four-digit pin code will be allocated to each student at the beginning of the autumn term. Money can be allocated to your child's account via ParentPay, or can be paid into your child's account using the revaluation pay points in College.

Funding from Free School Meals means that we are able to claim additional funding for our College. With this money we could arrange one to one tuition, provide a range of intervention programmes and provide a wider range of enrichment activities.

SECTION M – STUDENT SCHOOL HISTORY

It is most helpful to include full details of your child's previous schools. Please give address, postcode and telephone of the school so we may contact them for pertinent educational records.

SECTION N - STUDENT DATA – YOUTH SUPPORT SERVICES

Your child's data will be shared with Youth Support Services to enable students aged 13-19 to get full support in preparation for when they leave the College.

SECTION O - USE OF IMAGES CONSENT

Conditions of Consent are as follows:

1. This form is valid for the period of time your child attends the College and after they have left. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the College and children in a positive light.
3. We may use group or class photographs or footage with very general labels e.g. 'Science lesson'.
4. We will only use images of students who are suitably dressed.
5. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
6. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

SECTION P – ICT ACCEPTABLE USE AGREEMENT

I will only use ICT systems in College, including the internet, e-mail, digital video, and mobile technologies for College purposes.

I will not download or install software on College technologies.

I will only log on to the College network, other systems and resources with my own user name and password.

I will follow the College's ICT security system and not reveal my passwords to anyone and change them regularly.

I will only use my College email address.

I will make sure that all ICT communications with students, teachers or others is responsible and sensible.

I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.

I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.

I will be aware of "stranger danger" when I am communicating on-line and I will not disclose or share personal information about myself or others, such as name, phone number or address.

I will ensure that my online activity, both in College and outside College, will not cause my College, the staff, students or others distress or bring the College community into disrepute, including through uploads of images, video, sounds or texts.

I will support the College approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the College community.

I will respect the privacy and ownership of others' work on-line at all times.

I will not attempt to bypass the internet filtering system.

I understand that if I bring a mobile phone to College, it should be off and out of sight at all times whilst on site. If I want to bring a tablet or laptop to College for a recognised learning need, then I must seek permission from the SENCO first and, if permission is granted, I will follow the rules as set out in this agreement.

I understand that the College will not accept responsibility for the loss or damage of my personal electronic devices which I choose to bring on site.

I understand that all my use of the Internet and other related technologies will be monitored and logged and can be made available to other staff at the College.

I understand that these rules are designed to keep me safe and that if they are not followed, College sanctions will be applied and my parent/carer may be contacted. I also understand that in the case of illegal activities, the police will be involved.

SECTION Q – DATA PROTECTION: FAIR PROCESSING (PRIVACY) NOTICE

This policy is to let you know how we will collect, use and process personal data. It is also designed to let you know your rights and what you can do if you have questions about personal data.

The College is the controller for the purposes of data protection laws.

The notice below sets out the types of personal data we handle (meaning any information that an individual can be personally identified) the purposes of handling those personal data and any recipients of it.

PRIVACY NOTICE

Our details

We are Helston Community College, which is part of the Truro and Penwith Academy Trust.

Registered Company Number: 10060726

Address: Truro and Penwith Academy Trust, Academy House, Truro Business Park, Truro, TR4 9LD

Information Commissioner's Office Registration Number: ZA050487CSN3765731

For Truro and Penwith Academy Trust data protection information please contact the Chief Financial Officer, Truro and Penwith Academy Trust, Academy House, Truro Business Park, Threemilestone, Truro TR4 9LD.

Why we collect data

We collect and hold personal information relating to our students, and may also receive information about them from their previous schools, the Local Authority, Department for Education (DfE) and other bodies linked to their education, development and welfare. We may also share personal data with other agencies, as necessary under our legal duties or otherwise, in accordance with our duties/obligations as a school.

Whilst the majority of student information we are provided with or collect is mandatory, some of it is provided to us on a voluntary basis.

Below are the reasons why we collect and process personal data, as well as the legal basis on which we carry out this processing:

To support our students' learning: we will process personal data to help every child achieve their potential in all areas of learning and to promote excellence in our teaching and learning environment.

Monitor and report on their progress: we will process personal data to record students' progress to help set and monitor targets and boost achievements and aspirations of all students.

Provide appropriate pastoral care: we will process personal data to ensure that all students are properly supported during their time with us. We will process data to help staff understand and respond to the unique circumstances of all students.

Assess the quality of our services: we will process personal data so that we may reflect on our own practices to help us improve and provide the highest quality education that we can to all students.

To ensure proper management of school trips and afterschool clubs and activities: when students and parents/carers participate in school trips and afterschool clubs and activities personal data will need to be processed.

To promote and protect health and safety: in order to protect students, parents and staff in their involvement at the school, we must process personal data relating to matters such as incidents and responses to incidents.

Legal Basis for Processing

The lawful basis for us to collect/process this personal data is in order to provide education in accordance with statute law (such as the Education Act 2011 and other legislation), our Funding Agreement with the Secretary of State, our Memorandum and Articles of Association and other guidance provided for in law.

In addition, personal data will be collected and/or processed for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to:

- The provision of music tuition;
- School trips;
- Entering students for examinations.

We do not process any special categories of personal data, except where necessary for reasons of substantial public interest in complying with legal obligations, including under the Equality Act 2010 or where necessary to protect the vital interests of the data subject or of another natural person and where safeguards are in place to ensure that this personal data is kept secure. For the avoidance of doubt where special categories of personal data are collected it shall not be used for the purposes of automated decision making and/or profiling.

For photographs and or videos which are not used for educational purposes, we will seek consent from students over the age of 13, or their parents/carers for younger students, on an annual basis. This will allow students and parents/carers the right to give consent for the manner in which this form of personal data is processed and shared.

Special categories of data means personal data revealing:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs or trade union memberships;
- genetic or biometric data that uniquely identifies you;
- data concerning your health, sex life or sexual orientation; or
- data relating to criminal convictions or offences or related security measures.

Further personal data including special categories of personal data may be collected and/or processed where consent has been given (for example, school photographs for non-educational purposes). If consent has been given then this may be revoked in which case the personal data will no longer be collected/processed.

Categories of information we collect

We may collect the following types of personal data (please note this list does not include every type of personal data and may be updated from time to time):

- contact details;
- date of birth;
- health and/or other medical information;
- information in connection with education (included but not limited to 'unique pupil numbers', test results, post 16 learning information and other records);
- attendance information;
- behavioural and disciplinary information;
- Free School Meal eligibility;
- information received in connection with any complaint;
- personal characteristics of students, such as:
 - their nationality and ethnic group;
 - their religion;
 - their first-language;
 - any special educational needs they may have;
 - any relevant protected characteristics.

Who will have access to your data

Personal data will be accessible by members of staff. Where necessary, volunteers and governors will also have access to personal data.

We will not share information about our students with third parties without consent unless we are required to do so by law or our policies. We will take all steps reasonably necessary to ensure that once your personal data is shared it is treated securely and in accordance with this privacy policy. We will disclose personal data to third parties:

- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation; for example, we share students' personal data with the Department for Education on a statutory basis;
- in order to enforce any agreements with you;

- to protect the rights, property, or safety of the College, and others (including students). This includes exchanging information with other organisations for the purposes of child welfare.

This may include our Local Authority, the Department for Education, the police and other organisations where necessary; for example, for the purposes of organising a school trip or otherwise enabling students to access services or for the purposes of examination entry. Information may also be sent to other schools where necessary; for example, schools that students attend after leaving us.

How data will be processed

Personal data may be processed in a variety of ways; this will include but is not limited to:

- sending by email;
- adding to all electronic documents (Word or similar) for the purposes of assessing personal data;
- for educational software use (this could be for the purposes of helping children learn, discipline, reports and other educational purposes).

Where we store data and how we keep data secure

Paper copies of personal data are kept securely at the College; for example, in secure filing cabinets.

Electronic copies of personal data are kept securely and information will only be processed where we are satisfied that it is reasonably secure.

All information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You must not share your password with anyone.

When giving personal data to third parties (for example, software providers) it is possible that this personal data could be stored in a location outside of England. We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this privacy notice.

Use of CCTV

Helston Community College uses closed circuit television (CCTV) images to reduce crime and monitor the College buildings in order to provide a safe and secure environment for students, staff and visitors, and to prevent the loss or damage to College property. The system comprises a number of fixed and dome cameras.

The CCTV system is owned and operated by the College, the deployment of which is determined by the College's senior leadership team.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing and disclosing the recorded images and sound.

The College complies with the Information Commissioners Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

The planning and design has endeavoured to ensure that the data protection scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The College will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

The College will make every effort to position cameras so that their coverage is restricted to College premises, which may include outdoor areas.

CCTV is not used in teaching areas but in the main College reception and secondary entrance access points. Members of staff have access to details of where CCTV cameras are situated.

Recorded data will not be retained for longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely.

Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the police and service providers to the College where these would reasonably need access to the data (e.g. investigators).

Requests should be made in writing to the Data Protection Officer

The data may be used within the College's discipline and grievance procedures as required and will be subject to the usual confidentiality requirement of those procedures.

Retention periods

We will only retain personal data for as long as is necessary to achieve the purposes for which they were originally collected. As a general rule, personal data will be kept for the entire period that a child is a student at the College. Other records (for example, safeguarding or in relation to special educational needs) will be kept for longer in accordance with guidance from the Local Authority. Further information on retention periods can be obtained by contacting us.

Your data rights

The General Data Protection Regulation and associated law gives you rights in relation to personal data held about you and your child. These are:

Right of Access: if your personal data is held by the School, you are entitled to access your personal data (unless an exception applies) by submitting a written request. We will aim respond to that request within one month. If responding to your request will take longer than a month, or we consider that an exception applies, then we will let you know. You are entitled to access the personal data described in Section N.

Right of Rectification: You have the right to require us to rectify any inaccurate personal data we hold about you. You also have the right to have incomplete personal data we hold about you completed. If you have any concerns about the accuracy of personal data that we hold then please contact us.

Right to Restriction: You have the right to restrict the manner in which we can process personal data where:

- the accuracy of the personal data is being contested by you;
- the processing of your personal data is unlawful, but you do not want the relevant personal data to be erased; or
- we no longer need to process your personal data for the agreed purposes, but you want to preserve your personal data for the establishment, exercise or defence of legal claims.

Where any exercise by you of your right to restriction determines that our processing of particular personal data are to be restricted, we will then only process the relevant personal data in accordance with your consent and, in addition, for storage purposes and for the purpose of legal claims.

Right to Erasure: You have the right to require we erase your personal data which we are processing where one of the following grounds applies:

- the processing is no longer necessary in relation to the purposes for which your personal data were collected or otherwise processed;
- our processing of your personal data is based on your consent, you have subsequently withdrawn that consent and there is no other legal ground we can use to process your personal data;
- the personal data has been unlawfully processed; and
- the erasure is required for compliance with a law to which we are subject.

Right to Data Portability: You have the right to receive your personal data in a format that can be transferred. We will normally supply personal data in the form of e-mails or other mainstream software files. If you want to receive your personal data which you have provided to us in a structured, commonly used and machine-readable format, please contact us. You can find out more about the way these rights work from the website of the Information Commissioner's Office (ICO).

Requesting your data

Where the College holds personal data concerning you, you are entitled to access that personal data and the following information (unless an exception applies):

- a copy of the personal data we hold concerning you, provided by the College;
- details of why we hold that personal data;
- details of the categories of that personal data;
- details of the envisaged period for which that personal data will be stored, if possible;
- information as to the source of personal data.

If you want to receive a copy of the information about your child that we hold, please contact us via the details us.

Making a Complaint

If you are unhappy with the way we have dealt with any of your concerns, you can make a complaint to the ICO, the supervisory authority for data protection issues in England and Wales. We would recommend that you complain to us in the first instance, but if you wish you can also contact the ICO directly. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: www.ico.org.uk/concerns

ICO Helpline: 0303 123 1113

ICO Email: casework@ico.org.uk

ICO Postal Address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Changes to this notice

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes.

SECTION R – HOME-COLLEGE AGREEMENT

Mission Statement:

At Helston Community College we are ambitious for all our students. We want them to achieve all that they can in a safe, caring and well-disciplined environment. For this to happen, we need to set high standards and work in close partnership with parents and carers.

The aim of our Home-College Agreement is to make clear to parents/carers, students and staff that they have an equally important part to play in helping each individual student make the best of the opportunities provided at Helston Community College.

Success for your child will be built upon an open and supportive partnership between all those concerned. This Home-College Agreement will enable the College to provide a quality education for your child.

STUDENT - I will be:

PROUD

- Be an active member of the Helston Community College community.
- Wear full school uniform at all times (including to and from school).
- Represent the college in a positive way at all times.

ENGAGED

- Focus on my learning.
- Give my full effort to my learning.
- Have high expectations of myself and others.
- Seek and act upon feedback.
- Complete all homework promptly and fully.

READY

- Attend school every day.
- Attend lessons and tutor time on time.
- Bring all the required equipment for each lesson.

KIND

- Be kind to others.
- Help others when I can.
- Report unkind or inappropriate behaviour to a member of staff.

SAFE

- Act in safe way at all times.
- Follow college rules and staff instructions.

PARENT(S)/CARER(S) - I/We will:

- Ensure that my child goes to College daily, on time and properly equipped.
- Make the College aware of any concerns or problems (rather than share them publicly on social media) so that they can be dealt with immediately.
- Support the College's policies and guidelines for behaviour.
- Support my child in homework and other opportunities for home-learning.
- Praise my child for achieving positive attitude scores in progress reports.
- Engage with the Class Charts app to keep track of homework and any recorded positive or negative behaviours.
- Attend all parent/teacher consultations (and discussions) about my child's progress.
- Get to know about my child's life at the College.

COLLEGE - The College will:

- Encourage students to aim high and track their progress.
- Regularly provide feedback to students and their parents/carers.
- Provide teaching which is systematically planned, delivered in an appropriate manner, with challenging assignments marked diagnostically, and results fed back constructively.
- Provide a broad and balanced curriculum which is challenging and prepares students for future professions.
- Provide independent, up-to-date, reliable information advice and guidance on career pathways, which has the interests of the students as its core purpose.
- Care and support students.
- Build constructive working relationships with students and parents.
- Use rewards and sanctions consistently and clearly.
- Provide a safe and attractive physical environment for learning.
- Communicate with parents regularly.
- Listen to concerns and respond appropriately.

SECTION 5 – MODERN FOREIGN LANGUAGES OPTIONS

Please select your child's preference.

SECTION T – FORMAL ELECTRONIC AND POSTAL COMMUNICATIONS

Please agree to receive formal electronic and postal communications.

SECTION U – TRIPS AND VISITS CONSENTS (INSURANCE)

Please read the statement and agree by signing. Please note that in addition to this consent, for all trips and visits you will receive a detailed letter and be asked to complete an online permissions slip.

SECTION V – DECLARATION

Please confirm the information given is accurate.