



# Horsforth School

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Website: [www.horsforthschool.org](http://www.horsforthschool.org)

## NEW STUDENT DETAILS FORM

Please complete this form in block capitals or electronically  
and return to [admissions@horsforthschool.org](mailto:admissions@horsforthschool.org)

Surname		Forename	
Middle Name(s)		Preferred Name	
Date of Birth		Gender	
Address & Postcode			

### Sibling Information

If there are older brothers or sisters in the school,  
please give the name and current year group


### Medical Information

Address of doctor/surgery

Telephone of doctor/surgery

Medical conditions that you wish the school to  
record – see note below regarding medical evidence

Any dietary restrictions


### Other Information

Ethnicity

Language spoken at ages 1 to 5


Service Family – eg Army/Navy/RAF (Y/N)

Previously Looked After Child (Y/N)

Is the child a Young Carer? (Y/N)


Travel Arrangements – please tick appropriate box

<input type="checkbox"/>
<input type="checkbox"/>

Bus

Taxi

<input type="checkbox"/>
<input type="checkbox"/>

Car

Train

<input type="checkbox"/>
<input type="checkbox"/>

Cycle

Walk

<input type="checkbox"/>
<input type="checkbox"/>

Car share with other children

Other

### Educational History

School	Town	Start Date	Leaving Date

Signed

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Date

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## Contacts

Please give details of all parents/carers responsible for this student, as well as any person who could be contacted should you not be available. Use the contact priority 1 to 4 to indicate preferred order. Relationship should be shown as mother, uncle etc. If you provide us with information about another person, you confirm that they have consented to the processing of their personal data, and that you have informed them of our identity and the purposes for which their personal data will be processed.

Title and Surname		
Forename		
Relationship to child		
Legal Parental Responsibility (Y/N)		
Contact Priority (1-4)		
Home Telephone		
Work Telephone		
Mobile Telephone		
Please tick main daytime number		
Home Address		
Postcode		
Email Address		
Receive all school emails (Y/N)		

Title and Surname		
Forename		
Relationship to child		
Legal Parental Responsibility (Y/N)		
Contact Priority (1-4)		
Home Telephone		
Work Telephone		
Mobile Telephone		
Please tick main daytime number		
Home Address		
Postcode		
Email Address		
Receive all school emails (Y/N)		

Title and Surname		
Forename		
Relationship to child		
Legal Parental Responsibility (Y/N)		
Contact Priority (1-4)		
Home Telephone		
Work Telephone		
Mobile Telephone		
Please tick main daytime number		
Home Address		
Postcode		
Email Address		
Receive all school emails (Y/N)		

Title and Surname		
Forename		
Relationship to child		
Legal Parental Responsibility (Y/N)		
Contact Priority (1-4)		
Home Telephone		
Work Telephone		
Mobile Telephone		
Please tick main daytime number		
Home Address		
Postcode		
Email Address		
Receive all school emails (Y/N)		

## Consent

We use information about your child in a number of different ways, and we would like your consent for some of the way we use this personal data. Please tick the relevant boxes below to confirm your consent.

I am happy for Horsforth School to take photographs and videos of my child for use on the school website and for school promotions online and in print.	✓
I am happy to receive fundraising and promotional requests from Horsforth School.	
I am happy for Horsforth School to publish my child's examination results.	

## Medical Evidence

Please note we are not able to add information to the Student Record regarding medical conditions until we receive medical evidence. Examples of evidence include but are not limited to; an Asthma Plan, an Allergy Action Plan, a letter of diagnosis from the GP, a GP referral letter, a summary report from a specialist medical team following a referral, or an appointment letter for a medical procedure detailing the medical condition.

## Data Privacy Notice

### For parents/carers

We collect and use student information under the Education Act 1996. We will only collect and use students' information when the law allows us to. Most often, we will use the information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide an education).

Sometimes we may also use students' personal information where:

- You have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interests).

### Why we collect and use this information

We use this student data:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing.

### Storing student data

We follow legislation on how long we hold student data in school. In accordance with the General Data Protection Regulations (GDPR), the school does not store personal data indefinitely; data is only stored for as long as it is necessary to complete the tasks for which it was originally collected. We comply with GDPR strict terms and conditions covering the confidentiality and handling of data, security arrangements and use of data.

To find out more about how we use student data, go to [www.horsforthschool.org/privacy](http://www.horsforthschool.org/privacy) or contact [info@horsforthschool.org](mailto:info@horsforthschool.org).