

**Horsforth School**  
**Lee Lane East**  
**Horsforth**  
**Leeds**  
**LS18 5RF**  
**Tel: 0113 2265454**



## STUDENT DETAILS FORM

**Please complete this form in BLOCK CAPITALS or electronically using Acrobat Reader and return to [NewIntake@horsforthschool.org](mailto:NewIntake@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 present year group  
 .....  
 .....

Medical Information:  
 Address of Doctor/Surgery:.....

Telephone Number of Doctor/Surgery:.....

Medical Conditions or information that you wish the school to record:  
 .....

Any Dietary Restrictions: .....

Ethnicity: ..... Service Family: Y/N .....  
 (eg. Army/Navy/RAF)

Language spoken at ages 1 to 5: .....

Travel Arrangements – Please tick appropriate box:  
 Bus                                       Car                                       Cycle                                       Car Share  
 Taxi     Train                                       Walks                                       Other  
 With other child/children

Educational History:

School	Town	Start Date	Leaving Date
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Please give details of **all** Parents/Carers responsible for this pupil. Also any other person(s) who could be contacted should you not be available. Use the contact priority (1-4) to indicate preferred order. Relationship should be shown as Mother/Grandad, 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. Please note that you are legally bound to provide at least 2 contacts for your child.

Surname: ..... Title: .....

Forename: .....

Relationship to pupil: .....

Legal Parental Responsibility(Y/N): .....

Contact Priority.....

Home Telephone No: .....

Work Telephone No .....

Mobile Telephone No:.....

Home address: .....

.....

Post Code: .....

Daytime Place .....

Email address if Parent .....

Surname:..... Title: .....

Forename: .....

Relationship to pupil: .....

Legal Parental Responsibility(Y/N): .....

Contact Priority.....

Home Telephone No: .....

Work Telephone No .....

Mobile Telephone No:.....

Home address: .....

.....

Post Code: .....

Daytime Place .....

Email address if Parent.....

Surname:..... Title:.....

Forename: .....

Relationship to pupil: .....

Legal Parental Responsibility(Y/N): .....

Contact Priority.....

Home Telephone No: .....

Work Telephone No .....

Mobile Telephone No:.....

Home address: .....

.....

Post Code: .....

Daytime Place .....

Email address if Parent.....

Surname:..... Title: .....

Forename: .....

Relationship to pupil: .....

Legal Parental Responsibility(Y/N): .....

Contact Priority.....

Home Telephone No: .....

Work Telephone No .....

Mobile Telephone No:.....

Home address: .....

.....

Post Code: .....

Daytime Place .....

Email address if Parent.....

We use information about your child in a number of different ways, and we would like your consent for some of the ways we use this personal data. Please tick the relevant boxes below to confirm your consent. If you do not wish to give your consent, please leave the box blank

Question	Tick (✓)
I am happy for Horsforth School to take photographs and videos of my child and to use them on the school website and for school promotions online and in print.	
I am happy to receive fundraising and promotional requests from Horsforth School and the parent teacher association.	

Would you like to become a member of Horsforth School Parent Teacher Association? It is open to all parents and friends and is an opportunity for you to get involved and support your child's education. Meetings are informal and friendly when organising events to support the school community. The funds we raise provide the extras around school and improve the learning environment for all.

If you would like further information about joining Horsforth School PTA, please tick

Horsforth School is working hard to prepare our students for the future and to set them apart from other students when applying for University or jobs. We want to do this by forging business links, developing invaluable career opportunities, experiences, skills and employability and supporting them with their chosen career path. Would you or your organisation like to get involved? Could you share experience, expertise, skills and networks with our students? Are you able to offer work experience opportunities, summer internships, apprenticeships or provide career/aspirational mentoring?

Please contact [info@horsforthschool.org](mailto:info@horsforthschool.org) if you are able to offer your support.

## 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 student's 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 interest)

### Why we collect and use this information

We use 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 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 the data.

To find out more about how we use student data go to <http://www.horsforthschool.org/data-privacy-notice/1698.html> or if you would like further information on our use of data, please contact [info@horsforthschool.org](mailto:info@horsforthschool.org)

Completed forms should be returned to [NewIntake@horsforthschool.org](mailto:NewIntake@horsforthschool.org)