

Data Collection Form Guidance

To ensure that we have the correct information about your child, you need to complete **all** sections of the online form, if you require a paper copy please contact the Academy. To help you complete this form further details about each section are listed below:

Section 1: Your Child's Details, Details of Parent / Carer, Family & Alternative Emergency Contacts:

Please ensure that your child's details and your details are completed correctly in this section. You must provide your email address. For safeguarding purposes, please provide **2** alternative emergency contacts for your child. Please see overleaf for details of MyEd and ParentMail.

Section 2: Statement of Special Educational Needs, or an Education, Health and Care Plan: Complete if applicable.

Section 3: Public Care: Complete if applicable.

Section 4: Medical Information: Please include the contact details (name, address and telephone number) for your child's Doctor (GP). Please list any known medical problems (e.g. asthma, diabetes, etc...), allergies (e.g. a nut allergy, dairy allergy, etc...) and dietary requirements (e.g. gluten free, vegetarian, etc...).

Section 5: Disability: Complete if applicable.

Section 6: Free School Meal Entitlement: For further details about Free School Meals, please visit the Joseph Leckie Academy website. If you require a printed Free Schools Meal form, please contact the Academy

Section 7: Further Information: Please include details of your child's: Country of Birth / Nationality / Date of entry into the UK / Ethnicity / Religion / Home Language and how they will travel to the Academy.

Section 8: Details of Current Primary School: Please include details of your child's: Primary School.

Section 9: Parent Permissions: This section requires you to formally give permission for the following:

Photographs: Your child's photograph will be taken for identification purposes, but we require your permission to use your child's photograph in internal/external displays and/or publications.

Biometrics: Joseph Leckie Academy uses a fingerprint biometric system for the Canteen and the Library. The benefits of this system include:

- Students will not have to remember a pin number or to bring a card to use the Canteen or Library.
- Identification cannot be lost, stolen or replicated

The biometric scanner identifies 5 points on the fingerprint to create an encrypted number, which CANNOT be used to extrapolate an image of the fingerprint. This encrypted number is then stored securely and used to identify students.

If you would prefer that your child does not benefit from the biometric system, a pin number is available for the Canteen and a Library card can be made for the Library.

Partner Agencies: For the benefit of your child, the Academy occasionally shares information with partner agencies.

Academy Closure: In the event of the Academy closing early due to bad weather, etc... please indicate if your child is allowed to go home alone.

Section 10: Declaration by the Parent/Carer with parental responsibility: It is very important that you check over the information that you have provided and sign to confirm that the information is correct.

To finalise your child's enrolment, please return completed Year 7 Admissions form to Joseph Leckie Academy as soon as possible.



The MyEd app provides parents with up to date information about all aspects of your child's school life here at Joseph Leckie Academy, including: attendance, news, achievements, key dates, etc... MyEd also allows the Academy to send you messages direct to your mobile. You can reply to these messages completely FREE of charge!



Joseph Leckie Academy uses ParentMail, a cashless payment system. This allows you to pay for your child's trips, meals or uniform at the touch of a button, using your credit or debit card or PayPoint.