



**Pace Education™**

*Providing Young People with a Brighter Future!*

Please place recent  
photograph here

## **Admission, Agreement, Privacy and Parental Consent forms**

**Student name:**

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Please return this booklet to Pace Education.

# **PACE Education Privacy Notice**

PACE Education is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

## **Who collects this information**

PACE Education is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about pupils and parents.

## **The categories of pupil information that we collect, process, hold and share**

We may collect, store and use the following categories of personal information about you: -

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data including ethnicity;
- Images of pupils engaging in school activities, and images captured by the School’s CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information.

## **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

## **How we use your personal information**

We hold pupil data and use it for: -

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school;
- To provide support to pupils after they leave the school.

## **The lawful basis on which we use this information**

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

## **Sharing data**

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with: -

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13 - 19 year olds
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security);
- Providers of learning software such as BKSB
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

## **Why we share this information**

We do not share information about our pupils with anyone without consent unless otherwise required by law.

For example, we share students' data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **Storing pupil data**

The School keeps information about pupils on computer systems and sometimes on paper.

Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

Full details on how long we keep personal data for is set out in our data retention policy.

## **Automated decision making**

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

## **Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

## **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13 - 19 Year olds under section 507B of the Education Act 1996.

We must provide the pupils name, the parents name(s) and any further information relevant to the support services role.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child once the child reaches the age 16.

## **The National Pupil Database**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's education record, contact Leo Guy at the school.

You also have the right to: -

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact Leo Guy in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to withdraw consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Leo Guy. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Leo Guy in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Leo Guy, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited  
Address: 72 Cannon Street, London, EC4N 6AE  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Lead Contact: Craig Stilwell  
Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

## **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

I confirm that I have read and agree to the details within this privacy notice.

Parent / Carer / Guardian signature .....

Date: .....

# Pace Education Admissions Form

Welcome to Pace Education.

As part of a student's induction to the school we need to collect quite a lot of data about your son/daughter. It is important that our data is accurate and up-to-date. Much of our data is kept on a file in a secure place.

Please use **BLOCK CAPITALS** to complete **all sections** of the form

## 1) PERSONAL INFORMATION

Student's **legal** surname: \_\_\_\_\_

Surname student is known by: \_\_\_\_\_

Forename / First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Chosen name ( if different ):  
\_\_\_\_\_

Biological gender: \_\_\_\_\_

Identified gender ( If different ):  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

School Year group: \_\_\_\_\_



## 2) CONTACT INFORMATION

We sometimes need to contact you about your son / daughter e.g. if they are ill. Please indicate overleaf where each parent/carer can be contacted during school hours. Complete them in order of contact.

If the nature of your occupation makes daytime contact difficult, please also give contact details of other person(s) who may act on your behalf in an emergency.

### Parent / Carer / Guardian details

Title \_\_\_\_\_ Forename \_\_\_\_\_

Surname \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Tel (home) \_\_\_\_\_

Tel (work) \_\_\_\_\_

Tel (mobile) \_\_\_\_\_

Relationship to child:

Mother  Step Parent  Foster Parent  Other family member

Father  Social Worker  Private Fostering Arrangements  Other contact

Do you have parental responsibility for the child? Yes  No

## EMERGENCY CONTACT INFORMATION

We sometimes need to contact you about your son / daughter e.g. if they are ill. Please indicate where each parent/carer can be contacted during school hours. Complete them in order of contact.

**PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE PARENT(S)/CARER(S) TO NOTIFY Pace EDUCATION IMMEDIATELY OF ANY CHANGES TO THIS INFORMATION**

### Details of Parent / Carer / Guardian

	MOTHER	FATHER	GUARDIAN
ORDER OF CONTACT	1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/>
FULLNAME:			
ADDRESS:			
POSTCODE:			
Is the child normally resident at this address?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
HOME EMAIL			
HOME TELEPHONE			
MOBILE TELEPHONE			
WORK TELEPHONE			
If part-time, please say when normally at work			

**IF WE ARE UNABLE TO CONTACT THE ABOVE, PLEASE TELL US WHO ELSE WE CAN CONTACT**

	Contact 1	Contact 2
Full name:		
Relationship to child:		
Address::		
Postcode:		
Home telephone:		
Mobile telephone:		

### 3) OTHER PERSONAL INFORMATION

Sometimes families split up. In this event, we are required to keep information about **all** the parents of a child. Please give details below (if known).

You should list all adults who have 'parental responsibility' but do not live with the child.

Full name	Relationship to child	Address

To whom do you wish correspondence sent? \_\_\_\_\_

Are there any court orders which relate to the child e.g. Custody Orders / Section 8 Orders under the Children Act 1989? **YES / NO**

**If YES please give details**

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## 4) EDUCATION HISTORY

Previous School	Date of Leaving	Reason for leaving

Is the child "looked after" by Local Authority" (sometimes referred to as 'being in care')? Yes  No

Has your child previously been 'looked after'? Yes  No

If yes, which Local Authority \_\_\_\_\_

Name of Social Worker \_\_\_\_\_

Does this child have an EHCP ( Education Health & Care Plan )  
or Statement of Special Educational Needs ? Yes  No

If **YES**, please attach a copy of the document.

### LINKED AGENCIES

It is important that all the agencies who are working with a child work together to ensure better outcomes for that child. In order to do that, please identify any other agencies working with your child, for example Social Services, Youth Offending Team, Child and Adolescent Mental Health Services. Please list any agencies, named worker and telephone numbers.

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Is your child subject to a CIN (Child In Need Plan) **YES / NO**

Is your child subject to a CAF process (Common Assessment Framework) **YES / NO**

## 5) MEDICAL INFORMATION

It is very important for the safety and well-being of your child that we are aware of any medical condition(s) they may have. We would appreciate your help in this matter and all information will be treated in the strictest confidence.

**Emergency Consent** (e.g. Pace Education has permission to give/arrange emergency treatment) **YES / NO**

Name of family doctor / GP:

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Address of doctor / practice:

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Doctor's telephone number:

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**Does your child have a disability as defined by the DDA (Disability Discrimination Act?)**

NB: The term 'Disability' is used here as defined the DDA which includes cancer, diabetes, epilepsy, HIV, MS, Hearing or visual impairments, mobility, mental health conditions, learning difficulties.

**YES / NO**

Any long standing illnesses, health problems or disabilities which mean they require additional care, educational support or facilities e.g. ramp access

**YES / NO**

If your child has an ongoing medical condition, an Individual Care Plan will need to be completed.

Please tick either Yes or No below as appropriate.

If YES, please provide further details including current medication.

Please indicate with a tick if you wish your child to be responsible for taking their own medicine, or if you would prefer adult supervision.

**Any self-administered medication must be handed into the main office at the start of each school day, otherwise we are not responsible or liable for any consequences.**

	No	Yes	Further Details including medicine and dosage	Adult supervision	Self - administered
Any recent injury or illness					
Asthma (is inhaler used) <b><u>Please supply school with inhaler</u></b>					
Does your child currently use an inhaler?					
Diabetes					
Epilepsy					
Hay fever					
Heart condition					
Any known allergy to medicine (eg penicillin)					

**IT IS THE RESPONSIBILITY OF THE PARENT(S)/CARER(S) TO NOTIFY PACE EDUCATION IMMEDIATELY OF ANY CHANGES TO YOUR CHILD'S MEDICAL INFORMATION.**

**Are any of the conditions you have answered yes to above not known to the child?**  
(please give details)

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**Is there any other condition not listed above that we should be aware of?**

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**Dietary Needs:** Please tick any that apply

- Artificial colouring allergy
- Gluten Free
- Halal
- Kosher Foods only
- No dairy produce
- No nuts of any type or quantity
- No pork
- Seafood allergy
- Vegetarian
- Other (Please specify) \_\_\_\_\_

Are there any other factors that may upset the child's education?

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Child's hobbies and interests:

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Please make a note of anything else you think we need to know:

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How will your child travel to Pace Education?

Your child will automatically receive free school meals at Pace.



Pace Education is committed to making sure that school is a happy and successful experience for all children and young people. Where a child has a particular difficulty or need, Pace Education will do its best to put measures in place to overcome this. It would be helpful if you would complete the information below.

Please indicate whether your child has any long-standing illnesses, health problems or disabilities which mean they have substantial difficulties with any of the areas of his/her life shown below. Please tick **all** that apply.

*\*By long standing we mean anything that has troubled them over a period of at least 12 months or that is likely to affect them over at least 12 months. Please exclude difficulties that you would expect for a child of that age.*

If you would like to discuss this issue with a member of staff than complete this form, please let Pace Education know and an appointment will be arranged.

- Mobility – moving around indoors and outdoors
- Hand movements – touching or holding
- Personal Care – going to the toilet, dressing
- Eating and drinking without help, or has an eating disorder
- Taking medication
- Incontinence – wetting or dirtying
- Communication – speaking with others, or understanding them
- Learning – numbers, letters, words
- Hearing
- Vision
- Behaviour – very active, has a short attention span, behaves unacceptably
- Has fits or seizures (problems with consciousness)
- Has a life limiting condition or regular palliative care ( e.g. pain-management )
- Other e.g. can be depressed or anxious (Please describe other areas of great difficulty

## 6) Data Collection Form

### Identifying a Child's First Language

Student name:

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#### Why we need this data

England has historically been thought of as a monolingual country in which it is normal to have English as a first and only language. At present English is probably the most successful language worldwide and for many people it is the language of success. So people are keen to learn it and be good at it.

It is increasingly recognised that the future lies with bilingual and multilingual people who add other languages to their English or who have English in addition to their first language(s). 70% of the world is multilingual. First languages are sometimes called home languages or mother tongue.

Parents, carers and teachers have sometimes been slow to recognise the advantages of bilingualism. The Department for Education and Skills (DFES) is collecting more detailed data on the first Languages of school pupils. This began in January 2007. The purpose of this collection is to reinforce the drive to respond positively to bilingualism in education. We need to ensure that schools track bilingual pupils' progress and make appropriate provision.

#### Who can complete this form

The information Commissioner ( formerly the Data Protection Registrar ) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Parents, carers and pupils should be assured that bilingualism is an advantage and that pupils learn English successfully when their home language is recognised for positive learning.

Please study the list overleaf and tick one box only to indicate the language of the pupil or child named above. Please also tick whether the form was filled out by a parent or the pupil.

Please indicate the main language used at home or in the community. Please note the list below is for guidance only. Schools can record almost any language on their system. If your language is not listed below, please tick 'Other Language' box and describe it in the space provided.

\* Categories marked with an asterisk may be used by schools that have no need to use individual language

	ACL	Acholi		DAN	Danish		KAZ	Kazakh		MLYA	Malay (other)		SCBB	Bosnian		UYG	Uyghur
	ADA	Adangme		DGA	Dagaare		KCH	Katchi		MLYI	Indonesian/ Bahasa Indonesia		SCBC	Croatian		UZB	Uzbek
	AFA	Afar-Saho		DGB	Dagbane		KGZ	Kirghiz/Kyrgyz		MNA	Magindanao- Maranao		SCBS	Serbian		VEN	Venda
	AFK	Afrikaans		DIN	Dinka/Jieng		KHA	Khasi		MNG	Mongolian (Khalkha)		SCO	Scots		VIE	Vietnamese
	AKA	Akan/Twi- Fante		DUT	Dutch / Flemish		KHY	Kihaya/Luziba		MNX	Manx Gaelic		SHL	Shilluk/ Cholo		VSY	Visayan / Bisaya
	AKAF	Akan (Fante)		DZO	Dzongkha/ Bhutanese		KIN	Kinyarwanda		MOR	Moore/Mossi		SHO	Shona		VSYA	Visayan / Bisaya (other)
	AKAT	Akan (Twi/Asante)		EBI	Ebira		KIR	Kirundi		MSC	Mauritian/ Seychelles Creole		SID	Sidamo		VSYH	Hiligaynon
	ALB	Albanian / Shqip		EDO	Edo/Bini		KIS	Kisi (West Africa)		MUN	Munda (any)		SIO	Sign Language (other)		VSYS	Cebuano / Sugbuanon
	ALU	Alur		EFI	Efik-Ibibio		KLN	Kalenjin		MYA	Maya (any)		SLO	Slovak		VSYW	Waray /Bisaya
	AMR	Amharic		ENB	Believed to be English *		KMB	Kimbundu		NAH	Nahuatl/ Mexicano		SLV	Slovenian		WAP	Wa-Paraok (South- East Asia)
	ARA	Arabic		ENG	English *		KME	Kimeru		NAM	Nama/Damara		SND	Sindhi		WCP	West-African Creole Portuguese
	ARAG	Arabic (Algeria)		ESA	Esan/Ishan		KNK	Konkani		NBN	Nubian (any)		SNG	Sango		WOL	Wolof
	ARAM	Arabic (Morocco)		EST	Estonian		KNY	Kinyakyusa- Ngonde		NDB	Ndebele		SNH	Sinhala		WPE	West-African Pidgin English
	ARAS	Arabic (Sudan)		EWE	Ewe		KON	Kikongo		NDBS	Ndebele (South Africa)		SOM	Somali		XHO	Xhosa
	ARAI	Arabic (Iraq)		EWO	Ewondo		KOR	Korean		NDBZ	Ndebele (Zimbabwe)		SPA	Spanish			Yao / Chiyao (East- Africa)
	ARAY	Arabic (Yemen)		FAN	Fang		KPE	Kpelle		NEP	Nepali		SRD	Sardinian		YDI	Yiddish
	ARAA	Arabic (other)		FIJ	Fijian		KRI	Krio		NOR	Norwegian		SRK	Siraiki		YOR	Yoruba

	ARM	Armenian
	ASM	Assamese
	ASR	Assyrian/ Aramaic
	AYB	Anyi-Baule
	AYM	Aymara
	AZE	Azeri
	BAI	Bamileke (any)
	BAL	Balochi
	BEJ	Beja/Bedawi
	BEL	Belarusian
	BEM	Bemba
	BHO	Bhojpuri
	BIK	Bikol
	BLT	Balti Tibetan
	BMA	Burmese / Myanma
	BNG	Bengali
	BNGC	Bengali (Chittagong/ Noakhali)
	BNGS	Bengali (Sylheti)
	BNGA	Bengali (other)
	BSL	British Sign Language
	BSQ	Basque / Euskara

	FIN	Finnish
	FON	Fon
	FRN	French
	FUL	Fula/Fulfuld e-Pulaar
	GAA	Ga
	GAE	Gaelic/Irish
	GAL	Gaelic (Scotland)
	GEO	Georgian
	GER	German
	GGO	Gogo/Chigo go
	GKY	Kikuyu/Giku yu
	GLG	Galician/ Galego
	GRE	Greek
	GREA	Greek (other)
	GREC	Greek (Cyprus)
	GRN	Guarani
	GUJ	Gujarati
	GUN	Gurenne/ Frafra
	GUR	Gurma
	HAU	Hausa
	HDK	Hindko

	KRU	Kru (any)
	KSI	Kisii/Ekegusii (Kenya)
	KSU	Kisukuma
	KUR	Kurdish
	KURA	Kurdish (other)
	KURM	Kurdish (Kurmanji)
	KURS	Kurdish (Sorani)
	LAO	Lao
	LBA	Luba
	LBAC	Luba (Chiluba/ Tshiluba)
	LBAK	Luba (Kiluba)
	LGA	Luganda
	LGB	Lugbara
	LGS	Lugisu/ Lumasaba
	LIN	Lingala
	LIT	Lithuanian
	LNG	Lango (Uganda)
	LOZ	Lozi/Silozi
	LSO	Lusogo
	LTV	Latvian
	LTZ	Luxemburgish

	NUE	Nuer/Naadh
	NUP	Nupe
	NWA	Newari
	NZM	Nzema
	OAM	Ambo/ Oshiwambo
	OAMK	Ambo (Kwanyama)
	OAMN	Ambo (Ndonga)
	OGN	Ogoni (any)
	ORI	Oriya
	ORM	Oromo
	PAG	Pangasinan
	PAM	Pampangan
	PAT	Pashto/Pakhto
	PHA	Pahari/Himachal i (India)
	PHR	Pahari (Pakistan)
	PNJ	Panjabi
	PNJG	Panjabi (Gurmukhi)
	PNJM	Panjabi (Mirpuri)
	PNP	Panjabi (Pothwari)
	PNJA	Panjabi (other)
	POL	Polish

	SSO	Sotho/ Sesotho
	SSOO	Sotho/ Sesotho (Southern)
	SSOT	Sotho/ Sesotho (Northern)
	SSW	Swazi/ Siswati
	STS	Tswana/ Setswana
	SUN	Sundanese
	SWA	Swahili / Kiswahili
	SWAA	Swahili (other)
	SWAC	Comorian Swahili
	SWAK	Swahili (Kingwana)
	SWAM	Swahili (Brava/ Mwiini)
	SWAT	Swahili (Bajuni/ Tikuu)
	SWE	Swedish
	TAM	Tamil
	TEL	Telugu
	TEM	Temne
	TES	Teso/Ateso
	TGE	Tigre
	TGL	Tagalog / Filipino
	TGLF	Filipino
	TGLG	Tagalog

	ZND	Zande
	ZUL	Zulu
	OTB	Believed to be other than English *
	OTH	Other than English *
	NOT	Information not obtained *
	REF	Refused *
	ZZZ	Classification pending
	OTL	Other Language

	BUL	Bulgarian
	CAM	Cambodian/ Khmer
	CAT	Catalan
	CCE	Caribbean Creole English
	CCF	Caribbean Creole French
	CGA	Chaga
	CGR	Chattisgarhi / Khatahi
	CHE	Chechen
	CHI	Chinese
	CHIC	Chinese (Hokkien/ Fujianese)
	CHIC	Chinese (Cantonese)
	CHIK	Chinese (Hakka)
	CHIM	Chinese (Mandarin/ Putonghua)
	CHIA	Chinese (other)
	CKW	Chokwe
	CRN	Cornish
	CTR	Chitrali/ Khowar
	CWA	Chichewa/ Nyanja
	CYM	Welsh / Cymraeg
	CZE	Czech

	HEB	Hebrew
	HER	Herero
	HGR	Hungarian
	HIN	Hindi
	IBA	Iban
	IDM	Idoma
	IGA	Igala
	IGB	Igbo
	IJO	Ijo (any)
	ILO	Ilokano
	ISK	Itsekiri
	ISL	Icelandic
	ITA	Italian
	Jav	Javanese
	Jin	Jinghpaw/ Kachin
	JPN	Japanese
	KAM	Kikamba
	KAN	Kannada
	KAR	Karen (any)
	KAS	Kashmiri

	LUE	Luvale/Luena
	LUN	Lunda
	LUO	Luo (Kenya/ Tanzania)
	LUY	Luhya (any)
	MAG	Magahi
	MAI	Maithili
	MAK	Makua
	MAN	Manding/ Malinke
	MANA	Manding/ Malinke (other)
	MANB	Bambara
	MANJ	Dyula/Jula
	MAO	Maori
	MAR	Marathi
	MAS	Maasai
	MDV	Maldivian/ Dhivehi
	MEN	Mende
	MKD	Macedonian
	MLG	Malagasy
	MLM	Malayalam
	MLT	Maltese

	POR	Portuguese
	PORA	Portuguese (other)
	PORB	Portuguese (Brazil)
	PRS	Farsi/Persian
	PRSA	Farsi/Persian (other)
	PRSD	Dari Persian
	PRST	Tajiki Persian
	QUE	Quechua
	RAJ	Rajasthani/ Marwari
	RME	Romany / English Romanes
	RMI	Romani (International)
	RMN	Romanian
	RMN M	Romanian (Moldova)
	RMNR	Romanian (Romania)
	RMS	Romansch
	RNY	Runyakitara
	RNYN	Runyankore- Ruchiga
	RNYO	Runyoro- Rutooro
	RUS	Russian
	SAM	Samoan

	TGR	Tigrinya
	THA	Thai
	TIB	Tibetan
	TIV	Tiv
	TMZ	Berber/ Tamazight
	TMZA	Berber/ Tamazight (other)
	TMZK	Berber/ Tamazight (Kabyle)
	TMZT	Berber (Tamashek)
	TNG	Tonga / Chitonga (Zambia)
	TON	Tongan (Oceania)
	TPI	Tok Pisin
	TRI	Traveller Irish / Shelta
	TSO	Tsonga
	TUK	Turkman
	TUL	Tulu
	TUM	Tumbuka
	TUR	Turkish
	UKR	Ukrainian
	UMB	Umbundu
	URD	Urdu

Updated in accordance with the DfE school census guidance for 2018-19.

**If your first language is not included in the list above, please indicate below.**

First language:

Date:

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This information was provided by:

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## 7) Ethnic Background

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry, or family history. **Ethnic background is not the same as nationality or country of birth.**

**Student name:**

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Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

This information was provided by:

Parent / Carer / Guardian [ ]

Pupil [ ]

**White British**

	WENG	English
	WSCO	Scottish
	WWEL	Welsh
	WCOR	Cornish
	WIRI	Irish
	WIRT	Irish Traveller
	WOWB	White Other British

**Any Other White Background**

	WALB	Albanian
	WSER	Serbian
	WCRO	Croatian
	WGRK	Greek
	WGRC	Greek Cypriot
	WGRE	Greek /Greek Cypriot
	WPOR	Portuguese
	WITA	Italian
	WKOS	Kosovan
	WTUK	Turkish
	WTUC	Tukish Cypriot
	WTUR	Turkish / Turkish Cypriot
	WEEC	White Eastern European

**White continued  
Gypsy / Roma**

	WROG	Gypsy
	WROR	Roma
	WROO	Gypsy/Roma Other

**Mixed Dual Background**

	MWBA	White & Black African
	MWBC	Black Caribbean

	MWAP	White & Pakistan
	MWAI	White & Indian
	MWA O	White & other Asian background

**Any Other Mixed Background**

	MAOE	Asian Other
	MABL	Asian & Black
	MACH	Asian & Chinese
	MBOE	Black Other
	MBCH	Black & Chinese
	MCOE	Chinese Other

**Asian / Asian British**

	AIND	Indian
	ABAN	Bangladeshi

**Pakistani**

	AMPK	Mirpuri Pakistani
	AOPK	Other Pakistani
	AKPA	Kashmiri Pakistani

**Any other Asian background**

	AAFR	African Asian
	AKAO	Kashmiri Other
	ANEP	Nepali
	ASNL	Sri Lankan Sinhalese
	ASLT	Sri Lankan Tamil
	ASRO	Sri Lankan other
	AOTA	Asian Other

**Chinese**

	CHKC	Hong Kong Chinese
	CMAL	Malaysian Chinese
	CSNG	Singaporean Chinese
	CTWN	Taiwanese

**Black or Black British**

	BCRB	Caribbean
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**Black African**

	BANN	Angolan
	BCON	Congolese
	BGHA	Ghanian
	BNGH	Nigerian
	BSLN	Sierra Leonian
	BSOM	Somali
	BSUD	Sudanese
	BAOF	Other Black African

**Any other Black background**

	BEUR	Black European
	BOTB	Black Other
	BNAM	Black North American

**Any Other Ethnicity Group**

	OAFG	Afghan
	OARA	Arab
	OEGY	Egyptian
	OFIL	Filipino
	OIRN	Iranian
	OIRQ	Iraqi
	OJPN	Japanese
	OKOR	Korean
	OKRD	Kurdish
	OLEB	Lebanese
	OLIB	Libyan
	OMAL	Malay
	OMRC	Moroccan
	OPOL	Polynesian
	OTHA	Thai
	OVIE	Vietnamese
	OYEM	Yemeni
	OLAM	Latin/South/ Central America

	OOEG	Any Other



	WWEU	White Western European
	WEUR	White European
	WOTW	White Other
	WBOS	Bosnian - Herzegovinian

	MWOE	White Other
	MWCH	White Chinese
	MOTM	Mixed Other

	COCH	Chinese Other
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	<b>NOBT</b>	<b>Not yet obtained</b>
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	<b>REFU</b>	<b>I do not want ethnic origin to be recorded</b>
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## 8) Pace Education Home School Agreement

The purpose of the Home school Agreement is to ensure your child has a successful school career.

### PACE EDUCATION CODE OF CONDUCT:

- **ALL** personal belongings to be placed in bag on arrival, this includes any mobile 'phone.
- **Pace Education** is a place you come to learn. Make sure you always do your best.
- **TREAT** everyone with politeness, courtesy and respect. Do not use language which is abusive, offensive or rude. Do not shout or call out, interrupt or answer back.
- **CARE** for and look after the school site, the people in it and all equipment. Do not drop litter or damage equipment.
- **THINK** about your safety and the safety of others. Do as teachers tell you to do in classrooms, on site and when out in the community. Your safety may depend upon what you are told.
- **HATS** and hoods must not be worn in lessons.
- **NEVER** eat in lessons.
- **WEAR** appropriate clothing.
- **BE PUNCTUAL** to lessons, go into classrooms quietly and settle down quickly.
- **LISTEN** to the teacher. Don't talk when the teacher is talking to the group.
- **COMPLETE** your classwork, course work and homework on time and look after school books.
- **REMEMBER** learning can be fun!!

### UNACCEPTABLE BEHAVIOUR INCLUDES:

- Swearing, inappropriate language or conversation.
- Fighting or physically aggressive behaviour of any kind.
- Refusing to respond to a reasonable request from an adult.
- Bullying in any form.
- Disruptive behaviour in or out the classroom / in the community.
- Behaving in such a way that may be considered as putting any other child or adult at risk, in any unsafe situation, or disrupting the education of other children.

# Anti-Bullying Charter

In addition, an Anti-bullying Charter is also displayed in every classroom:

- We will not tolerate bullying.
- Bullying will be dealt with seriously.
- We have the right to travel to and from school without being bullied.
- We will not put others down.
- We will not judge others by appearance alone.
- We will accept others regardless of race, religion, culture or disability.
- We are a caring and supportive school – **bullying is too important not to report.**

Student achievement is recognised through a system of praise, rewards and activities.

Student negative behaviours / rule breaking will be dealt with through the consequence system.

Exclusion from Pace Education is used rarely and is a last resort.

# Agreement

## The Parent / Carer / Guardian

### I / WE WILL:

- See that my child goes to school regularly, on time, properly equipped and dressed appropriately.
- Make the school aware of any concerns or problems that might affect my child's work or behaviour.
- Support the school's policies and guidelines for behaviour.
- Support my child in homework and other opportunities for home-learning.
- Attend meetings and discussions about my child's progress.
- Get to know about my child's life at school.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

## THE STUDENT

### I WILL:

- Attend school regularly and on time.
- Bring all the equipment I need every day for lessons.
- Dress appropriately and be tidy in appearance.
- Work towards achieving my SMART Targets.
- Complete my classwork, homework and coursework on time.
- Look after the school's environment by keeping it free from litter and graffiti.
- Treat my fellow students and all members of Pace Education community with respect.
- Take part in the wider opportunities provided at Pace Education.
- Follow the school code of conduct including handing in any mobile 'phone I have with me.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Agreement Dated \_\_\_\_\_

**PACE EDUCATION WILL:**

- Care for your child's safety and happiness.
- Let parents / carers know about any concerns or problems that affect their child's work or behaviour.
- Ensure that your child achieves his / her full potential as a valued member of Pace Education.
- Provide appropriate work to meet the individual needs of your child.
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Keep you informed about general Pace Education matters and about your child's progress in particular.
- To be open and welcoming at all times.

**Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

# 9) Consent Form for School Trips and Other Off-site Activities

Student name:

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Please sign and date this form if you are happy for your child:

- a) to take part in school trips and other activities that take place away from school premises;  
and
- b) to be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include all visits that take place during the school day and those activities that may run outside of normal school hours. This may include adventure activities such as quad biking, paintballing, go-karting, high adventure rope activities etc.
- It is important that you tell the school if you do not want your child to take part in any particular school trip or activity, however if you have not stated below a particular concern over an activity you will be agreeing to your child participating in ALL activities organised by the school.
- You will be agreeing to the school signing any permission forms on your behalf that may be requested by the activity organisation.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school, unless specifically requested by the activity organisation.

## Concerns over activities:

(Please state below if you do not want your child to participate in a certain activity)

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Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

**Medical information:**

(Please give details of any medical condition that your child suffers from and any medication your child should take during off-site visits)

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**Parent / Carer / Guardian signature(s):**

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**Date:**

---

# 10) Standard Photography and Video Consent Form

Student name:

\_\_\_\_\_

Name of Parent / Carer / Guardian:

\_\_\_\_\_

The school confirms that it shall only use photographic images of your child in line with its code of practice and in order to demonstrate or promote activities relating to Pace Education.

Please tick the relevant boxes and sign below in all instances where you **do not** give your consent for photographic images of your child being used. Please also indicate whether you do not consent to your child's name being associated with their image.

	Use of Image	My Child Being Named
In Pace Education materials aimed at the school community		
On Pace Education web site		
In Pace Education prospectus		
On display boards at Pace Education		
As part of your child's ASDAN portfolio of work and other coursework.		
In media coverage of Pace Education		

I confirm I have read and agree to the terms contained within this consent form.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

( Parent / Carer / Guardian)



# Photographic Code of Conduct

This code of conduct specifies the manner in which Pace Education Ltd will utilise and make available photographic images of students.

We will:

1. Not use photographs in any form of internal or external publication where we do not have consent or there is written objection from a parent/guardian.
2. Primarily use photographs of children as part of a group.
3. Not use photographs of students in PE clothes or swimwear other than for instructional purposes where images are needed to demonstrate the activity to students.
4. Not reveal within the image personal details, such as students name and age, home address or telephone number.
5. Only use side or rear view of students if requested by parents/guardians.
6. Not use close-up pictures of students on the internet or online.

# 11) Information for Parents / Carers / Guardians:

## Computer, Email and Internet use Agreement

As part of your child's curriculum and the development of ICT skills, Pace Education provides access to the internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Pace Education Pupil ICT Internet Policy has been drawn up to protect all parties- the students, the staff and Pace Education, this is available upon request.

A copy of the Pace Education rules for ICT is displayed in each computer area. In order to be granted access to the internet students and parents / guardians have to sign the following agreement.

### Rules for ICT Use

We use the school computers and internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- On a network, I will use the login password issued by my teacher.
- I will not look at, change or delete other people's files or work they have saved.
- I will not try to access inappropriate internet sites or content which contain, for example, pornographic, discriminatory or violent material.
- I will not use school computers for any inappropriate activities which are for example defamatory, obscene, discriminatory or would give the school a bad name.
- I will not deliberately harm school computer equipment including the school network.
- I will not email anybody unless authorised by a teacher and it relates to an educational matter.

Additionally:

- The messages I send will be polite and sensible and will not contain my home address, phone number, or arrangements to meet someone.
- I will ask for permission before opening an email or email attachment sent by someone I do not know.
- I will not use internet chat or my personal email account on the school computer. This will also include Facebook, Bebo, Twitter, MSN, Instagram, Snapchat, WhatsApp and similar.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school will check my computer files and will monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and computers. Consistent misuse will be dealt with by the consequence system.

- I must not download any applications onto school's computers and I will not use music CDs/DVDs or computer game software Discs on school computers.
- If I want to save work completed to a removable storage device I will ask permission and will only use blank media that is provided by the school.

Although there will always be concerns about students having access to undesirable materials, we take positive steps to deal with this risk at Pace. Our school internet operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe internet access if you wish.

**I agree to the ICT rules above** (please sign below):

**Student name:**

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**Student signature:**

---

**Name of Parent / Carer / Guardian:**

---

**Parent / Carer / Guardian signature:**

---

**Date:**

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**Pace Education™**

*Providing Young People with a Brighter Future!*

## Placement Agreement

I agree to my child attending Pace Education

**Name of student:**

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**Name of Parent / Carer / Guardian:**

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**Parent / Carer / Guardian signature:**

---

**Date:**

---

**Placing establishment:**

---

**Placing establishment signature:**

---

**Position:**

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**Date:**

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