



Pupil Information Record

Please complete all details and then return to:

Main Office
SARUM ACADEMY
Westwood Road
Salisbury
SP2 9HS

Telephone: 01722 323431

E-mail: enquiry@sarumacademy.org

Academy website: www.sarumacademy.org

Pupil Name: _____

1. Signatures

Pupil Code of Conduct

I have read the Pupil Code of Conduct on pages 11-12 and discussed this with my child.

Signed Parent:.....

Academy Attendance Policy

I have read the extract from the attendance policy on pages 13-14 and will support the Academy in ensuring my child has good attendance -95% or better.

Signed Parent:.....

Photography Policy

I have read the photography policy on pages 15-16

Signed Parent:.....

Academy Uniform Policy

I have read the Uniform Policy on pages 17-18

Signed Parent:.....

Use of the Library

I have read the Library books policy on page 19 and accept responsibility for any lost books.

Signed Parent:.....

Biometrics Agreement

I agree for my child to have their finger prints taken by the Academy for the use of the biometric system.

Signed Parent:.....

Offsite fixtures and events

I give permission for my child to attend and understand that information will be sent via the expressions app.

Signed Parent:.....

2. Pupil Information

Pupil Forename:

Pupil Middle Name(s):

Pupil Surname:

Family Name (If different from above):

Date of Birth: Gender: M / F.....

Home Address:

.....

.....

County: Post Code:

Pupil Home Telephone:

Pupil Mobile Telephone No:

Pupil Email Address:

Siblings (Please state names, DOB, gender and Schools)

1 2

3 4

Is there any court order (custody, probation etc.) or adoption papers relating to this pupil?

Yes [] No []. If yes, please make a copy available to the Academy.

3. Family Details (Resident & Non-resident Parents)

Please provide details of parents (anyone who has legal parental responsibility) with whom the pupil lives and to whom all correspondence will be addressed, unless we are notified to the contrary. Please also provide details of any parent who does not live with the child but who has parental responsibility. Please note all information must be supplied for parents 1 and 2.

Parent 1 - Relationship to pupil:

*Is this person a legal guardian? Yes [] No []

Title: Forename(s):

Surname:

*Mobile Telephone Number:

Work Number:

Home Telephone Number:

*E-mail address:

*Do you live with the pupil? Yes [] No []

If No, what is your home address:

.....

Parent 2 - Relationship to pupil:

*Is this person a legal guardian? Yes [] No []

Title: Forename(s):

Surname:

*Mobile Telephone Number:

Work Number:

Home Telephone Number:

*E-mail address:

*Do you live with the pupil? Yes [] No []

If No, what is your home address:

.....

4. Other Contacts

Please give details of other relations or friends whom we could contact in an emergency.

Contact 3 - Relationship to pupil.....

Title: Forename(s):

Surname:

Address:

.....

Mobile Telephone Number:

Work Number:

Home Telephone Number:

E-mail Address:

Contact 4 - Relationship to pupil.....

Title: Forename(s):

Surname:

Address:

.....

Mobile Telephone Number:

Work Number:

Home Telephone Number:

E-mail Address:

5. Medical Details

Medical Practice with whom the pupil is registered. Please give the doctor's name, address and telephone number:

Name:

Address:.....
.....

Phone number:

Current medical conditions – please tick

- | | |
|--|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Inhaler carried |
| <input type="checkbox"/> Bladder/Kidney problem | <input type="checkbox"/> Knee problems |
| <input type="checkbox"/> Chest/heart problems | <input type="checkbox"/> Vision/Eye problems |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Migraine/Severe headaches |
| <input type="checkbox"/> Eczema | <input type="checkbox"/> Nose bleeds |
| <input type="checkbox"/> Fits, epilepsy, petit mal, fainting | <input type="checkbox"/> Period pains, menstrual problems |
| <input type="checkbox"/> Grass allergies/Hay fever | <input type="checkbox"/> Other medical or social factors
which could affect the pupil in the
Academy |
| <input type="checkbox"/> Hearing difficulties/ear problems | |

If 'other', please describe briefly below, or attach a letter of explanation

.....
.....

PE is part of the National Curriculum. A letter from a medical practitioner is required if the pupil is to be excused from practical PE for more than a week.

Pupil Services should be informed of any medication brought in to the Academy at any time. The Academy does not permit the self-administration of Ibuprofen, Aspirin or Paracetamol during the Academy day. All medicines must be labelled with contents, name of pupil, dosage and how to be administered. You will also be required to complete a consent form.

The Academy has a strict policy that no medication will be given orally or externally unless the consent form has been completed for a prescribed drug.

6. Additional Information

Lunchtime arrangements

(Tick only one, the one which will apply most often)

- Sandwiches or packed lunch
- Free School Meal
- Meal bought at the Academy

How will the pupil get to the Academy?

(Tick only one - the one which will apply most often)

- Bicycle
- Car/Car Share
- Walk
- Service bus (Free bus pass provided by County)
- Service bus (as a paying passenger)
- Coach
- Taxi
- Other
- Mini Bus

HM Forces families

We are regularly asked by the Military Authorities to provide them with a list of pupils who come from Service Families and the Unit to which the family belong. This information is also required by SCEA—the Service Children’s Education Authority and Wilts CC (numbers only)

Is any Parent a member of the Armed Forces? Yes No

If Yes, please state Unit:

.....

7. Background Information

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.

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the right 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.

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

White

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> British | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Gypsy/Roma |
| <input type="checkbox"/> Traveller of Irish Heritage | <input type="checkbox"/> White Other |

Mixed

- | | |
|--|---|
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Asian |
| <input type="checkbox"/> White and Black African | <input type="checkbox"/> Any other mixed background |

Asian or Asian British

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Indian | <input type="checkbox"/> Nepali |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Bangladeshi | |

Black or Black British

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Any other Black background |
| <input type="checkbox"/> African | |

Chinese

- Chinese

Any other ethnic background

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Moroccan | <input type="checkbox"/> Any other Ethnic Group |

In which religion is the pupil being brought up?

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Christian | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> No religion |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Other - If other, please describe |

.....
Is there anything connected with the pupil's ethnic origin, language or religion that you think

the Academy needs to know? (e.g. special diet, religious observances, clothing etc.)

.....

What is the main language spoken at home - the pupil's first language?

- | | |
|---|--|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Malayam |
| <input type="checkbox"/> Bengali | <input type="checkbox"/> Nepali |
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Polish |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> Caribbean Creole | <input type="checkbox"/> Punjabi |
| <input type="checkbox"/> English | <input type="checkbox"/> Romanian |
| <input type="checkbox"/> Fijian | <input type="checkbox"/> Russian |
| <input type="checkbox"/> French | <input type="checkbox"/> Shona |
| <input type="checkbox"/> German | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Gujarati | <input type="checkbox"/> Tagalog (Filipino) |
| <input type="checkbox"/> Hindi | <input type="checkbox"/> Thai |
| <input type="checkbox"/> Italian | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Other - If other, please describe |

.....

What is the birth country - the pupil's country of birth?

.....

What is the nationality - the pupil's nationality?

.....

What is the proficiency in English - the pupil's proficiency in English?

- | | |
|--|------------------------------------|
| <input type="checkbox"/> New to English | <input type="checkbox"/> Competent |
| <input type="checkbox"/> Early Acquisition | <input type="checkbox"/> Fluent |
| <input type="checkbox"/> Developing Competence | |

This information was provided by:

- Parent
 Pupil

Thank you for your help in providing this information. It will be used to ensure that all pupils have the opportunity to reach their full potential. However, if you are unwilling for this information to be recorded, please tick in the following box. []

8. Pupil Profile – PART A: To be completed by the pupil

What I liked to be called:
This is me – Tell us about yourself, what you like to do:
What is important to me:
What support I need:

PART B: To be completed by the pupil and the parent

Please indicate if your child has had any support from the list below (Please circle)	
Emotional support through an ELSA - Yes on No?	Anger Management - Yes on No?
Support from The Bridge- Yes on No?	Self Esteem support - Yes on No?
A part-time timetable - Yes on No?	Support from a Teaching Assistant - Yes on No?
Pastoral support in school - Yes on No?	Support during exams (SATs) - Yes on No?
Please indicate if your child has had any outside agency support from the list below:	
Education Welfare - Yes on No?	Social Care - Yes on No?
CAMHS - Yes on No?	Youth Offending Team - Yes on No?
Family support worker - Yes on No?	Motiv8 - Yes on No?
Educational Phycologist - Yes on No?	Counselling - Yes on No?

9. Pupil Code of Conduct

When I leave the Academy I aim to be a highly skilled, confident, articulate young adult, well placed to succeed in further education and employment, and emerge as an active member of the community.

As a Sarum Academy pupil I will become a great learner by:

Being prepared

- Arriving to my lessons on time
- Greeting my teacher
- Coming prepared to learn
- Completing all homework

Participating

- Settle to work quickly – not interrupting
- Work ‘quietly and purposefully’
- Seeking clarity if I do not understand
- Sticking with it!
- Striving to develop my literacy skills

Performing

- Taking pride in what I do - ‘Best work first time’
- Knowing my grades and know how to improve
- Responding positively to feedback
- ‘Stretching myself’

In committing myself to my learning and to the Academy I agree to:

- Show respect to everybody in the Academy community. We do not bully verbally, physically or mentally, nor do we discriminate against others. Being polite and courteous. (Not to use bad, offensive or inappropriate language).
- Work in a positive way in lessons and allow others to work undisturbed.
- Behave in a safe and sensible manner around the Academy.
- Arrive on time to the Academy, being on time for all of our lessons and being properly equipped.
- Wear the Academy kit correctly and with pride.
- Respect and care for the property of others and for the Academy environment.
- Demonstrate an awareness of the restricted areas and stay within appropriate boundaries.
- Understand that smoking and the possession of illegal and forbidden substances or items are prohibited on the premises as well as on the way to and from the Academy.

We understand that being a great learner leads to positive consequences.

We understand that if we are aware of a breach of the Academy’s Pupil Code of Conduct we are to inform a member of staff promptly.

We understand that breaking the Pupil Code of Conduct will result in a consequence.

We understand that the Pupil Code of Conduct applies when participating in educational visits, off site activities and on our way to and from the Academy.

Families are expected to support the Academy in maintaining good order and discipline. All **families** have a responsibility to:

- encourage children to develop good habits of diet, sleep and a healthy lifestyle;
- prepare children emotionally and socially to be receptive to learning and discipline;
- comply with Academy attendance requirements and promptly report and explain absences and lates to the Academy;
- encourage children to develop proper study habits at home;
- participate in parent/teacher meetings to discuss attainment, progress and welfare;
- ensure that children are dressed as outlined in the Sarum Academy Uniform List;
- discuss reports with children and contact the Academy if necessary;
- bring to the attention of the Academy any potential problem that might affect pupils' education;
- keep the Academy up-to-date with home and emergency telephone numbers and other pertinent information;
- be responsible for the behaviour of children to and from the Academy;
- be familiar with the Academy's Pupil Code of Conduct.

10. Academy Attendance Policy

Research tells us that 'good' school attendance promotes high achievement. This extract from our policy is designed to outline the way the Academy will work with pupils, parents and the Education Welfare Service to ensure 'good' attendance to school.

Definitions

98% or above:	outstanding attendance
95% or above:	good attendance - a minimum expectation for all pupils
Below 95%:	a cause for concern
Below 90%:	a serious cause for concern (Persistently Absent)

By law, parents are responsible for ensuring that their children, of compulsory school age, receive an education

All unauthorised absence can put parents at risk of being issued with a penalty notice or of legal proceedings being instigated for failing to ensure their child's attendance at school.

Parents are expected to support the school by ensuring their child's regular attendance. Parents should ensure that pupils arrive to school in time for registration, no later than 8.30am. Doors open at 8am.

Parents are expected not to take pupils out of school during term time unless absolutely necessary. This includes ensuring that routine medical appointments are made outside of school hours, and that no holidays are taken in term-time.

Parents are expected to notify the school of any absence on the first morning by contacting the absence line on 01722 323431. Parents of pupils whose attendance is causing a concern may be asked to provide medical evidence for absence of illness e.g. doctors appointment card or evidence of the child's prescription. Failure to provide this will result in the absence being recorded as unauthorised.

Parents are expected to take an active interest in their child's school life and where attendance drops below 95%, are expected to work with the school in addressing any issues.

Leave of Absence

The Headteacher is not permitted to authorise absence from school for holidays during term time for whatever reason, this has been the case since September 2013.

The Academy may request a Fixed Penalty Notice for any leave of absence that forms all or part of 5 days unauthorised absence in a half term period.

The Headteacher has the discretion to waive the issue of a Fixed Penalty Notice if a child's attendance has been excellent and assurance has been given that it will not be repeated; in matters relating to safeguarding or for compassionate reasons. In these situations a return to school date will be agreed. If the pupil fails to attend school by that date then a Fixed Penalty Notice will be issued.

Attendance Procedures

Every half day session of absence is classified by the Academy as either AUTHORISED or UNAUTHORISED. This is a decision to be made by the Attendance Officer only.

Authorised absences are morning or afternoon sessions missed for good reason such as illness, religious observance, emergencies or other unavoidable cases. Routine medical or dental appointments should be made out of school hours wherever possible. If a pupil is excluded from school for a behaviour related incident, this is also an authorised absence.

Unauthorised absences are those which the Academy does not consider reasonable and for which no authorised Absence has been given. This type of absence can lead to Fixed penalty Notices and/or prosecution. Unauthorised absences can include:

- Parents condoning absence without good reason or where there is a lack of evidence. See below.
- Excessive illness without medical evidence. **IMPORTANT NOTE:** Sarum Academy will not authorise an absence through illness for pupils whose attendance is below 90% unless medical/doctors evidence is handed in within 5 school days.
- Truancy from school.
- Absences which have not been properly explained or, based on the balance of probability, that the reasons for absence remain suspect.
- Children who arrive too late for school (after 9.40am) and registers have been closed.
- Leave of absence where the Academy has not been notified in advance.
- Children acting as carers.

In the event of a child's absence, parents must telephone the Academy by 8.30am to inform the Attendance Officer of the absence and the reason for it. The Attendance Officer will ensure the appropriate code is used in the register to identify the reason for the absence and alert relevant members of staff.

If a parent has not made contact with the Academy regarding an absence, a phone call, text message or email will be made to the parent alerting them of the absence and their responsibility regarding contact.

When a parent has not replied to phone calls or letters sent regarding an absence within, three school days the absence will not be authorised and the relevant code inserted in the legal register by the Attendance Officer. If the pupil has not returned to school, this may result in a home visit.

If unauthorised absence continues parents will receive a letter of concern and a copy of their child's attendance certificate. In the case of those pupils whose level of attendance is a cause for concern or below 90% (Persistently Absent), parents will be notified and invited to the Academy for a School Attendance Meeting (SAM). Support will be offered and targets set.

11. Photography Policy

The School is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The academy trust / school will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed. Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

If you wish to express a preference for the school to avoid taking or publishing photographs of your child in certain circumstances, then please indicate your preferences using the check boxes on page 16. If no preferences are expressed, then we will act in accordance with the principles expressed in this policy.

Ordinarily the following rules will apply to photographs in this school:

Photographs for Internal Use

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the school wants to use named photographs then it will obtain specific consent first. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.

Media Use

- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the Media are allowed to be present in school or at school events, this will be on the condition that they observe this policy.
- Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
- If the Media entity wants to publish named photographs then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

Family Photographs at School Events

- It shall be at the discretion of the school whether photographs may be taken at a school event.
- Family and friends taking photographs for the family album will not be covered by Data Protection legislation.
- Where the Academy decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.

Expression of Parental Preferences

Please **only tick if you wish your child's photographs not be used in certain circumstances.**

Unnamed Photographs:

- I would prefer that unnamed photographs of my child are not used in school.
- I would prefer that unnamed photographs of my child are not used for school use for wider publication:
 - School prospectus and similar information
 - School website
 - Display boards
- I would prefer that an unnamed photograph of my child does not appear in any external publication.

Named Photographs:

- I would prefer that named photographs of my child are not used in school.
- I would prefer that named photographs of my child are not used in any school publication.
- I would prefer that named photographs of my child are not used on the school website.
- I would prefer that named photographs of my child do not appear in any external non-school publication.

As the parent I understand that the school will try to take my preferences into account but that the school must comply with the Data Protection Act 1998 which will give my child rights in his/her own data when he/she has adequate capacity and understanding to make decisions about the publication of his/her photographs for him/herself.

12. Academy Uniform List – Year 7

Official uniform items are available through Skoolkit. The closest branch is in Totton-Southampton or can be purchased on their website www.skoolkit.co.uk. Asda also stock blazers, shirts and trousers. *Note: The school badge and tie can only be purchased through Skoolkit.

MAIN UNIFORM

- White shirt, long or short sleeved
- Plain navy blue blazer with Sarum Academy logo* - *Blazers and badges* can be purchased separately. Blazers can be purchased from other retailers other than Skoolkit.*
- Academy tie in House Colours*
- Navy blue trousers (plain fabric – uniform style - not denim, cords or jeans style)
- Navy blue skirt, no shorter than 3cm above the knee. The skirt can be pleated or straight but must not cling to the body. The material must not be denim or jersey

Optional

- Plain navy blue V-necked jumper with embroidered Sarum Academy logo*
- In order to conform to religious requirements, girls may wear a plain navy blue headscarf

General

- Plain navy blue or black socks or plain navy blue or black tights
- Plain black, low-heeled school shoes. No trainers, trainer like shoes or boots are permitted in the Academy
- Jewellery must be discrete. Earrings should be stud only, no hoops. Other body piercings/temporary tattoos should not be visible.
- Haircuts/hairstyles should not be extreme i.e. not shaved or bright colours
- Nail varnish, acrylics or any form of nail art are not allowed. Shellac nail colour is not permitted and pupils will be required to remove it within 24 hours
- Makeup should be discrete

PE KIT

The PE Kit can only be purchased online at www.trutex.com A quantity of stock will be available at the Academy from September. Please contact Pupil Services.

Ordering of PE kit can be purchased from August 2018 onwards, once you have received your house colour on the Year 6 induction day Wednesday 4th July 2018.

Kit List Boys:

- Sector Polo top (House Colour) – Compulsory item
- Mid-Layer Top for outdoor wear (Navy/House Name) – Compulsory item
- Sector Panel Short s (Navy) or Pro Track Pants (Navy) – Compulsory item(s)
- Navy sports socks

Kit list for Girls:

- Sector Polo top (House Colour) – Compulsory item
- Mid-Layer top for outdoor wear (Navy/House Name) – Compulsory item
- Sector Panel Skorts (Navy) or Pro Track Pants (Navy) – Compulsory item(s)
- Leggings (Navy) – Compulsory item - Can be worn under Skorts but not as an alternative
- Navy sports socks

13. Library at Sarum Academy

We are lucky to have a thriving Library at Sarum Academy, full of books from the latest titles and the most popular authors to a reference section that includes examination guides and general reference books.

We actively encourage reading and ask that all pupils have a reading book in their bag daily. This can either be a fiction title or a reference book on a subject that is of interest to them. We have a book review scheme to enable pupils to recommend books to fellow pupils.

Below you will find details of how to use the Library during your time at Sarum Academy and what will happen in the event that a borrowed book is lost or damaged.

The Library is open every day at break time and lunch time. During this time you are able to borrow or return books and ask for help finding a book from our Librarian. You can also complete book reviews, play board games with your friends or enjoy reading a book.

Borrowing Books

Each pupil has their own account so books are lent out under their name. This allows us to build up a picture of books you like and enables us to monitor your reading during your time at Sarum Academy whilst also showing us which books are most popular.

You can borrow up to 3 books at one time and you initially have 2 weeks to read those books. The return date is written on the inside cover. If after 2 weeks you are still reading simply return to the Library with your book and it can be renewed.

Late Returns, Lost or Damaged Books.

If you have not returned a book by the date it is due the Librarian will write to you personally and ask you to return the book. A week after this letter if the book still hasn't been returned the Librarian will write to your parents asking for either the book or for them to pay for it.

In the event that you have damaged a book please let the Librarian know, she will then issue a letter to your parents asking for the cost of the book to be re-paid.

Any money received from lost or damaged books is used to re-buy that title so that the Library is kept full.

As a pupil I will be responsible for:

- Returning borrowed books on time.
- Keeping books in the condition they are lent to you
- Borrowing or returning books in accordance to the above procedure
- Renewing books on time if needed.
- Keeping the Library tidy while visiting.
- Not eating or drinking in the Library.

As a Parent I will be responsible for:

- Ensuring my child will look after books and resources borrowed from the Library.
- Paying for any lost or damaged books when requested.

14. Sixth Form Learners Agreement & Off site permissions

By choosing to study Post 16 at Sarum Academy you have made an important decision about the way you want to study. We take that choice really seriously and want to support you by seeing you “Working Hard Achieving More” by the time you leave us. That given, the standards that follow are the minimum expectations our Level 3 students are expected to meet throughout Sixth Form.

Please read and absorb the standards carefully. By signing this document you are then agreeing to uphold those high expectations consistently. For all courses leading to external examinations, the administering boards charge an entry fee. Sarum Academy will pay the examination entry fee for all students who satisfactorily complete their courses. Satisfactory completion of the course involves fulfilment of all required coursework assignments to deadlines and satisfactory attendance in all lessons and tutor sessions of 92%, unless there are special circumstances which justify an easing of this rule. Students whose attendance drops below the satisfactory attendance criteria may be required to pay for their examination entry fees.

Students Agree to Take Responsibility for Own Learning, Attendance, Off site behaviour and Progress by adhering to the following policies:

Conduct around the Academy:

- Maintain integrity and high expectations for self and others.
- Maintain positive relationships with staff and students.

Attendance:

- Maintain attendance above 92%, to include lessons, assemblies, tutor sessions and non-contact periods.
- Notify teaching staff/tutor in the event of absence.
- Collect and catch up on missed work following personal or staff absence.

Conduct in lessons:

- Have appropriate equipment and resources for all lessons.
- Meet all deadlines for work.
- Deliberately act on feedback/assessment given to improve work.

Conduct for working outside of lessons:

- When specific work has not been set by your teacher, make an informed decision about what to study.
- Plan sufficient time outside of lessons to independent study (9 hours per subject).
- Use study time and study rooms effectively to support learning.

Offsite behaviour and permissions

- If agreed by parents, the Academy cannot take responsibility for any injury sustained, nor for loss or damage to property whilst students are off site.
- Students are expected to conduct themselves at all times in a manner that brings credit to the Academy, this privilege may be temporarily removed or withdrawn altogether at the Academy's discretion.

15. Privacy Notice for pupils (also provided to parents and carers)

This information might be difficult for you to understand. You can ask your parents or another adult such as your teacher to help you understand it.

It is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'

Who we are

You already know that your school is called Sarum Academy and that it is part of the Academy Trust called Magna Learning Partnership but we have to tell you that the Academy Trust is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is Church Road, Laverstock, Salisbury SP1 1RD.

If you want to contact us about your personal information you can contact our Data Protection Officer service provided by iWest. You can leave a letter at reception, send one by post or email at DPO@magnalearningpartnership.org.uk.

How we use pupil information

We Magna Learning Partnership collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE). We use this personal data to:

- support your learning;
- monitor and report on your progress;
- provide appropriate care for you;
- assess the quality of our services; and
- to comply with the law about sharing personal data.

This information will include your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information. We may use biometric information, such as your fingerprint, to enable you to have access facilities like the restaurant. We will also use photographs of you. More details about this are in our photograph policy.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The use of your information for these purposes is lawful for the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in

the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information.

- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be we are involved in activities which are not really part of our job as an Academy Trust / School but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.
- When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you / your parents to provide it, whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

When we give your information to others

Once our pupils reach the age of 13, the law requires us to pass on certain information to Wiltshire County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent / guardian can request that only their child's name, address and date of birth be passed to Wiltshire County Council by informing the school office. This right is transferred to the child once he / she reaches the age 16. For more information about services for young people, please go to our local authority website www.wiltshire.gov.uk.

We may also share your information with careers guidance services or the national careers service so that they can help you make decisions on learning, training and work.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact Mrs Campbell (Headteachers Pa).

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

The National Pupil Database (NPD)

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to [National pupil database: user guide and supporting information - GOV.UK](#).

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>

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

We will also disclose your personal data to:

- Your new school if you move schools

- Disclosures connected with SEN (special educational needs) support – e.g. professionals who support those needs
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)

The information disclosed to these people / services will include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your vital interests for your personal information to be passed to these people or services. We will ask you for consent once we think that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve your parents too. By law we won't need their consent if you can give it but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents to consent for you.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your parents lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until your 25th birthday unless you move to another school in which case we send your file to your new school. We have a policy which explains how long we keep information. It is

called a Data Retention Policy and you can find it on our website www.magnalearningpartnership.org.uk or you can ask for a copy at reception.

Your rights

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy or you can ask Mrs Campbell (Headteachers PA).

The policy can be found on our website www.magnalearningpartnership.org.uk or you can ask for a copy at reception.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.