



Guidelines for completing Data Collection Form

Section(s)	Details
1	Student's home details: Any siblings at HGSA, current school, full legal name, date of birth, address (inc post code), home telephone number
2/3	Parental responsibility details – student's home address: Full name, date of birth, address (inc. post code), telephone numbers
4/5	Parental responsibility details – different address: Full name, date of birth, address (inc. post code), telephone numbers
6/7/8	Other contacts: Full name, date of birth, address (inc. post code), telephone numbers
9	Medical: Surgery name and address, any medical conditions
10	Special Educational Needs: Any SEN needs/requirements
11	School meal and transport information
12	Ethnicity, Language and Religious information
13	Other Information: Biometric fingerprinting, PE fixtures, Sex Education in PSHCE lessons
14	ICT use agreement
15	Home/School agreement
16/17	Use of Personal Data