



# **Governors' Policy on Admission to School October 2023**

Policy No.45

DATE APPROVED BY GOVERNING BODY: 16.10.2023

DATE OF NEXT REVIEW: Autumn 2024

LEAD: Deb Rattley

GOVERNOR RESPONSIBLE: Governing Body

## 1. Introduction

- 1.1. Chads Grove is a community day special school which caters for pupils aged 2–19 years whose primary Special Educational Needs arise from their physical disability and/or complex medical need.
- 1.2. The School accepts pupils with moderate, severe, specific or profound and multiple learning difficulties in addition to their physical/medical disabilities, but it is not equipped to cater for pupils with significant behavioural needs.
- 1.3. A significant number of pupils attend Chads Grove School after a period in mainstream schools, whilst others leave Chads Grove to attend mainstream or other special schools depending on their progress. These decisions are made as part of the Annual Review process of the child's EHCP.
- 1.4. In order to be accepted at Chads Grove School, the majority of pupils are required to have an Education, Health & Care Plan (EHCP) or be awaiting final completion of an EHCP which will identify Chads Grove School as the school at which the child's Special Educational Needs can be met. The nursery is an 'Assessment Nursery' therefore children may not yet have an EHCP.

## 2. Admissions Process

- 2.1. The Admissions Process at Chads Grove School is determined by '[The School Admissions Code](#)' and '[The School Admissions Appeals Code](#)' written by the Department for Education (DfE).
- 2.2. Parent Carers are encouraged to make a visit to the school at the earliest opportunity, preferably before the completion of a statutory assessment, Education, Health and Care Plan or Annual Review meeting. The focus of this initial visit is upon the Parent Carer viewing the school and the school will not comment on the appropriateness of the provision for the child at this point.
- 2.3. Should a Parent Carer request a place at Chads Grove, this request should be made via the SEN team at Worcestershire Children First. The SEN team will consider the request and, if appropriate, forward consultation documents to the school.
- 2.4. Once a consultation has been received, the Governing Body, in partnership with the Headteacher, will offer a place if the school is able to meet the needs of the child as stated in his/her EHC Plan and there is a place available.
- 2.5. If the Governing Body, in partnership with the Headteacher, decide that Chads Grove cannot meet the child's needs or is unable to offer a place, then the reason for this decision will be made clear on the return of the consultation letter. Chads Grove would be reluctant to accept a child if the Parent Carers were unhappy with a placement at the school.
- 2.6. Should a child not yet have an EHC Plan, the decision regarding admission will be based on reports already available and an understanding that there is an intention to request a statutory assessment/EHC Plan as a result of a child's physical disability or complex health need. Accepting a child on an assessment place does not guarantee a place for the child at the school once the statutory assessment process is complete.
- 2.7. Prior to making a decision about whether a place at Chads Grove would be appropriate, a visit to see the child in his or her current setting may be made. If requested, staff from Chads Grove may also attend the child's Annual Review meeting or converse with other professionals who know them well.
- 2.8. Priority for a school place at Chads Grove will be given to pupils living in Worcestershire and within reasonable travelling distance of the school – the majority of pupils at the school live in Redditch, Bromsgrove, Kidderminster or Droitwich. In addition, a number of extra-district pupils from the surrounding area (for example, Dudley, Solihull and Birmingham) may be admitted when places are available and the school is able to best meet their needs. Requests for pupil admission from other Local Authorities are made through Worcestershire Children First SEN Team.

2.9. Before a pupil commences at the school Parent Carers are required to meet with teaching and medical staff in order to ensure that the school has the most up to date information with regard to the child and to complete the necessary consent forms in order to enable their child to participate fully in school activities. These consent forms can be found in Appendix 1. Parent Carers are also given a copy of the Privacy Notices that can be found in Appendix 2. Separate Privacy notices are made available to pupils aged 13 and above if it is felt that they have the capacity to understand what they are being given. These can also be found in Appendix 2.

### **3. Transport**

3.1. All pupils (Reception to Year 11) are offered transport to school daily if their respective Local Authority agrees. In some situations, where Chads Grove is not considered, by the Local Authority, to be the nearest suitable placement, transport may not be offered.

3.2. Nursery pupils do not automatically receive transport as it is means tested by the Local Authority. Forms are available, from the school office, to request transport subject to the relevant means testing.

3.3. Pupils in Post 16 are required to pay for transport for the first two years, however the third year is free of charge.

### **4. Evaluation**

4.1. The context within which the above policy operates demands that it is reviewed at suitable intervals.

### **5. Appendices**

Appendix 1 - Copies of Consent Letters:

- Attendance Guidelines
- Bad weather
- Benefits
- Consent for immediate medical treatment
- Hospital appointments, medicines etc.
- Hydrotherapy/Swimming Pool permission letter
- Personal Accident Insurance
- Uniform letter
- Home-School Agreement
- Photo Permission Letter
- Term Time Absence

Appendix 2 – Privacy Notices



# Chadsgrove School

Telephone: 01527 871511  
Email: [office@chadsgrove.worcs.sch.uk](mailto:office@chadsgrove.worcs.sch.uk)  
Website: [www.chadsgroveschool.org.uk](http://www.chadsgroveschool.org.uk)  
Meadow Road, Catshill, Bromsgrove, Worcs B61 0JL

Headteacher:  
**DEB RATTLEY**  
M.Ed. B.Ed. NPQEL

## ATTENDANCE GUIDELINES

Dear Parent Carers,

I am writing to you regarding the guidelines that we have to enforce regarding school attendance.

At Chadsgrove we anticipate that our children will come into school if they are fit and well enough to do so, and in this respect we expect high attendance figures, as would any other school. Once any child's attendance falls below 80% they are classified as a 'persistent absentee'. If we are concerned about the attendance of a child we will contact Parent Carers. This contact will be made out of concern for the child and to ensure that everything is alright, and whether or not we can offer support in anyway, possibly by sending work home should the child be well enough to do this. Obviously, this would depend on the reason for the absence.

If we are concerned that a child is off school when they are well enough to come to school we will make contact with the Educational Welfare Officer, if necessary, who works with Chadsgrove and the family to enable the child to attend school. We also work very closely with other professionals and I am sure that your GP would confirm any absence due to medical reasons if necessary, though we do not often feel that this is something we need to check.

Being aware that absence causes considerable disruption to learning and routines, I would also like to discourage you from taking your child out of school for holidays. The DfEs guidance states that Parent Carers do not have an automatic right to withdraw pupils from school for a holiday and that permission has to be given in advance from the Headteacher. When a child comes back into school following a holiday I feel that valuable time has been lost and the child, having missed a significant part of what is happening in class, therefore finds it hard to catch up and participate. Teachers make every effort to accommodate this factor, but nevertheless it does present a disruption to learning. I know that our families do not abuse this concession and for that I am thankful. I am also very aware that it is far less expensive to go on holiday during term time as well as being quieter, which may well suit your child better, but I do feel there is scope to improve our attendance figures and also to enhance learning and achievement. The only way to do this is to work together with you to maximise attendance.

Please complete the form overleaf and return to school.

Please do not hesitate to contact me should you wish to discuss this issue further.

Yours sincerely,

Deb Rattley  
Head Teacher

**ATTENDANCE GUIDELINES**

To: Deb Rattley

Date: .....

I/we confirm that we have read the guidelines regarding attendance outlined in your letter.

I/we agree to send our child to school unless they are unwell. I/we understand that if you are concerned regarding absence you may contact our GP to confirm that absence is due to medical reasons.

Signed..... Parent Carer of .....



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Headteacher:  
**DEB RATTLEY**  
M.Ed. B.Ed. NPQEL

Dear Parent Carers,

In cases of the weather making it necessary to alter our transport arrangements e.g. possibly having to send the children home early from school, I would ask you to please complete the slip below and return it to school as soon as possible.

Naturally, if we found it necessary to send the children home early we would make every effort to contact you first, but in the event of your not being available this would be impossible.

Would you please, therefore, give the address of a relative or neighbour living close by who would be prepared to accept your child from the taxi or bus and be responsible until your return. Needless to say I would only contemplate taking such action in exceptional circumstances of weather, failure of heating systems etc.

These details are essential to us in case of other unforeseen emergencies e.g. severe illness or taxi breakdowns etc.

Yours sincerely,

Deb Rattley  
Headteacher

PS: Please advise us immediately of any changes to these details

Name of Child: .....D.O.B. ....

Name of Relative/Neighbour: .....

Address: (to which child may be sent if necessary in an emergency)

.....  
.....

Telephone No: .....

Signed: .....

Date: .....



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## Benefits

Dear Parent Carers,

We all know claiming benefits can be complicated and confusing.

In order to help you find out if you are getting all of the benefits you are entitled please see below details about 'Contact a Family' a registered charity for families with children who have a disability:

'Contact a Family'

Website: [www.contact.org.uk](http://www.contact.org.uk)

Telephone: 0808 808 3555 (Freephone)

Email: [info@contact.org.uk](mailto:info@contact.org.uk)

The charity offers families a free supportive guide (all-in-one-book) with all the information and help families need to enjoy life.

Families can order a free copy of the guide at [www.contact.org.uk/helpful-guide](http://www.contact.org.uk/helpful-guide)

Yours sincerely,

Deb Rattley  
Headteacher



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Headteacher:  
**DEB RATTLEY**

M.Ed. B.Ed. NPQEL


Dear Parent Carer,

It is sometimes necessary for a child to receive immediate medical treatment and undergo an examination with minimum delay. Whilst we would normally make every effort to consult you, there are times when this is not always immediately possible.

I am sure that you would wish us to be able to meet every emergency as far as your child's health is concerned and I would ask you therefore, to complete the slip below and return it as soon as possible.

Yours sincerely,

Deb Rattley  
Headteacher

 .....

I ..... being the Parent Carer of ..... give permission for the medical staff at the school to undertake or supervise any treatment which they consider to be beneficial to the wellbeing of my child and for his/her examination by visiting consultants in emergencies.

I also agree to him/her being treated at the local hospital in cases of emergency.

Date ..... Parent Carer .....





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## **HOSPITAL APPOINTMENTS, MEDICINES ETC**

When you are notified of a hospital appointment for your child would you please let us know in good time exactly who it is your child is going to see and for what reason. There may be some issues we might like to ask of the doctor or surgeon concerned. We can either write to them direct or possibly ask you to take a letter for us. However, we can only do this if we know of your appointment well in advance.

Secondly, if your child has to be put on medicines or drugs of any kind including eye drops, nasal sprays and inhalers, or if the dosage is changed for any reason, and these have to be given to the child in school, the drug co-operation card must be completed by your doctor, and the bottle labelled with full details of dosage, and time to be given. I fully appreciate that the escorts and drivers may be reliable to carry verbal messages, but with drugs or medicines, the school nurses have to comply with strict guidelines of the Health Care Trust.

If there are any queries on these matters please contact myself, school nurse or the Physiotherapists.

Thank you for your co-operation.

Yours sincerely,

Deb Rattley  
Headteacher



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Headteacher: **DEB RATTLEY**  
M.Ed. B.Ed. NPQEL

Our school’s hydrotherapy/swimming pool is an important resource which we want your child to benefit from whilst at Chadsgrove School. Use of the hydrotherapy pool is not guaranteed and sessions are allocated depending upon pupil need.

Normally pool sessions are the same day each week and your child’s teacher will inform you of these in advance. Some children may have additional hydrotherapy ‘block’ of sessions organised by the physiotherapy team and of course, you will also be made aware of these.

If your child wears incontinence pads in school, then you will need to purchase specialist swimwear and send these into school to enable your child to swim. There are various websites on the internet for you to look through regarding purchasing this swimwear e.g. [www.incywincy.net](http://www.incywincy.net)

I need to have your written consent for your child to participate in the school pool sessions, so please complete the attached slip and return it to me at school. Do contact me if you have any queries regarding this activity. If for any reason your son/daughter is unable to swim on a particular day, please send in a WRITTEN note to the teacher. As the pool is very warm (96 degrees F generally) it would need to be a very heavy cold etc. for swimming to be missed, in which case the likelihood is that your child is probably better off at home recovering from this illness anyway.

Please send a swimming costume and large towel (with your child’s name attached) into school on hydrotherapy days.

Yours sincerely

Deb Rattley  
Headteacher

.....

I give my permission for my child .....to participate in pool sessions at Chadsgrove School.

Signed.....Parent Carer    Date.....



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## EDUCATIONAL VISITS PERSONAL ACCIDENT INSURANCE

As you may be aware the school has an ongoing-programme of activities designed to broaden the experience of our children. These are relevant to many of the topics they study and are also designed to enhance their level of independence. Visits may take place during normal school hours or involve the children in overnight stays on extended visits.

The County Council's policy is such that personal accident cover for pupils is not included whilst on educational visits. This means that where a child suffers an injury in the course of visiting a particular venue e.g. where a child stumbles or falls and where no blame can be attached to any other person, no claim can be made against the County Council. However, if the accident occurs in the course of the travelling, while on the bus etc. then the child is covered by the insurance on the vehicle **OR** if negligence can be proven against an individual or establishment there may be recourse for claiming against them.

You will appreciate that every attempt is made to ensure that when we take our children on visits the level of safety and supervision we employ is risk assessed and appropriate to the visit taking place. Even so there is always the possibility that an accident could occur and I cannot give parents a complete guarantee this may not happen. Accidents can occur at school for the same reason in that we cannot provide individual total supervision for the whole day for every child. All we can do is take every possible care. I am sure parents readily accept this situation.

The School Governors have, however, taken out personal cover for our children on all school activities. A separate school trips insurance covers personal effects on day trips and residential visits only.

I would be grateful if after having read this letter carefully, you would acknowledge and accept the situation and feel able to sign the attached reply slip.

If you have any concerns then please do not hesitate to contact me for further explanations.

Yours sincerely,

Deb Rattley  
Headteacher

**CHADSGROVE SCHOOL**

**EDUCATIONAL VISITS - PERSONAL ACCIDENT INSURANCE**

I acknowledge the receipt of the letter regarding personal accident cover for children undertaking educational visits

I hereby agree to my son/daughter participating in these journeys under the conditions laid down in that letter

Child's Name..... Signed.....



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Headteacher: **DEB RATTLEY**  
M.Ed. B.Ed. NPQEL

Dear Parent Carer

## Uniform

Firstly I would like to thank you all for your commitment to our school uniform policy. I am sure you will agree our pupils all look very smart!

A reminder of the uniform is as follows:

Navy sweatshirt with school logo  
White polo shirt with or without school logo  
Black or grey trousers/joggers for boys  
Black or grey trousers/joggers/skirt for girls

S & H Schoolwear and Sports, Bromsgrove stock the uniform on our behalf and you can visit and purchase direct from the shop or online with free delivery to school or, for a small postage charge, delivered direct to home.

## **PLEASE NAME ALL ITEMS OF CLOTHING**

## Swimming

The company we use who specialise in water treatment and safety have advised that we should no longer allow children in our swimming pool wearing incontinent pads. In view of this we ask if you would like your child to use the pool then you will need to purchase specialist swimwear and send this into school when they are timetabled to swim. There are various websites on the internet for you to look through e.g. [www.incywincy.net](http://www.incywincy.net)

Please do not hesitate to contact me if you have any queries regarding the above.

Yours sincerely

Deb Rattley  
Headteacher



## HOME-SCHOOL AGREEMENT

### 1. PARENT CARERS

I/We shall try to:

- Ensure my child attends school regularly and is ready for the transport each morning
- Attends Parent Evenings/Annual Reviews, Medicals and Clinics as appropriate
- Support my child with any homework or other opportunities for home-learning
- Let the school know about any concerns and problems that might affect my child's progress or happiness in school
- Label my child's clothes including swimming costume and towel

Parent Carer's signature \_\_\_\_\_ Date \_\_\_\_\_

### 2. THE PUPIL

I will:

- Try my very best at school
- Try to complete any work sent home on time
- Be helpful in getting ready for the school transport
- Be friendly, helpful and polite to other children and staff at school

Pupil or Parent Carer's signature \_\_\_\_\_ Date \_\_\_\_\_

### 3. THE SCHOOL

We will:

- Do our best to meet each child's special educational needs by providing every opportunity to overcome physical disability and additional sensory, communication and learning difficulties
- Keep parents informed about any concerns affecting their child's work, behaviour or physical/medical problems – and be available to discuss any concerns
- Arrange regular Parents' Evenings/Annual Reviews, Medical and other opportunities for parents to discuss pupil progress and medical/physiotherapy issues
- Set homework, send reading books home or arrange other home-based activities as appropriate for the children
- Keep parents informed about school activities and other relevant opportunities through letters home and regular newsletters

Head Teacher's signature \_\_\_\_\_ Date \_\_\_\_\_



## Consent form for taking and using photographs, videos and audio

Dear Parent Carers,

At Chadsgrove we often take photographs and videos of pupils. We use these in the school's **Prospectus** and Newsletters, on the school's website, on Twitter, on display boards around school and for assessment purposes.

Students' full names are not published alongside photographs unless express consent is obtained from the parent or carer.

We would like your consent to take photographs and videos of your child and use them on the ways described above. If you are not happy for us to do this, that is no problem – we will accommodate your preferences.

Your consent will apply for all of the time that your child remains at Chadsgrove School. However, if you change your mind at any time, you can let us know by calling the school on 01527 871511, emailing [office@chadsgrove.worcs.sch.uk](mailto:office@chadsgrove.worcs.sch.uk) or just popping into the school office to speak to us.

### Why are we asking for your consent

You may be aware that new data protection rules came into force in May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent to take and use images of your child. We really value using images of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent. If you have any queries, please get in touch.

Please could you tick the relevant boxes on the reverse of this letter and return the form to school.

Many thanks.

Yours sincerely,

Angela Macvie  
Deputy Head Teacher

Child's Name: \_\_\_\_\_

✓ as appropriate	YES	NO
I am happy for the school to take photographs of my child		
I am happy for photographs of my child to be used for assessment purposes		
I am happy for photographs of my child to be used in internal displays		
I am happy for photographs of my child to be used on the school website		
I am happy for photographs of my child to be used in the school prospectus		
I am happy for photographs of my child to be used in the local media		
I am happy for photographs of my child to be used in the school Newsletter		
I am happy for photographs of my child to be used on social media		

✓ as appropriate	YES	NO
I happy for the school to take videos of my child		
I am happy for videos of my child to be used for assessment purposes		
I am happy for videos of my child to be used on the school website		
I am happy for videos of my child to be used on Twitter		
I am happy for videos of my child to be used on YouTube		

✓ as appropriate	YES	NO
I am happy for the school to take audio recordings of my child		
I am happy for audio recordings of my child to be used on the school website		
I am happy for audio records of my child to be used in Podcasts		

Parent Carer's signature..... Date.....





## Term Time Absence

Dear Parent Carers,

Should a parent wish to request leave during term time, they should first complete the form "Application for Planned Absence by Pupils during the Term-Time". This is available from the School Office. Parents will then receive, from the School, either:

- A letter that explains that the request has not been approved and a reminder that, if taken, this leave will be recorded as unauthorised and may be subject to a Penalty Notice fine or
- A letter that explains that the request has been approved because there are exceptional circumstances.

I would appreciate parents being mindful of the fact that, as a result of amendments to the Educational Regulations 2006, Head teachers may not grant any leave of absence unless there are exceptional circumstances. As a general guide, any activity, holiday or event that can be arranged during the annual 13 week holiday time should not be authorised during the School term.

Once a Headteacher is aware of the fact that an unauthorised absence has been taken, whether parents have informed the school or not, he or she must inform the Education Investigation Service, who will decide whether to apply a Penalty Notice Fine.

Although we may sympathise with parents who, for different circumstances, feel they need to take holidays during term time, it has been made very clear that the Leadership and Management of schools will be subject to severe criticism if Head teachers do not follow the processes described above.

Should parents decide to take unauthorised holiday absence during term time, please do not ask your child to deceive their teachers and friends as we would still prefer that the children have the opportunity to share their experiences. More importantly, asking children to deceive adults is not a good message to be giving them.

Further information about the policies outlined above can be found in the following documents from Worcestershire County Council's Education Investigation Service

- "Education Penalty Notice – Code of Conduct"
- "Leave in Term Time – Absence Policy"

I trust that this information provides parents with a clearer understanding of the processes related to the taking of leave during term time. Should you have any questions or concerns related to this or any other matter, please do not hesitate to contact me.

Yours sincerely,

Deb Rattley  
Headteacher



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Headteacher: **DEB RATTLEY**  
M.Ed. B.Ed. NPQEL

Dear Parent Carer,

Please find attached a copy of our Privacy Notices. It is a statutory duty for all schools to issue a Privacy Notice under the Data Protection Act. It informs 'data subjects' (individuals who are the subject of personal data) of the identity of the 'data controller' (Chadsgrove School), why the data is being processed, and any other information necessary to make the processing of the data fair.

The DfE guidance states that the Privacy Notice should be sent to the parent (or person with parental responsibility) where a child is younger than the age of 12. In this instance, the parent should be encouraged to share the Privacy Notice with the child, if the child has the maturity to understand it. If the child is over 12 the school should make them aware of what the Privacy Notice is that they are taking home to their Parent Carers.

Yours sincerely

Deb Rattley  
Headteacher

## Privacy Notice for Parent Carers

Under Data Protection law, individuals have a right to be informed about how Chads Grove School uses any personal data that we hold about them. We comply with this right by providing 'Privacy Notices' to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about **pupils and their families**.

We, Chads Grove School, Meadow Road, Catshill, Bromsgrove B61 0JL are the 'data controller' for the purposes of Data Protection law.

Our interim Data Protection Officer is Mark Loveday (see 'Contact us' below)

### The personal data we hold

Personal data that we may collect, use store and share (when appropriate) about pupils includes but is not restricted to:

- Contact details, date of birth, identification documents
- Educational records including results of internal assessments and externally set tests
- Characteristics, such as ethnic background, eligibility for Free School Meals or Pupil Premium
- Special Educational Needs information
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs and video recordings
- CCTV images captured in school
- Consent forms for trips and other educational activities

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities, health and social care services and the Department for Education.

### Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Ensure the continuity of the services that we offer to support pupils
- Communicate with Parent Carers and other organisations such as health and social care
- Carry out research – specific consent would be gained if data was to be used in this way
- Comply with the law regarding data sharing

### Our legal basis for using this data

We only collect and use pupils' personal data when the law allow us to. We process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.
- Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds that justify our use of the data.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Record Retention Schedule sets out how long we keep information about pupils.

You may request a copy of our Record Retention Schedule by contacting the school office ([office@chadsgrove.worcs.sch.uk](mailto:office@chadsgrove.worcs.sch.uk)), telephoning school (01527 871511) or calling into the school office.

### **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with Data Protection law), we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education, central or local government
- The pupil's family and representatives
- Other educators and examining bodies, including appeal bodies
- Ofsted
- Suppliers and service providers to enable them to provide the service that we have contracted them for
- Health authorities
- Health and social care organisations
- Professional advisers and consultants
- Charities and voluntary organisations such as Acorns
- Police forces, courts and tribunals

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the School Census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations, which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Youth Support Services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Worcestershire County Council, as it has legal responsibilities regarding the education or training of 13-19 year olds.

This information enables it to provide Youth Support Services, Post-16 education and training services and careers advisers.

Parent Carers or pupils once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to Worcestershire County Council.

### **Transferring data internationally**

We do not currently transfer personal data to a country or territory outside the European Economic Area. If we needed to do so, we will do this in accordance with Data Protection Law.

### **Parents' and Pupils' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parent Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their data, or where the child has provided consent for them to do so. This includes access to the child's educational records.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer.

### **Other rights**

Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it from being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damage caused by a breach of the Data Protection Regulations

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our interim Data Protection Officer:

- Mark Loveday, [mwl13@chadsgrove.worcs.sch.uk](mailto:mwl13@chadsgrove.worcs.sch.uk) Tele: 01527 871511

## Privacy notice for pupils

### Introduction

You have a legal right to be informed about how Chadsgrove School uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about pupils at our school, like you.

We, Chadsgrove School, Meadow Road, Catshill, Bromsgrove, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mark Loveday (see 'Contact us' below).

### The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- a) Your contact details
- b) Your test results
- c) Your attendance records
- d) Details of any behaviour issues or exclusions
- e) We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:
- f) Information about your characteristics, like your ethnic background or any special educational needs
- g) Information about any medical conditions you have
- h) Photographs and CCTV images

### Why we use this data

We use the data listed above to:

- Get in touch with you and your Parent Carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

### Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

### Use of your personal data in automated decision making and profiling

We do not currently put your personal information through any automated decision-making or profiling process. This means we do not make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

### Our lawful basis for using this data

Our lawful bases for processing your child's personal data for the purposes listed in section 3 above are as follows:

- For the purposes of (a, b, d, e, f) above, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school as set out here:
  - To protect your safety and Welfare

- To enable you to go out on visits and take part in other educational activities
  - To teach, support you and help you to learn
  - To report to other agencies such as the governors
- For the purposes of ( b, d, e,) above, in accordance with the ‘legal obligation’ basis – we need to process data to meet our responsibilities under law as set out here:
    - Maintaining admission and attendance records
    - Free school meal information
    - Pupil premium information
    - Pupil behaviour and exclusion information
  - For the purposes of (g,) above, in accordance with the ‘consent’ basis – we will obtain consent from you to use your personal data
  - For the purposes of (a, f,) above, in accordance with the ‘vital interests’ basis – we will use this personal data in a life-or-death situation
  - For the purposes of(a, b)above, in accordance with the ‘contract’ basis – we need to process personal data to fulfil a contract with you
  - For the purposes of (a,) above, in accordance with the ‘legitimate interests’ basis – where there’s a minimal privacy impact and we have a compelling reason, including communicating with you

Where you have provided us with consent to use your child’s data, you may withdraw this consent at any time. We will make this clear when requesting.

#### **Our basis for using special category data**

For ‘special category’ data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it’s used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it’s used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

### **Collecting this data**

While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts, tribunals

### **How we store this data**

We keep personal information about you while you are attending our school. We may also keep it beyond your attendance at our school if this is necessary. Our Record Retention Schedule sets out how long we keep information about pupils. A copy of this can be requested from the school office.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

### **Who we share data with**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority [name of local authority] – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our youth support services provider
- Our regulator, Ofsted
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social care organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

### **National Pupil Database**

We have to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.



The Department for Education may share information from the database with other organisations, such as organisations that promote children’s education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education’s webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

### **Transferring data internationally**

We do not currently transfer personal data internationally. If we needed to do so, we will do this in accordance with data protection law.

Where we transfer your personal data to a country or territory outside the European Economic Area, we will follow data protection law.

In cases where we have safeguarding arrangements in place, you can get a copy of these arrangements by contacting us.

### **Your rights**

You have a right to make a ‘subject access request’ to gain access to personal information that we hold about you. If you make a subject access request, and if we do hold information about you, we will (unless there is a really good reason why we should not):

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see ‘Contact us’ below).

### **Your other rights regarding your data**

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don’t want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don’t want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it’s inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner’s Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see ‘Contact us’ below).

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that, our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mark Loveday [mwl30@chadsgrove.worcs.sch.uk](mailto:mwl30@chadsgrove.worcs.sch.uk) Te:01527 87151