

### **Notice for parents to be shared in school newsletters.**

To comply with the School Attendance (Pupil Registration) (England) Regulations 2024 and Data Protection expectations, it is vitally important that **The Queen Elizabeth Academy** keeps accurate and up to date information relating to every pupil on roll.

The information we are required to record includes:

- Pupil's full legal name (and if appropriate, their preferred name).
- The name, address and contact details of every person known to the school/academy who is a parent\* to the pupil with whom the pupil normally resides (this is the address that has been used to register with their GP).
- The name, address and contact details of any additional parent\*.
- Any other emergency contact details.

In order to gather this information, every year we send out data collection forms. Parents are asked to complete the form with as much information as possible and then return to the school, signed and dated. We would ask that even where there are no amendments to the data collection sheet, parents return the form, signed and dated.

**The Queen Elizabeth Academy** requests that if you change your contact number, move home or there are any other circumstances which may impact your child, the school is notified as a priority.

N.B. \*The Education Act 1996 defines a 'parent' as a) any natural parent, whether married or not, b) any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person c) any person who, although not a natural parent, has care of a child or young person.