



PUPIL DATA COLLECTION GUIDE

Please use this document to help you complete the Data Collection Booklet

Parental Responsibility

Who has parental responsibility?

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can apply for parental responsibility if you don't automatically have it.

Births registered in England and Wales

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

Unmarried parents

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

Births registered in Scotland

A father has parental responsibility if he's married to the mother when the child is conceived, or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

Births registered in Northern Ireland

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

Births registered outside the UK

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

Ethnicity and Religion

Please choose the most appropriate Ethnicity and Religion from the list below and enter your selection into the relevant section on the Data Collection Form.

Ethnicity:	Religion:
Any other Asian background	Anglican
Any other Black background	Baptist
Any other ethnic group	Buddhist
Any other mixed background	Catholic
Any other White background	Christian
Bangladeshi	Church of England
Black – African	Hindu
Black – Caribbean	Ismailis
Chinese	Jehovahs Witness
Gypsy/Roma	Jewish
Indian	Methodist
Pakistani	Muslim
Traveller of Irish heritage	No Religion
White – British	Other religion
White – Irish	Pagan
White and Asian	Pagan Traveller
White and Black – African	Sikh
White and Black – Caribbean	United Reform church

Definition of First Language

*A student's First Language **should be** recorded as English if:*

- They have been exposed to **only** English at home and within their community.

*A student's First Language **should not be** recorded as English if:*

- They have been exposed to another language other than English at home and within their community, irrespective of the student's ability in English.
- They have been exposed to more than one language, which may also include English, at home and within their community, irrespective of the student's ability in English.

*To clarify the above, please see the following examples of the circumstances in which the First Language **would not** be recorded as English.*

- Pupils arriving from other countries and whose first language is not English.
- Pupils who have lived in the UK for a long time and may appear to be fluent, but who also speak another language at home. These students are often not entirely fluent in terms of their literacy levels.
- Pupils who have been born in the UK, but for whom the home language is not English (e.g. Bengali children who are born in the UK, but arrive at school with very little English due to having spoken only Bengali at home and within the community).
- Pupils who have a parent who speaks a language other than English and they communicate with them in that language (ie. bi-lingual children).

Based on the guidance above, if your child's First Language is not English, please use the List of First Languages on the next page to select the most appropriate and enter it into the First Language section of the Data Collection Form. If, after reading the guidance provided, you are still unsure of which Language to record, please contact the School for assistance.

List of First Languages

Based on the guidance provided, if your child's First Language is not English, please use this list to select the most appropriate and enter it into the First Language section of the Data Collection Form

Acholi	Cambodian/Khmer	Ga	Kashmiri
Adangme	Catalan	Gaelic/Irish	Kanuri
Afar-Saho	Caribbean Creole English	Gaelic (Scotland)	Kazakh
Afrikaans	Caribbean Creole French	Georgian	Katchi
Akan/Twi-Fante	Chaga	German	Kirghiz/Kyrgyz
Akan (Fante)	Chattisgarhi/Khatahi	Gogo/Chigogo	Khasi
Akan (Twi/Asante)	Chechen	Kikuyu/Gikuyu	Kihaya/Luziba
Albanian/Shqip	Chinese	Galician/Galego	Kinyarwanda
Alur	Chinese (Any Other)	Greek	Kirundi
Amharic	Chinese (Cantonese)	Greek (Any Other)	Kisi (West Africa)
Arabic	Chinese (Hokkien/Fujianese)	Greek (Cyprus)	Kalenjin
Arabic (Any Other)	Chinese (Hakka)	Guarani	Kimbundu
Arabic (Algeria)	Chinese (Mandarin/Putonghua)	Gujarati	Kimeru
Arabic (Iraq)	Chokwe	Gurenne/Frafra	Konkani
Arabic (Morocco)	Cornish	Gurma	Kinyakyusa-Ngonde
Arabic (Sudan)	Chitralli/Khowar	Hausa	Kikongo
Arabic (Yemen)	Chichewa/Nyanja	Hindko	Korean
Armenian	Welsh/Cymraeg	Hebrew	Kpelle
Assamese	Czech	Herero	Krio
Assyrian/Aramaic	Danish	Hungarian	Kru (Any)
Anyi-Baule	Dagaare	Hindi	Kisii/Ekegusii (Kenya)
Aymara	Dagbane	Iban	Kisukuma
Azeri	Dinka/Jieng	Idoma	Kurdish
Bamileke (Any)	Dutch/Flemish	Igala	Kurdish (Any Other)
Balochi	Dzongkha/Bhutanese	Igbo	Kurdish (Kurmanji)
Beja/Bedawi	Ebira	Ijo (Any)	Kurdish (Sorani)
Belarusian	Edo/Bini	Ilokano	Lao
Bemba	Efik-Ibibio	Itsekiri	Luba
Bhojpuri	English	Icelandic	Luba (Chiluba/Tshiluba)
Bikol	Esan/Ishan	Italian	Luba (Kiluba)
Balti Tibetan	Estonian	Italian (Any Other)	Luganda
Burmese/Myanma	Ewe	Italian (Napoletan)	Lugbara
Bengali	Ewondo	Italian (Sicilian)	Lugisu/Lumasaba
Bengali (Any Other)	Fang	Javanese	Lingala
Bengali (Chittagong/Noakhali)	Fijian	Jinghpaw/Kachin	Lithuanian
Bengali (Sylheti)	Finnish	Japanese	Lango (Uganda)
British Sign Language	Fon	Kikamba	Lozi/Silozi
Basque/Euskara	French	Kannada	Lusoga
Bulgarian	Fula/Fulfulde-Pulaar	Karen (Any)	Latvian

Luxemburgish	Nupe	Serbian/Croatian/Bosnian	Thai
Luvale/Luena	Newari	Bosnian	Tibetan
Lunda	Nzema	Croatian	Tiv
Luo (Kenya/Tanzania)	Ambo/Oshiwambo	Serbian	Berber/Tamazight
Luhya (Any)	Ambo (Kwanyama)	Scots	Berber/Tamazight (Any Other)
Magahi	Ambo (Ndonga)	Shilluk/Cholo	Berber/Tamazight (Kabyle)
Maithili	Ogoni (Any)	Shona	Berber (Tamashek)
Makua	Oriya	Sidamo	Tonga/Chitonga (Zambia)
Manding/Malinke	Oromo	Sign Language (Other)	Tongan (Oceania)
Manding/Malinke (Any Other)	Pangasinan	Slovak	Tok Pisin
Bambara	Pampangan	Slovenian	Traveller Irish/Shelta
Dyula/Jula	Pashto/Pakhto	Sindhi	Tsonga
Maori	Pahari/Himachali (India)	Sango	Turkmen
Marathi	Pahari (Pakistan)	Sinhala	Tulu
Maasai	Panjabi	Somali	Tumbuka
Maldivian/Dhivehi	Panjabi (Any Other)	Spanish	Turkish
Mende	Panjabi (Gurmukhi)	Sardinian	Ukrainian
Macedonian	Panjabi (Mirpuri)	Siraiki	Umbundu
Malagasy	Panjabi (Pothwari)	Sotho/Sesotho	Urdu
Malayalam	Polish	Sotho/Sesotho (Southern)	Urhobo-Isoko
Maltese	Portuguese	Sotho/Sesotho (Northern)	Uyghur
Malay/Indonesian	Portuguese (Any Other)	Swazi/Siswati	Uzbek
Malay (Any Other)	Portuguese (Brazil)	Tswana/Setswana	Venda
Indonesian/Bahasa Indonesia	Persian/Farsi	Sundanese	Vietnamese
Magindanao-Maranao	Farsi/Persian (Any Other)	Swahili/Kiswahili	Visayan/Bisaya
Mongolian (Khalkha)	Dari Persian	Swahili (Any Other)	Visayan/Bisaya (Any Other)
Manx Gaelic	Tajiki Persian	Comorian Swahili	Hiligaynon
Moore/Mossi	Quechua	Swahili (Kingwana)	Cebuano/Sugbuanon
Mauritian/Seychelles Creole	Rajasthani/Marwari	Swahili (Brava/Mwiini)	Waray/Binisaya
Munda (Any)	Romany/English Romanes	Swahili (Bajuni/Tikuu)	Wa-Paraok (South-East Asia)
Maya (Any)	Romani (International)	Swedish	West-African Creole Portuguese
Nahuatl/Mexicano	Romanian	Tamil	Wolof
Nama/Damara	Romanian (Moldova)	Telugu	West-African Pidgin English
Nubian (Any)	Romanian (Romania)	Temne	Xhosa
Ndebele	Romansch	Teso/Ateso	Yao/Chiyao (East Africa)
Ndebele (South Africa)	Runyakitara	Tigre	Yiddish
Ndebele (Zimbabwe)	Runyankore-Ruchiga	Tagalog/Filipino	Yoruba
Nepali	Runyoro-Rutooro	Filipino	Zande
Norwegian	Russian	Tagalog	Zulu
Nuer/Naadh	Samoan	Tigrinya	

Consent for Images/Photographs/Video/Publication

We take cyber security and data protection very seriously and we have put steps in place within school to ensure we maintain secure and compliant systems. As part of this obligation we have reviewed our consents to photographic images.

As a school, we regularly use photographs/video to show how our pupils and the school as a whole develop. Images/video can also help us to illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and student.

We are also aware that parents and pupils really enjoy begin able to see their images/video and would like to give all students this opportunity.

There are a number of instances when the school may take photo/video of your child and these are listed in the **Images/Video Consent Form**. The photograph which is uploaded onto the school database system (SIMS) is used purely to identify your child within school – no one outside the school has access to this photography.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Officer on taking photographs in schools and obtaining consent.

Consent to using your child's images/video will last throughout your child's time at Newton Primary and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

You can withdraw your consent at any time and can do so by writing to the school asking for the use of your child's images/video to cease. At that point they will be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.