May 2018

Dear Parent

It gives me great pleasure to welcome you as our newest members of the Oathall community. My name is Mrs Faye Hatchard and I am Assistant Headteacher with the key responsibility for student transition. Together with a team of tutors and Mrs Jane Newnham, Transition Coordinator, it is my role to ensure that students and parents are fully informed and feel welcomed into our school community. Enclosed with this letter you will find the following information:

- Admission form including parental consent form (please return completed forms as per instructions overleaf)
- 2018-2019 Term dates
- Privacy Notice (Data protection information required by law)
- Important information about Oathall's IT systems including Insight – our online access for parents and students and other IT systems that we use in school.
- Cashless Catering
- Induction Day lunch arrangements

We are currently making some minor changes to our uniform policy. You will be sent a separate letter about uniform in due course.

I am pleased to inform you that on joining in September 2018 your child will have the opportunity to learn two foreign languages; this will either be a combination of French and German or French and Spanish. The language groups are of mixed ability and not set. If you have a strong preference that your child learns either Spanish or German as their second language, can I please ask that you contact Mrs van der Spiegel via email by Monday 4 June gvanderspiegel@oathall.org .

From September our usual method of communication with you will be by email or text message. It is therefore very important that you provide your current mobile phone number and email address on the admission form in this pack. Please also ensure you indicate on the admission form the priority for contacting parents when we need to get in touch with you quickly.

Oathall uses a parental website called INSIGHT which gives you online access to your child's grades, subject reports, homework and timetable as well as attendance information and parents' evening bookings. Please ensure that you answer the question in the admission form regarding whether you have access to broadband and a suitable computer for use with the school systems. Details of how to access this site will be provided in due course.

Please complete the admission form (blue) and return it to school **by 15 June 2018**. It is important that the form is completed **in full** and if you have any queries or require any assistance with it, please contact us. Either drop it into Reception or send by post to: **Mrs G van der Spiegel, Oathall Community College, Appledore Gardens, Lindfield, RH16 2AQ.**

I would like to highlight the key events planned to aid your child's transition to Oathall:

Tuesday 10 July 8.35 am to 3 pm – Induction Day On this day students will attend Oathall on a regular school day. They will attend five lessons, meet their future group tutor, eat a complimentary lunch in the dining hall and attend a year group assembly. We ask that students attend in their primary school uniform. They should arrive at 8.35am and go straight to the hall. They should bring a pair of trainers and regular classroom equipment; pens, pencils etc. The school day will end at 3 pm when they will be dismissed from the hall.

Thursday 12 July 6.45 pm to 7.45 pm – Y7 intake evening for parents
On this evening there will be a presentation led by Mr Rodriguez, Headteacher, followed by an opportunity to meet your child's group tutor. The evening is principally for parents and will take place in the hall.

Yours sincerely

Mrs F Hatchard
Assistant Headteacher

Appledore Gardens
Lindfield
Haywards Heath
West Sussex
RH16 2AQ

tel: 01444 414001
fax: 01444 417027
email: office@oathall.org
website: www.oathall.org

Headteacher: Mr E Rodriguez MA BSc (Hons)

May 2018

Dear Student

Induction day – complimentary main meal and dessert

The catering team and I are really looking forward to meeting you on Induction Day on Tuesday 10 July.

On your induction day, we will be preparing you a hot meal and dessert which will be free for all new students. This will consist of a choice between lasagne or macaroni cheese followed by a dessert of chocolate sponge and chocolate sauce. This meal is provided free with our compliments.

If you do not want the free main meal and dessert you will be able to purchase from a selection of sandwiches, baguettes, hot pasta sauces and a selection of drinks. We recommend that you bring no more than £3 which will easily cover the cost these items.

Yours sincerely,

Sue Denyer
Catering Manager

Cashless Catering

Oathall operates a cashless payment system for buying school meals and refreshments. Cashless catering systems are used in many schools and the system is perceived to have a number of benefits.

- A faster, more efficient canteen service with queuing times reduced
- Parents can pay over the Internet for their children's meals, therefore cutting out the need for children to carry cash and the potential for loss
- Students entitled to free school meals will have their daily entitlement limit automatically applied to their account appearing in the same way as if their parents credited the money. This entitlement remains completely confidential thus banishing the stigma attached to free school meals.

Canteen accounts

When a student starts at Oathall we will set them up with a canteen account. Each account is unique to the student. Once an account is set up money needs to be added to the account in order for it to be used to buy food or drink. When paying for food and drink we have two ways of linking the student to their account. They can either be linked using biometric technology or by their unique account code.

Biometrics

Our cashless catering system is controlled by biometric finger recognition technology. This makes use of biometric scanning, which means that the person places their thumb/finger onto a scanning device at the till which will identify them and their account will be debited for the items that they have purchased. This is a very secure and efficient system.

To obtain a unique biometric template a subset of unique features of the fingerprint are extracted from a scanned image. This template, a binary number, is checked against the template generated each time a student places their finger on the scanner. **Full fingerprint images are not stored** and it is extremely unlikely that a usable fingerprint image could be generated (reverse engineered) from the template. The biometric data will only be used for catering purchases and not for any other systems (such as registration or library services).

Biometric alternatives

We understand that not everyone feels confident about using biometric technology. Also, occasionally a student's fingerprint will not scan correctly and they cannot be registered biometrically. In these instances we give the student a laminated card with their unique account details on it. They show this at the till to access their account. This is not a payment card and is merely used to identify the account holder. We encourage parents to allow their child to register biometrically as we do find that children with cards frequently lose them or damage them. Getting a replacement card can inconvenience them.

Free school meals

Students entitled to free school meals will have their daily meal entitlement value credited to their account. They can also place their own additional money into their account. The free

school meal allowance is always used in full prior to removing any extra funds from the 'Own Purse' account.

Adding money to your child's account
There are three ways to add money to your child's account. You can pay over the internet using **Schoolcomms*** (our preferred method). Or you can pay by PayPoint card or by adding a cash top-up at the top-up till before school starts or at morning break.

During the summer holidays you will be sent a user name and password to set up a Schoolcomms account. You can use this account to pay money into your child's canteen account as well as for other things such as school trips or events. To help with administration and efficiency at the tills this is our preferred method of loading your child's account with funds.

We appreciate that not everyone wants to use the internet for payment. We operate a dedicated till point at the canteen window servery which can be used to top-up accounts with cash before school starts and at morning break (but not at lunchtime). Students will not be able to buy food or drink with cash. They must have a canteen account and purchases will only be possible if a student has sufficient funds in their school meals account.

If you want to pay using a PayPoint card please contact reception and ask for a PayPoint card to be ordered for your child.

The first day at Oathall
We will set up your son or daughter's account on their first day at Oathall. On the first day we provide **a complimentary meal** so that you can be sure your child has something to eat whilst the account is activated. After the first day, if you want your child to use the canteen you need to ensure they have funds on their account.

Thank you for your support and cooperation.

Mrs J Godbolt
Business Manager

If you have any concerns about biometric fingerprint recognition and data protection the Information Commissioners Office provides advice and guidance at the following web address. www.ico.gov.uk .

Key Dates:
15 June 2018
The deadline for returning your signed admission form in order that we can set up your child's school meals account before they join us on **5 September.**

12 July 2016 – Y7 Transition evening for parents.

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*We currently use ParentPay as our online payment service. In the summer of 2018 we will be moving over to SchoolComms. If you already have a child at Oathall details of this change will be provided separately.

Frequently asked questions about cashless catering and biometrics.

How will cashless catering work?
In the canteen, students will select the items to purchase as normal. When they take the items to the till, the operator will key them in and the total will appear on the till display. The student's finger then needs to be placed on the scanner to identify the customer. A photograph of the student shows on the till allowing the till operator to confirm the account holder (especially important for those students with cards). The transaction is then complete and the account balance will be adjusted.

What is biometrics?
Biometrics is a method of capturing unique data or characteristics for an individual. This data is linked to the individual and used as a means of recognition. Biometric data is used for things like passport identification and access control. At Oathall biometric information will be used for identifying students catering accounts. This is known as cashless catering. We do not use the catering biometrics for any other purpose and it is not linked to any other computer systems other than the system we use for catering purchases.

How will Biometric technology work at Oathall?
The cashless catering system at Oathall will be controlled by the latest biometric finger recognition technology. This makes use of biometric scanning, which means that the person places their thumb/finger onto a scanning device at the till which will identify them and their account will be debited for the items that they have purchased. This is a very secure and efficient system. When looking at data about account holders the only information that the college can see is the student admission number that the scan is linked to – this number is the unique admission number used by the college to identify the student. We do not see any of the fingerprint scanning data.

How will Oathall get the Biometric data about my child?
Each user will be registered by scanning and storing a unique biometric template. This template uses a subset of unique features of the fingerprint that is obtained from a scanned image of your child's fingerprint. This is stored as a binary number (not as an image of the fingerprint).

How is the students' data entered into the system?
The student's name is confirmed from our existing schools information management system (known as SIMS) and then the student places their thumb/finger onto a small electronic pad – two successful scans are required to register.

What happens when my child gets to the till to pay?
Every time the user places their finger on the scanner to pay for items the till system checks their scan against the stored template. Their account will then be debited for the items they have purchased. A photograph of the student shows on the till allowing the till operator to confirm the account holder (especially important for those students with cards).

Do you store the fingerprints of individuals?
Full fingerprint images are not stored and it is extremely unlikely that a usable fingerprint image could be generated (reverse engineered) from the template. The biometric data will only be used for catering purchases and not for any other systems (such as registration or library services).

Are there are any health risks?
No, it is not a laser.

Can my child still buy food or drink using cash?
No, your child will only be able to buy food or drink if they have money in their school meals account or if they qualify for free school meals. When they get to the till to pay they scan their finger or show their card and the cost of their purchases will be deducted from their account.

What happens if my child doesn't have enough money in their account?
If the account balance is low the till operator will inform the student that the account needs to be topped up. If the daily spend limit is exceeded, the till operator will inform your child and they will be required to put some of the purchases back.

What happens if I forget to add money to their account?
We do not allow students credit. Parents are responsible for making sure their child has either a packed lunch or funds in their account. If a child clearly needs a meal and does not have any money or forgets a packed lunch we do have a system to allow them to eat a basic meal. This is not routinely offered and parents will be expected to reimburse the cost.

What if I don't have time to top-up my child's account online?
You can top-up your child's account at any time day or night on Schoolcomms but if you do not get a chance to do this then you can top-up by cash at a dedicated till point in the canteen. This can be done between 8.15 – 8.30am and at morning break.

How long does it take for a top-up on Schoolcomms to reach a child's account?
The cashless system regularly communicates with Schoolcomms to check account balances. In theory it should take only minutes but as we cannot control the internet speeds and links between your computer, your bank and the links between the college and Schoolcomms we recommend that you allow at least 3 hours for your account to be updated.

What happens when the student leaves the College?
All the information about the individual is deleted. Data may also be deleted at the individual's request.

Are we able to have a refund?
Money in the canteen account is automatically rolled over even at the end of term. However, should you require a refund e.g. when your child leaves school then one can be arranged.

Can I see my child's balance?
By logging into Schoolcomms, you can check your child's balance online.

Can I check what my child has purchased?
Yes. If you have a Schoolcomms account, you can see what your child ordered and paid for at break and at lunch. This information is updated overnight.

I am still concerned; I do not want my child's biometric reading taken.
We can offer a card for students with parents who do not wish the biometric reading to be taken. The initial card will be free of charge after which there will be a cost to replace lost cards.

If you have any concerns about biometric fingerprint recognition and data protection the Information Commissioners Office provides advice and guidance at the following web address. www.ico.gov.uk .

Information for students starting at Oathall

We know that starting at a new school is an exciting time and that there is much new information to absorb. We want to support you from the outset and appreciate that you may feel both excited and nervous about joining Oathall. Between getting your place at Oathall and starting in September there will be many questions that you would like to ask. We hope that this document will help answer some of those questions.

Our team
We have a dedicated team of staff working to ensure a smooth and successful transition from your current school to Oathall. You can contact any of them at their email address:

- For enquiries about transition arrangements please contact Mrs Jane Newnham, Transition Coordinator jnewnham@oathall.org.
- For enquiries/discussion about children with medical conditions please contact Mrs Polly McDonald (Student Support Assistant/Welfare Assistant) pmcdonald@oathall.org.
- For all other enquiries, please contact office@oathall.org. Your message will be directed to a member of Oathall staff who is in the best position to help you.

Our website
If you do have any questions then the best place to look is on the college website. We have worked hard to include everything you will need to know. The website has information about school policies, uniform, useful documents, subject information and other useful information about attending Oathall. A full staff list can also be located on our website. If you do not have access to the website then please contact the school for information.

Answers to some of the questions frequently asked by students:

What is a tutor group?
When you join Oathall you will be put into a tutor group. This is the group that you will be attached to during your time at Oathall. You will register with your tutor group twice a day, in the morning and after lunch. Each tutor group has a tutor – this will be the teacher that has day-to-day responsibility for you at Oathall and is the first person to see if you need support. You will meet and spend time with your group tutor on Induction Day on Tuesday 10 July. Parents will meet your group tutor during the Intake Evening on Thursday 12 July.

What happens if I get lost?
Oathall is a big site and has a lot of buildings but we will make sure you know how to find your way around quickly. On your Induction Day and on your first day at Oathall you will get a guided tour of the buildings. You will also be given a map of the site to help you find your way around. If you are not able to find the correct classroom ask a teacher or fellow student for directions. We will all be happy to help you.

How much homework will I get each week?
Regular homework is set for all students in all subject areas in order to develop independent learning skills. The amount of homework set will vary but as a general rule in year 7 you should get about one hour a week per subject.

What happens if I am late?
We have high expectations of punctuality and expect all students to arrive in good time for registration. If you are unavoidably late you must sign in at student services before going to lessons. Student punctuality is regularly monitored and if your attendance begins to cause concern this will be raised with you and your parents.

What happens if I am ill and cannot come to school?
It is vital that we know if you cannot come to school for any reason. You need to ask your parent to phone before school starts at 8.45am on the first day of absence and tell us why you are going to be absent. A message can be left on the child absence voice mail.

What happens if I am ill during the day at school?
If you get taken ill during the school day you will be sent to student services. A trained member of staff will assess you and decide if you need to go home.

What equipment do I need to bring with me to school?
Students must be prepared for lessons at all times. On the first day you will be given a timetable and student handbook. During the following fortnight you will be told by your subject teachers if you need any specialist equipment such as calculators and you will be given exercise books.
You will need the following equipment from your first day onwards:
- Writing pens (black and red), pencils, and coloured pencils or felt tips; highlighters, eraser, pencil sharpener and a ruler in a suitable pencil case. You may also find it useful to have a small notebook.

Once you know your timetable, you need to check if you need to bring in:
- Exercise books, files or text books provided by the school
- PE Kit (check if indoor or outdoor lesson)
- DT food ingredients if required

We recommend students check their timetables the night before to ensure they are prepared for the next day.

Where can I get something to eat?
Students are expected to remain in the college during break and lunch times. Students may bring their own food to eat or they may eat in the canteen. To buy food in the canteen students must have a registered canteen account.

Can I bring in my own lunch or snacks?
Students who bring in a packed lunch are expected to support healthy eating principles. You should not bring in confectionery, salty snacks, sugary drinks or snacks high in fats. Energy drinks are not allowed in school. The Children's Food Trust has further information about healthy packed lunches.

Litter
We have high expectations of students' behaviour around the school and we expect them to respect their environment. Students are required to put their litter into the bins provided by the school.

Oathall Term Dates – 2018-2019

Autumn term 2018

Monday 3 September	INSET day school closed to students
Tuesday 4 September	Term starts for years 7, 10 and 11
Wednesday 5 September	Term starts for years 8 & 9 (all years back)
Thursday 20 September	Open Day. School finishes early.
Friday 21 September	INSET day school closed to students
22 October – 26 October	Half term break
Tuesday 18 December	Last day of term
Wednesday 19 December	INSET day school closed to students
19 December – 2 January	Christmas break

Spring term 2019

Thursday 3 January	Term starts
18 February – 22 February	Half term break
Monday 25 February	INSET day school closed to students
8 April – 22 April	Easter break

Summer term 2019

Tuesday 23 April	Term starts
Monday 6 May	May Day bank holiday
27 May – 31 May	Half term break
Monday 1 July	INSET day school closed to students
Tuesday 23 July	Last day of term
24 July – 2 September*	Summer break

This date is provisional. We regularly update the college calendar on the website and via Insight.

ICT Provision at Oathall

Secure online access to student information for parent and students.
At Oathall we provide parents and students with secure online access to a range of student specific information using a product called 'Insight'. Insight can be accessed via the Oathall website home page and provides parents with online access to a range of student specific information. This will include;

- Student details
- Details of homework
- A student's timetable and names of subject teachers
- A record of positive and negative behaviours
- An attendance summary
- Assessment grades and termly reports
- Parental contact details with a facility to update them
- An online system for booking meetings at parent evenings

When your child starts at Oathall you will be sent an email or text message (if we do not have your email address) containing a username and password. Once you have these details you can log into **Insight** and change your password.

Access to Insight is via the first [menu button] below the slide show on the Oathall website homepage.

Student access to Insight
Students can also log in to their own Insight account using their own username and password. Using Insight they will be able to view their timetable and homework information.

Please note that the parent account and student account of Insight are different. It is important that parents use their own parent Insight account otherwise you will not be able access all of the information about your child and parent evening booking feature.

Student ICT Provision
When a new student starts at Oathall they will be issued with a user name and password. This can be used to access Insight and:

A student email account.
All students are provided with a unique @oathall.org email address which they can use for college matters. Staff and students may use email to communicate about homework and other work related matters with each other, provided this is done in a polite and reasonable manner and with the teacher's prior agreement. Students must not email staff during the school holidays. It is essential that students adhere to the expectations set out in the acceptable use policy, they should also be aware that emails are monitored.

A Google Drive account
Google Drive comes with an online set of free applications (docs, sheets, slides and more) with cloud storage which means there are no compatibility issues and students can access their work from anywhere with an internet connection. This can also be used to transfer files between home and school, it is also useful for collaborative group projects. All students have access to their own Google Drive when they log into the school website. Teachers can also use Google Drive to send documents to their class. If you have not used Google Drive features before just type Google Drive into an internet search and you will be taken to their explanation pages.

Privacy Notice
Information about Pupils in Schools, Alternative Provision, Pupil Referral Units and Children in Early Years Settings

The EU General Data Protection Regulation (GDPR)
On the 25th May 2018 the General Data Protection Regulation (GDPR) will be applicable and the current Data Protection Act (DPA) will be updated by a new Act giving effect to its provisions. Before that time the DPA will continue to apply.

Data Controller
Oathall Community College complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z7486747).

The Data Protection Officer (DPO) for the school is Jo Godbolt.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data
The main reason that the school processes personal data is because it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

The school may also process personal data if at least one of the following applies:

- in order to protect the vital interests of an individual
- there is explicit consent.
- to comply with the school's legal obligations in the field of employment and social security
- and social protection law
- for the establishment, exercise or defence of legalclaims or whenever courts are acting in
- their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate in the
- circumstances and which has provides measures to safeguard the fundamental rights and
- the interests of the data subject;
- for data collection purposes (Departmental Censuses) are the Education Act 1996 – this
- information can be found in the census guide documents on the following website
- https://www.gov.uk/education/data-collection-and-censuses-for-schools

The categories of pupil information that we collect, hold and share include:
- personal information (such as name, unique pupil number and address and contact details,
- carers details)
- characteristics (such as ethnicity, language, religion and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and absence
- reasons, behavioural information, details of any exclusion information,)
- national curriculum assessment results, examination results, any published results will not
- indicate student names
- where pupils go after they leave us
- any special educational needs or disabilities as well as relevant medical information.
- 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 learning or qualifications.

How we use information
We collect and hold personal information relating to our pupils and those involved in their care, we may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

We use this personal data to:

- support our pupils' learning
- support our pupils' welfare
- monitor and report on their progress
- provide appropriate pastoral care;
- assess the quality of our services;
- process any complaints;
- protecting vulnerable individuals;
- the prevention and detection of crime

Who we share data with

We may pass data to:
- the local authority
- Schools that a pupil attends after leaving this school
- The Department for Education (DfE)
- NHS
- third-party organisations, as allowed by law
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate

For further information about who we share with and why please see APPENDIX A.

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Retention Periods
Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.
https://irms.site-ym.com/page/SchoolsToolkit

Photographs
The School may take photographs, videos or webcam recordings of pupils or students for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used.
Photographs may also be taken of those attending a ceremony which may appear in the newspaper. You will be made aware that this is happening and the context in which the photograph will be used.

CCTV
The school operates CCTV on the school site as it is considered necessary to protect pupils' safety and/or the school's property

Biometrics
The school operates biometric recognition systems to purchase food in the canteen
All data collected will be processed in accordance with the GDPR Data Protection Principles and the Protection of Freedoms Act 2012
The written consent of at least one parent will be obtained before biometric data is taken and used. If one parent objects in writing, then the school will not take or use a child's biometric data.
For more information about biometric data please refer to the ICO Guidance at the link below:
https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools

Rights
You have the right to:
1. be informed of data processing (which is covered bythis Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. withdraw consent (see below)
9. complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO

Withdrawal of Consent
The lawful basis upon which the school processes personal data is that it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school processes personal date **solely** on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO
If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.
If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

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

APPENDIX A

Who we share data with and why
We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to
https://www.gov.uk/education/data-collection-and-censuses-for-schools

Youth Service
Pupils aged 13+
Once pupils reach the age of 13, the law requires us to pass pupil information to the local authority and / or the provider of Youth Support Services in the area as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.
This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. **This right is transferred to the child / pupil once he/she reaches the age 16.**

Pupils aged 16+
We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.
A parent/guardian can request that **only** their child's name, address and date of birth be passed to the provider of Youth Support Services in your area by informing the DPO

This right is transferred to the child once he/she reaches the age 16.

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For more information about services for young people, please go to the local authority website https://www.westsussex.gov.uk/education-children-and-families

Career Guidance

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 commission ed 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 NPD, go to
https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

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

Primary Care Trusts (PCTs)

We are required, by law, to pass certain information about our pupils to PCT's.

PCT's use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (for example, such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these PCTs to maintain children's names and addresses for this purpose. PCTs may also provide individual schools and Local Authorities (LAs) with aggregated health information which will not identify individual children.

Local Authority - education and training

We are required, by law, to pass certain information about our pupils to local authorities.

The LA holds information about young people living in its area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to enable them to; produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their pupils go on to do after the age of 16.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: FOI@westsussex.gov.uk

Local Authority – social services

In order to comply with our statutory safeguarding duties we are required, by law, to pass certain information about our pupils to local authorities. Information will only be shared where it is fair and lawful to do so.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: FOI@westsussex.gov.uk

Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to pupils, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.