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Please fill the form in **BLOCK CAPITAL** letters using black ink.

**Student Information:**

First Name: Click or tap here to enter text. Surname: Click or tap here to enter text.

Age: Click or tap here to enter text. Date of Birth: Click or tap to enter a date.

Name of (mainstream) school attending and class level (eg. Year 1, Year 2, etc):

Click or tap here to enter text.

Names of any siblings attending this supplementary school:

Click or tap here to enter text.

**Parents / Guardian Information:**

Parent/guardian1: (mother/father/other Click or tap here to enter text.)

Full Name: Click or tap here to enter text. Mobile No: Click or tap here to enter text.

Home No: Click or tap here to enter text. E-mail: Click or tap here to enter text.

Address: Click or tap here to enter text. Postcode: Click or tap here to enter text.

London Borough: Click or tap here to enter text.

Parent/guardian 2: please circle (mother/father/other Click or tap here to enter text.)

Full Name: Click or tap here to enter text.Mobile No: Click or tap here to enter text.

Home No:Click or tap here to enter text. E-mail: Click or tap here to enter text.

Address: Click or tap here to enter text. Postcode: Click or tap here to enter text.

London Borough: Click or tap here to enter text.

**Please tick:**

 [ ]  My child travels to and from school by him / herself.

 [ ]  My child will be collected after school.

**Emergency contact information:**

The first attempt will be made to contact the student’s parents/guardians. Emergency contacts listed below must NOT be the parents/guardians.

**Emergency contact 1**

Name: Click or tap here to Relationship to student: Click or tap here to enter text.

Mobile No: Click or tap here to enter text. Other No: Click or tap here to enter text.

**Emergency contact 2**

Name: Click or tap here to Relationship to student: Click or tap here to enter text.

Mobile No: Click or tap here to enter text. Other No: Click or tap here to enter text.

Are the above persons Authorised to Pick-Up My Child at the End of Each Day or in the event of an Emergency: Yes[ ]  No[ ]

Name: Click or tap here to enter text. Relationship: Click or tap here to enter text.

**Ethnic Background:**

**Asian (tick one):** Pakistani [ ]  Indian [ ]  Bangladeshi [ ]  Chinese [ ]  Other [ ]

**White** **(circle one):** Scottish [ ]  Other British [ ]  Gypsy [ ] Other [ ]

**African** **(circle one):** Somalian [ ]  Other [ ]

**Other ethnic group:** Click or tap here to enter text.

**Further Information:**

Is there anything else you would like to tell us before your child starts?

Click or tap here to enter text.

Do you give permission for video or photographs to be taken of your child (for publicity purposes only)? Yes [ ]  No [ ]

Do you give permission for your child to use a computer and have access to the internet? Yes [ ]  No [ ]

If my child goes on a supervised trip, I understand that I will be asked to complete an additional consent form for that outing.

I understand that the school cannot be held responsible for damage or loss to my child’s property whilst attending.

I agree that the above details are correct and up-to-date and that if any of the details change I will inform the school.

Signed: Click or tap here to enter text. Date: Click or tap to enter a date.

**Medical Information:**

Does your child have any allergies that we should be aware of?

Click or tap here to enter text.

Does your child have any special needs that we should be aware of?

Click or tap here to enter text.

Does your child need to have any medication while at school? (If yes, please specify dosage and timing)

Click or tap here to enter text.

In case of Emergency, the Al Ridha School is authorised to seek medical attention from emergency services and/or:

Doctor Name: Click or tap here to enter text. Phone No: Click or tap here to enter

Address: Click or tap here to enter text.

**Consent for Emergency Medical Care:**

I understand that every precaution is taken to secure the safety of each child. If my child is ill or injured at school and needs emergency care and I cannot be reached, I hereby authorise the Al Ridha School to make whatever arrangements seem necessary at the time for my child’s safety.

Name: Click or tap here to enter text. Relationship: Click or tap here to enter text.

Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

**Privacy Notice**

I have read and consent to the privacy notice: Yes [ ]  No [ ]

**Your Personal Data:**

What we need

Alridha Foundation will be what’s known as the ‘Controller’ of the personal data you provide to us. We use your name, address, email and contact number to process activities/services/responses.

Why we need it

We need to know your personal data in order to administer any service or activity and relay information to you, as part of our dealings with you as an individual or in related matters with the organisation you represent. You do not need to provide this information. This will however impact upon our dealings with you and we may not be able to provide you with our activities/services/responses.

What we do with it

All the personal data we process is processed by our staff in the UK, the information may however be located on servers outside of the UK but within the European Union. We use the service of professional services to process personal data of donors and data of individuals (where grants are made to individuals) for record and accounting purposes. We may also share personal data with our accountants, auditors and financial service providers only where necessary in cases relating to grant making activities and donations by donors. We may also share personal data we hold only where the law requires us to do. We take your data seriously and have a rigorous data protection regime in place to ensure the security and effective procession of your personal data.

How long we keep it

We ensure that we do not keep personal data for longer than we need for the purpose it was collected for. This means that personal data that we destroy or erase personal data once it is no longer needed.

What are your rights?

If at any point you believe the personal data we process and administer on you is incorrect, or for any other reason you can request to see this information and even have it corrected or erased. You also have the right to ask us to stop processing your personal data. Should you wish to raise a complaint on how we have handled your personal data, or for any other reason you can contact us at info@alridha.org or 02084506608 for fulfilment of any of your rights.

For more information please visit www.alridha.org/privacy-policy