**Alridha Supplementary Schools**

**Re-registration Form**

Dear Parents,

Thank you for your continued support of the school and your child’s education. As another academic year comes to an end, we wish you all a very fruitful summer holiday. However, to ensure that your child remains on the register for next year, please complete this re-registration form.

Please complete **ALL** the information below, sign the form and return to the school with next year’s fees. This sheet will be added to your child’s initial registration form to ensure that all information is up to date. All permissions given in the initial registration form will remain unless otherwise informed by writing.

***Please fill in below:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Surname:** |  | **Parent’s Surname:** |   |
| **Student Forename:** |  | **Parent’s Forename:** |   |
| **Middle name:** |  | **Student current Yr. Group:** |   |
| **Date of Birth:** |  | **Age:** | Click or  | **Student Gender:** |   |
| **Address including Post Code:** |   | **Sibling Name:** |   |
| **Sibling Yr. group:** |   |

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. **Place them in the order that you wish for them to be contacted in an emergency.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority** | **Name/Relationship** | **Home Address** | **Mobile / Phone / Email**  |
| **1** | **Name:** **Relationship:** Click or tap here to enter text. |   | **Mobile:** **Telephone:** **Email:**  |
| **2** | **Name:** **Relationship:**  |   | **Mobile:** **Telephone:** **Email:**  |

|  |  |
| --- | --- |
| **Name and Address of mainstream school** | **Current year group in mainstream school**  |
|   |   |

|  |  |
| --- | --- |
| **Medical Practice /Dr’s. Name:** | **Medical Condition (s): Please include any allergies**  |
|   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnicity** | **Home Language**  | **First Language** | **Religion**  |
|   |   |   |   |
| Data Protection: The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Education Authority and with DfE if necessary. |
| **Signature:**   | **Date:**   |

**Please use this section to add any further information regarding your child that you wish the school to be aware of.**

Please tick if your child has access to a PC or tablet at home [ ]

**Privacy Notice**

 **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

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