

Dear Parents,

Each year we gather data on pupils, which is used by the school and education services for a variety of reasons. This year some additional data was included at the request of the Department of Education (DfE) which gathered information on ethnicity, nationality, country of birth and proficiency in English. Last week the DfE issued revised guidance confirming that parents have both the right to refuse to provide this data and have the right to request that this data is retracted at any time.

Although the data is part of a wider data collection carried out by the DfE (which is used to help determine school funding among other things), the DfE have asked all schools to advise parents that any data on these aspects has not been passed to the Home Office and will not be passed to the Home Office at any point in the future.

I hope this reassures parents that the data collected was for educational purposes only, but if you nevertheless wish to have the data you provided retracted, please let us know.

- Parents may wish to decline to provide the following information about their child: nationality, country of birth, ethnicity, first language and whether they are the child of someone in the Armed Services. In cases such as this, the school can record such data as 'refused'.
- For these data items, schools should only record information that is provided by a parent / guardian or pupil (where a pupil is deemed mature enough to have capacity to consent to sharing their personal data with others).
- In line with the Equalities Act 2010, schools should avoid selectively asking subsets of parents or pupils who share a particular characteristic to complete this information in a different manner to other parents or pupils. Further information on schools' responsibilities under the Equalities Act is available [here](#).
- Parents are not required to share any documentary evidence of a pupil's country of birth or nationality, and schools should not request to see any child's passport or birth certificate, for the purposes of the census.
- Parents can decide to retract nationality and country of birth information previously provided. Further information on this can be found in our [updated guidance](#).
- To help schools we have developed a privacy notice template, which is available on [GOV.UK](#). This template gives access to further information about the Department's use of their children's data and helps to address some of the concerns raised by parents. If you don't already use this template, we would be grateful if you would consider it using it in the future.

Churchfields Junior School is committed to safeguarding and promoting the welfare of children and young people and we implement Child Protection procedures in the appointment of all staff

