

# HERTFORDSHIRE COUNTY COUNCIL

Headteacher  
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Westfield Primary School  
& Nursery  
Durrants Lane  
Berkhamsted  
Herts. HP4 3PJ

September 2016

Dear Parents and Carers

## School Census

Please find enclosed a data sheet containing information that you have given to us since your child joined Westfield Primary School.

We would like to take this opportunity to check all data held to ensure we have up-to-date contact numbers, medical information etc.

The Department for Education have also announced that they will be collecting the Country of Birth and Nationality of each pupil during the annual Autumn census. In preparation for this, I enclose a separate form on which the Country of Birth and Nationality should be recorded.

I should be grateful if you would kindly complete and return the attached form together with the data sheet with any **amendments if necessary and complete any areas that are blank (eg, Doctor)** and return both forms to school by Friday 30<sup>th</sup> September.

Should you wish to obtain a copy of the information held by the school relating to you or your child(ren) at any time, you may do so by writing to the school.

The Data Protection Act 1998, in force since 1<sup>st</sup> March 2000, protects the privacy of individuals where personal information about them is held either on computer or in manual filing systems. It achieves this by establishing and enforcing certain standards for its use.

Thank you for your co-operation in this matter.

Yours sincerely



Suzanne Stace  
Headteacher





**Westfield Primary School and Nursery**

It is now a statutory requirement of the DfE that Country of Birth and Nationality of each pupil are recorded.

***Please complete and return to the School Office by WEDNESDAY 28<sup>TH</sup> SEPTEMBER 2016***

**Child 1**

Surname .....

Forename ..... Class .....

Country of Birth (eg: England, Wales) .....

Nationality .....

**Child 2**

Surname .....

Forename ..... Class .....

Country of Birth (eg: England, Wales) .....

Nationality .....

**Child 3**

Surname .....

Forename ..... Class .....

Country of Birth (eg: England, Wales) .....

Nationality .....

*Please note: the pupil's nationality would be expected to appear on, or be derived from, the passport or European Economic Area(EAA) identity card. For pupil's with 'Dual Nationality' please record both nationalities.*

I (name – please print) .....

Being the parent/guardian of (please print) .....

.....

Confirm that the above information is correct.

Signature of parent/guardian ..... Date .....

*Please note: It is not necessary to return an individual form per child, siblings can be listed on one form. If you do not wish Nationality and/or Country of Birth to be recorded, please enter 'Refused' on the form.*