



# WEST HILL SCHOOL

*Aiming High Since 1927*

Headteacher: **A F Harrison** BSc (Hons)

November 2016

Dear Parent/Carers,

**RE : New Requirements from the Department for Education**

To enable the Department for Education (DfE) to monitor schools in the UK we are required to return data in the form of a census return every half term. This is used for a variety of purposes including the determining of our funding allocations. As an extension to the information already collected on pupils' background, the DfE have now instructed us to record pupils' country of birth and nationality following the guidelines as outlined below.

**Pupil Country of Birth**

Country of birth has been added for both pupils on roll and for pupils who are no longer on roll; it will record the country in which a pupil was born, as stated by the parent/carer.

**Pupil Nationality**

Pupil nationality has been added for both pupils on roll and for pupils who are no longer on roll; it will record the nationality of a pupil as stated by the parent/carer.

A pupil's country of birth and nationality would be expected to be as it appears on, or as can be derived from, a pupil's birth certificate or passport. In the unusual circumstances where a child is born outside of the national boundaries, they may be classified as 'stateless'.

These details will be retained on our database and uploaded by secure means to the DfE at each census return.

In order to assist us with this process I would be grateful if you would please complete the slip below and return this to school via your son by **11<sup>th</sup> November 2016**. If you wish to discuss this further, please telephone Mrs S Heath (Data Manager) on **0161 338 2193** who will hopefully answer any questions you may have.

Please note that although it is not compulsory for parents/carers to respond to this request it would help us immensely in ensuring that we have accurate and up-to-date records on our database for your son if you were to provide this information.

Thank you for your help.

Yours sincerely,

Mr A Harrison  
Headteacher

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Reply Slip – Please return to Reception by 11<sup>th</sup> November 2016

Son's Name: ..... Form: .....

Pupil Country of Birth (e.g. England, Scotland, Wales etc): .....

Pupil Nationality (e.g. as detail on birth certificate or passport): .....

Multiple Nationality (Dual Nationality, if applicable): .....

I am not prepared to provide this information (Please tick if  applicable):

Signed: ..... Name: .....



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