St James' Church of England Infants and Nursery School
Leonard Street, Derby, DE23 8EG. Telephone: 01332 854984
E-mail: admin@stjamesinfants.derby.sch.uk
Head Teacher: Miss L Pancisi

Subject Access Request – form

Data subject (individual who the information is about)

Title	
Name	
Date of birth	
Year group (if child or young person)	

Individual making the request

Name	
Date of birth	
Address	
Email address	
Contact phone number	
Identification evidence provided (if required) Valid identification includes: • passport driving licence • two forms of utility bill within last 3 months • bank statement of last three months • council tax bill • rent book	

Status of individual making the request

Parent/carer with parent responsibility (PR)	
Are you acting on their written authority (please provide a copy of the consent)	
Date of birth	
If not the parent or with PR, what is your role?	

Details of data requested

The school has a legal duty to carry out a reasonable and proportionate search. Providing a clear and detailed request helps the school fulfil this obligation promptly and reduces the likelihood of delays caused by us requiring further clarification from you.

To assist you in accessing the information you need, the school have listed key records which may be held on our files. Please indicate what information you require or provide specific details of your request within the box below.

	Absence notes and correspondence
	Admission records
	Attainment and progress reports
	Attendance registers and information
	Behaviour incidents and records
	Complaint records
	Contact information held on record
	Exclusion and suspension records *(including letters, statements, relevant correspondence)*
	External email correspondence with relevant third parties
	Internal email correspondence between staff *As email is the main method of communication within school, to ensure your quest for such correspondence can be processed effectively please provide etails of any specific staff members, timeframes, incidents, concerns or issues.*
	Medical information (*including accident forms, medicine consent and administering records)*
	Consent forms
	Safeguarding records
	SATS or Public Examination results
	SEN and EHCP details

Should there be any further records or details to provide in regard to your request, please list below. This may include:

- **timeframes**
- **specific events/issues/concerns**
- **staff members**

Declaration

I, ……, hereby request that St James' Church of England Infant and Nursery School provide the data requested about me.

Signature:

Dated:

I, ……, hereby request that St James' Church of England Infant and Nursery School provide the data requested about …… [child's name] on the basis of the authority that I have provided.

Signature:

Dated: