**APPENDIX 1: SECONDARY SCHOOL DATA CONSENT FORM**

****

**Data Controller:** Throston Primary School.

**School Address:** Flint Walk, Throston Grange Estate, Hartlepool, TS26 0TJ.

**Telephone:** (01429) 288291.

**Website:** [www.throstonschool.org.uk](http://www.throstonschool.org.uk)

**E-mail:** [admin@throstonschool.org.uk](mailto:admin@throstonschool.org.uk)

This form explains the reasons why and how **Throston Primary School** may share data with the secondary school where you have accepted a place and Hartlepool Borough Council (HBC) who are supporting transition work.

The General Data Protection Regulations require us to obtain consent for the use of your/your child’s personal information for some transition information which we collect to improve the transition between schools.

Our primary aim is to identify young people who would benefit from additional support to make a successful transition to secondary school by considering a number of indicators which are known to impact on transition.

This additional support may take the form of enhanced conversations with secondary schools, group or whole class lessons to support young people to make a successful transition, or pupil centred planning meetings to fully involve young people, their parents/carers and both primary and secondary schools in preparing for the transition to another school.

The indicators we are using are attendance and punctuality, academic attainment, support given such as extra time in assessments, special educational needs and funding, health information, attitudes to learning, English as an additional language, family circumstances such as bereavement or unemployment, home-school partnership, child circumstances such as caring responsibilities, social development, emotional development, previous school moves, number of children transferring from the same primary school, parental and pupil views on the transition, behaviour and entitlement to pupil premium. You have the right to access the data we are using.

Without your consent we will not share data beyond that which we are legally required to do such as results of end of key stage assessments and safeguarding information. If you do not consent to a particular use of your or your child’s personal information, you/your child will not suffer any detrimental effect as a result.

You can access our privacy notice at: <https://www.throstonschool.org.uk/privacy-notice-gdpr-1/>. Hartlepool Borough Council’s privacy notice can be found at: <https://www.hartlepool.gov.uk/downloads/download/882/privacy_notices> - Transition Projects.

This consent form is valid for the academic year 2023 to 2024.

**YEAR 6 PARENT AND CARER CONSENT FORM 2023/2024  
PLEASE RETURN THIS FORM BEFORE FRIDAY 15th MARCH 2024 (12.00pm)**

***Please read the following carefully and provide your consent as appropriate by circling either ‘Yes’ or ‘No’ for each criterion.***

**Consent Form for data sharing with secondary school and with Hartlepool Borough Council**

**Name of Pupil (please print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_ / \_\_\_\_\_\_\_ / 20\_\_\_\_

**Current School:** Throston Primary School

I CONSENT TO Throston Primary School sharing data for the Transition Project with the secondary school where I have accepted a place and understand that HBC will be a data processor for this: **YES NO (please circle the appropriate criterion)**

I CONSENT TO Throston Primary School sharing data with Hartlepool Borough Council to identify if my child might benefit from enhanced transition and to identify the best way to support them.

**YES NO (please circle the appropriate criterion)**

Consent can be withdrawn or amended at any time by notifying the Headteacher in writing and completing a new copy of this form. Should your/your child’s circumstances change mid-year, please inform the school in writing and complete a new consent form.

If you do not consent to a particular use of your or your child’s personal information, we will rely only on the legal basis to share information with the secondary school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed by Parent/Legal Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Child

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date