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Focused on Success

Subject Access Request

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: <ul style="list-style-type: none">• 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

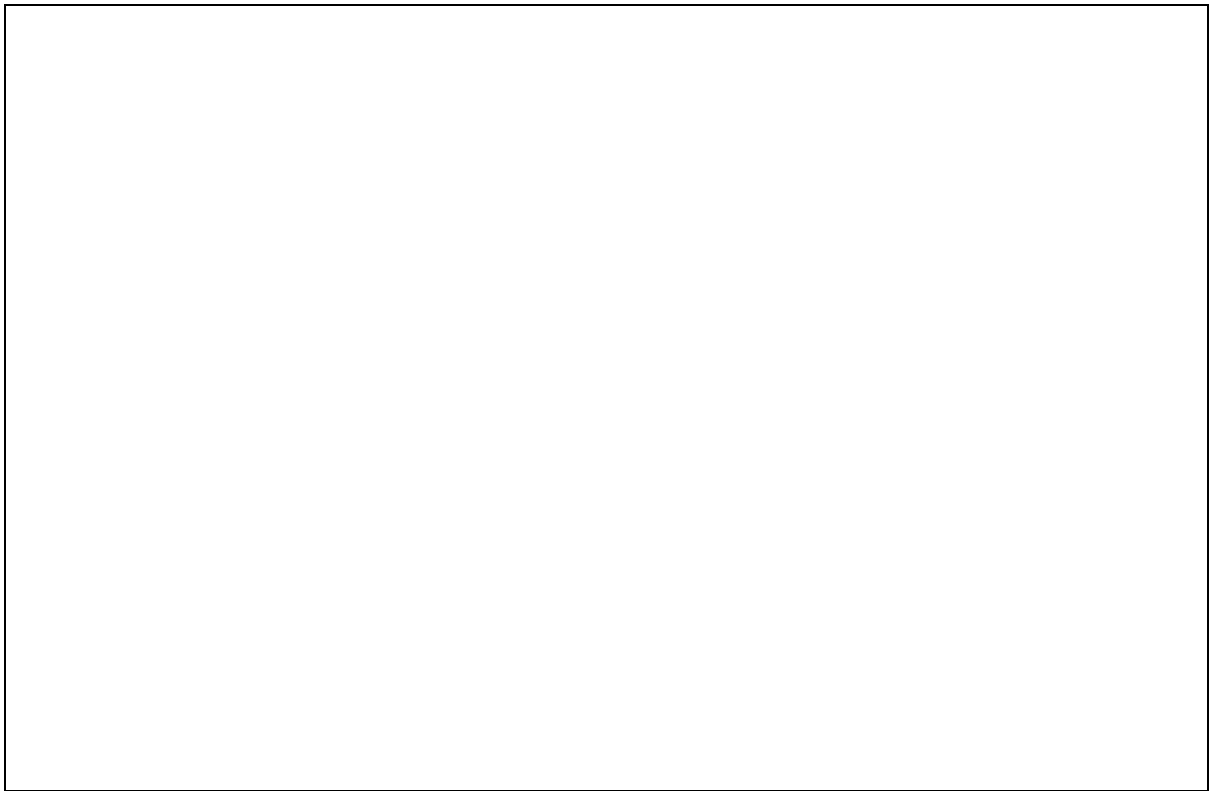
| | |
|--|--|
| Parent/carer with parent responsibility (PR) | |
| Are you acting on their written authority (please provide a copy of the consent) | |
| Date of birth | |
| If not the parent or with PR, what is your role? | |

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, below is a list of 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 <i>(including letters, statements, relevant correspondence)</i> |
| | External email correspondence with relevant third parties |
| | Internal email correspondence between staff <i>As email is the main method of communication within school, to ensure your request for such correspondence can be processed effectively please provide details of any specific staff members, timeframes, incidents, concerns or issues.</i> |
| | Medical information <i>(including accident forms, medicine consent and administering records)</i> |
| | Consent forms |
| | Safeguarding records |
| | SATS or Public Examination results |
| | SEN and EHCP details |
| <p>Should there be any further records or details to provide in regard to your request, please list below. This may include:</p> <ul style="list-style-type: none"> • timeframes • specific events/issues/concerns • staff members | |



Declaration

I, , hereby request that Thomas Telford UTC provide the data requested about me.

Signature:

Dated:

I, , hereby request that Thomas Telford UTC provide the data requested about [insert student's name] on the basis of the authority that I have provided.

Signature:

Dated: