



CONFIDENTIAL

CHANGE OF DETAILS FORM
PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN TO THE ACADEMY OFFICE

CHILD'S PERSONAL DETAILS

Legal Surname:	Preferred Surname:
Legal Forename:	Preferred Forename:
Middle Name:	Date of Birth:
Address:	Gender (M/F):
Post Code:	

PARENT/CARERS AND EMERGENCY CONTACTS Please give details of all persons who have parental responsibility (including parents who live at a different address to the student) plus anyone else you wish to be contacted in an emergency. Please also indicate if there is a court order ruling against any person with parental responsibility. **A minimum of two contacts should be provided.**

Priority Contact 1 <i>This contact will be the first person contacted in an emergency and will receive any Academy communications sent via text or email.</i>	Mr / Mrs / Ms / Miss / Other:	Home Address:	
	Name:		
	Relationship to student:		
	DOB:		
	Parental Responsibility: YES / NO	Home Tel:	Work Phone:
	Email:	Mobile:	Work Mobile:
National Insurance Number¹:			
Are you a Critical Worker²? YES / NO		If YES – Occupation:	
Priority Contact 2	Mr / Mrs / Ms / Miss / Other:	Home Address:	
	Name:		
	Relationship to student:		
	DOB:		
	Parental Responsibility: YES / NO	Home Tel:	Work Phone:
	Email:	Mobile:	Work Mobile:
National Insurance Number¹:			
Are you a Critical Worker²? YES / NO		If YES – Occupation:	
Priority Contact 3	Mr / Mrs / Ms / Miss / Other:	Home Address:	
	Name:		
	Relationship to student:		
	DOB:		
	Parental Responsibility: YES / NO	Home Tel:	Work Phone:
	Email:	Mobile:	Work Mobile:



Armthorpe
Academy
Enriching Lives, Inspiring Ambitions

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Parent/Carer Declaration: I confirm that the information supplied is correct to the best of my knowledge

Signed:

Print name:

Date:

¹NI number is optional for parent contacts but will help identify Pupil Premium funding through our Free School Meal Tracker. For further information regarding the Pupil Premium please see Key Information > Pupil Premium information page on the academy website <https://www.armthorpeacademy.org.uk>

²Critical Workers are those whose work is critical to the coronavirus (COVID-19) and EU transition response including those who work in health and social care and in other key sectors. Please only complete this section for parent/carers contacts.