



**Kirk Smeaton Church of England  
Primary School**

Main Street, Kirk Smeaton, Pontefract  
West Yorkshire, WF8 3JY  
Tel: 01977 620497

Email: [admin@kirksmeaton.n-yorks.sch.uk](mailto:admin@kirksmeaton.n-yorks.sch.uk)  
Website: [www.kirksmeaton.n-yorks.sch.uk](http://www.kirksmeaton.n-yorks.sch.uk)



Headteacher: Mrs H Cuddy

Date: 19/04/16

Dear Parents/guardians,

**Collection and Recording of Pupils' Ethnic Background**

I enclose an information leaflet about ethnic monitoring and a short form for you to fill in about the ethnic background of your child, as all schools are required to do so by the Department for Education and Skills (DfES). Please read the leaflet and the description of "ethnic background" then tick the appropriate box on the form. Please return the form to me in the enclosed envelope, or by sending it or bringing it to the school office.

The information you provide will be used to compile statistics on the school careers and experiences of children from different backgrounds, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly and the information will not be used for any other purpose. From time to time this information will be passed to the Local Education Authority and the DfES to contribute to local and national statistics.

Information about your child's ethnic background will be passed on to any other school to which your child transfers to save you having to be asked for it again. You can ask to check your child's information at any time, and, if you wish, have the ethnic background changed or removed.

If you have not returned your completed form within four weeks, then the school may use its best judgement to assess the ethnic background of your child, noting that the information has been arrived at in this way, rather than provided by you. The school will let you know this decision and you can ask to have this altered or removed, if you wish.

We may have asked you about your child's ethnic background before. However, we need to check with parents again as there has been a change in the ethnic categories being used nationally.

Yours Sincerely,

Mrs H Cuddy

