

PLEASE ENSURE THAT OUR ONLINE ADMISSION DOCUMENTS LISTED BELOW ARE COMPLETED AND SUBMITTED BY FRIDAY 24TH MAY 2024

Dear Parents and Carers,

We appreciate that our admission documents request a vast amount of information and we thank you in advance for your time and support in completing them by the above return date.

Our Data Collection sheets are again available this year as an online process and can be accessed via the links on our website or from Mr Johnson's latest email.

We use the information on the documents to commence the transfer process and the data will assist us in ensuring that your child's transition from Primary to Secondary School is a smooth and happy one.

Many thanks,

The Admissions Team

a) Data Collection Sheet (Part 1 - Student Information & Part 2 - Parent/Carer and Emergency Contacts) – Where possible, please complete all sections of the online forms. Some sections are compulsory fields. **ALL** emergency contacts will need to agree to us holding their data as a contact for your child. Please ensure that you have obtained permission from **all** contacts prior to completing and submitting the online forms.

Please note that schools are required by the DfE to collect information on the first/native language of all students. Parents and older students are asked what their first/native language is – that is, the language that they were exposed to during early development/after they were born and that they continue to be exposed to either in the home or in the community. If they learnt to speak two or more languages at the same time, the language **other** than English is the one that is recorded as their first/native language irrespective of their proficiency levels in that language.

We also provide an opportunity to record on the form any other languages students may be proficient in.

This information helps schools to identify bilingual students and those who may need support to learn in English. In general, students who know more than one language achieve very well at school and their skills in one language help them with learning in another. This information is important as schools can help students to do even better when they know that English is not their first language.

b) Data Collection Sheet (Part 3 – Student Information: Hobbies, Interests & Achievements) – **Please complete this form with your child.** Unfortunately, we cannot guarantee putting children in the same House as their older siblings/friends. We will endeavour to place the children in balanced tutor groups, which will be mixed in terms of social, sporting and academic background so that they feel happy and comfortable with their peers. Where possible we will place your child with a familiar face.

c) Data Collection Sheet (Part 4 – SEND Information Gathering sheet) – Please complete and return if applicable for your child.

d) Free School Meal Application Form (Part 5) – Please complete the form on the respective link and return it directly to the Data Office if you feel your child is/may be eligible for Free School Meals.

e) Data Collection Sheet (Part 6 – Additional Student Medical Information) – Please complete and return if your child has any medical conditions.

**PLEASE CONTACT THE DATA OFFICE VIA THE EMAIL BELOW
IF YOU HAVE ANY QUERIES OR YOU FEEL YOU MAY NOT BE ABLE TO
MEET THE RETURN DATE OF FRIDAY 24TH MAY 2024, THANK YOU**

dataoffice@emmbrook.wokingham.sch.uk

HOW WE LOOK AFTER YOUR DATA – General Data Protection Regulation (GDPR May 2018)

The Emmbrook School takes the security and safety of personal data extremely seriously. Our privacy notice is available on our school website and details what information is shared with our educational partners, including some compulsory governmental services.

The information we collect enables us to provide a safe, rich and varied education and careers service for your child. You must have the permission of any emergency contacts you nominate in order to ensure they are happy for us to hold their information. We will contact them in the priority order you advise us on the Data Collection Sheet (Part 2).

For your information the Emmbrook School's:

Website is: www.emmbrook.wokingham.sch.uk

Admissions email (for contacting Mr C Johnson) is: admissions@emmbrook.wokingham.sch.uk

Attendance email is: absences@emmbrook.wokingham.sch.uk

Data Office email is: dataoffice@emmbrook.wokingham.sch.uk

General School email is: enquiries@emmbrook.wokingham.sch.uk

Address is: Emmbrook Road, Wokingham, Berkshire. RG41 1JP.

Telephone number is: 0118 9784406

Headteacher is: Mr N McSweeney

Year 6/7 Transition team are: Mr C Johnson, Mrs R Ridsdale, Year 7 Leader and the Transition Team