

**PLEASE ENSURE THAT OUR ADMISSION DOCUMENTS LISTED BELOW
ARE COMPLETED AS FULLY AS POSSIBLE AND RETURNED VIA EMAIL TO**
Dataoffice@emmbrook.wokingham.sch.uk
BY FRIDAY 22ND MAY 2020

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

The task is more difficult this year due to the current restrictions we are all facing and the need for them to be completed and returned electronically. Once you have download and saved each document please remember to save the information as you complete each section. Please return the completed documents via email to the Data Office.

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
Admissions Team

1) Data Collection Sheet (Part 1 & 2) – Please complete all sections of the Data Collection Sheet. **ALL** emergency contacts will need to agree to us holding their data as a contact for your child. Please ensure you have their permission prior to completing the forms.

Please note that schools are required by the DfE to collect information on the first language of all students. Parents and older students are asked what their first 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 irrespective of their proficiency levels.

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.

2) Data Collection Transfer Document (Part 3) – **Please complete this form with your child.** Unfortunately we cannot guarantee putting children in the same House as their older siblings. 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 individuals feel happy and comfortable with their peers. Where possible we will place your child with a familiar face.

3) Information Gathering sheet from our SEND Learning Support Department (Part 4) – please complete and return if applicable.

**PLEASE CONTACT THE DATA OFFICE VIA EMAIL IF YOU FEEL YOU MAY NOT BE
ABLE TO MEET THE RETURN DATE OF FRIDAY 22ND MAY 2020**

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. We must have the permission of any emergency contacts you may nominate in order to ensure they are also happy for us to hold their information. We will contact them in the priority order you advise us on the Data Collection Sheet.

Please note that the website and e-mail address for The Emmbrook School are as follows: -

e-mail: enquiries@emmbrook.wokingham.sch.uk

website: www.emmbrook.wokingham.sch.uk

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

School Telephone Number: 0118 9784406

Headteacher: Mr N McSweeney

Year 6/7 Transition Manager: Mrs S Hodgson