

Enrolment Form Guidance Notes



This form must be submitted by 12:00 noon on Thursday 29 March 2018.

Access the enrolment form [here](#) or type <https://goo.gl/forms/EUvJJcXzL1eFlcpz2> in your browser

GETTING STARTED

Completing the form will take around 10-15 minutes. Please have the following information to hand:

Child's doctor's contact details

- name
- address including postcode
- telephone number

Contact details for 3 emergency contacts:

- names
- telephone numbers (mobile phone numbers are acceptable)
- addresses including postcode

Completing the form

- The form must be completed in one sitting.
- Information with a red asterisk (*) is required.
- You will not be able to progress the form if required questions are unanswered.

Why are we collecting information about your child?

We collect and use pupil information under the Education Act 1996.

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), we will always inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

This form is part of our data collection process. The data in this form will be used by The Richmond Upon Thames School. It will be stored securely on our systems and only authorised staff will have access to it. It will be stored, accessed and processed in accordance with current UK Laws and guidance issued by the Department for Education.

More information is in our Privacy Notice [here](#).

Section 1: Your child

This section collects information about your child:

Surname

Legal surname (if different from the chosen surname)

Forename

Legal forename (if different from the chosen forename)

Date of birth

Gender

Home address and postcode

Siblings already at the school

Current Primary School

Section 2: Emergency Contact Details

This section collects contact and emergency information for 3 adults. You are also asked who has parental responsibility for your child, who should have access to the Parent Portal and digital communications for your child. We ask for:

Title

Surname

Forename

Relationship to the child

Parental responsibility

Contact phone numbers

Main email address

Home address

Parent portal access required

Emergency contact priority: First, second, third

Section 3: Meals at school

This section collects information about the most likely meal type your child will have at RTS and their current entitlement to free school meals.

School lunch (paid or free)

Own/packed lunch

Current entitlement to free school meals

Section 4: Your child's doctor

This section collects information about your child's doctor.

Doctor's name

Surgery name

Surgery address and postcode

Surgery telephone number

Section 5: Medical information and consent to give medications

This section collects any relevant medical information about your child e.g. migraines, asthma, allergies or dietary needs.

You are also asked for consent for the school to give medication to your child whilst on school premises (including the games fields and sports hall) or participating in off site school activities (e.g. fixtures, theatre trips).

Note: If your child needs to take any medicine or tablets during the school day, they must bring the medication to the school medical room for safe-keeping. You must also provide written instructions about the dosage. More information is on page 11 of the Supporting Students with Medical Conditions Policy; you can read this [here](#).

Section 6: Armed Forces children

This section collects information about children whose parents or carers are employed full time in the Armed Forces.

Section 7: Ethnicity and religion information

This section collects information about your child's:

Country of birth

Nationality

First language spoken

Religion

Ethnicity

Section 8: Disabilities and access

This section collects information about whether your child has disability or access issues.

Section 9: Providing consent

This section asks for your consent on a number of matters related to day-to-day school life. Each consent area is explained within the form. More information can be obtained from us on request or via the school's website.

Please read each explanation carefully and choose the option you are most comfortable with. If you are unclear about any of these, please contact us by telephone on: 020 8891 2985 or by email: info@rts.richmond.sch.uk

Consent areas

Cycling to school

Photographs

School day visits and trips

Marketing

Data retention

Data transfer

Submit your child's enrolment form

When your form is submitted we create your child's record within our school management information system.

The information will hold will be checked with you in your child's induction interview and yearly thereafter.

In September, you will receive more information about the our school's management information system, Progresso. Using Progresso, you can update your contact information, monitor your child's attendance, attitude to learning and academic progress, any day any time.

ASSISTANCE COMPLETING THIS FORM

If you require assistance completing this form, please contact the School Office by telephone: 020 8891 2985 or by email: info@rts.richmond.sch.uk