

# Guidance Notes

Please take care when completing the Student Details Forms to ensure that all details are correct.

Below are notes regarding the most common queries.

## 1. Your Child

Please enter the name as on your child's birth certificate, **unless** their name has been changed by Deed Poll. Any changes to the name must have a copy of the document to support the change.

## 2. Contact Details

Please record details of **everyone** with parental responsibility for your child.

It is a legal requirement to have two contacts in case of emergencies. The second contact can just be a friend or neighbour known to your child. In case of emergency we will contact the people named in the order you give, unless you inform us otherwise.

## 3. Ministry of Defence Employees Personal Status Category 1 or 2

We ask this question because funding is available for the school if you fulfil the criteria. If you are unsure whether you come under this category, please contact your payroll department. Members of the Army Reserve are not eligible.

## 4. Looked After Children – Pupil Premium Plus

Funding is now available for children who have been adopted from care or are subject to a residence or special guardianship order. Please contact the school if you would like to discuss this in confidence.

## 5. Ethnic Background

Please specify using one of the following groups:

**White** (British, Irish, Western European, Eastern European, Gypsy/Roma, Traveller of Irish Heritage or Other.)

**Mixed/Multiple ethnic groups** (White and Black Caribbean, White and Black African, White and Asian, any other mixed background.)

**Asian/Asian British** (Indian, Pakistani, Bangladeshi, Malay, Chinese, Japanese, Thai, any other.)

**Black/African/Caribbean/Black British** (African, Caribbean, any other Black/African/Caribbean background.)

**Other ethnic group** (Arab, any other ethnic group.)

## General Principles for Schools

Everyone who is a parent, whether they are a resident or non-resident parent, has the same right to participate in decisions about a child's education and receive information about the child.

School staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child have the same rights as natural parents, for example:

To receive information e.g. pupil reports

To participate in activities e.g. vote in elections for parent governors

To be asked to give consent e.g. to the child taking part in school trips

To be informed about meetings involving the child, e.g. a governors' meeting on the child's exclusion.