



Admission Data Request & Arbor Registration Guide 2023/24

All schools are required by law to keep on record details of children admitted. The purpose of this process is to collect data for further processing within the school/LEA systems. The data will be processed in accordance with the purposes notified by the school/LEA to the Data Protection Commissioner's Office and are subject to the Data Protection Act 2018 (which supplements the provisions of the EU General Data Protection Act). The information given will be entered onto a computer and will form part of the School's database. For more information please see our Data Protection (GDPR) Policy and Procedures: https://www.insignis.org.uk/docs/nov_2020_policies/IAT_GDPR_policy.pdf

Step 1: Log in to the Arbor Parent Portal

Instructions on how to do this can be found here: [Princes Risborough School - Parent Portal - Arbor](#)



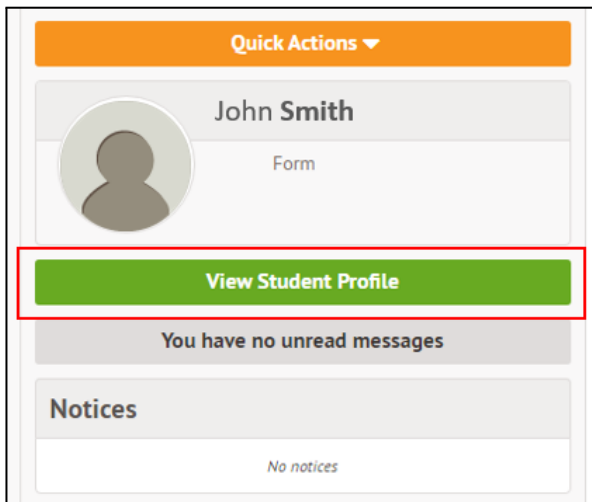
Please note:

- If you already have a child at Princes Risborough School, you should be able to use your existing Arbor Parent Portal account and select the relevant child from the dropdown.
- If your child currently attends a school that uses Arbor, or if you have another child in a different school that uses Arbor, you may experience some technical difficulties. If this applies to you and, having followed the instructions on the web page above, you are unable to log in, please email admissions@prsbucks.com or contact the school office on 01844 345496 and we will be happy to help.

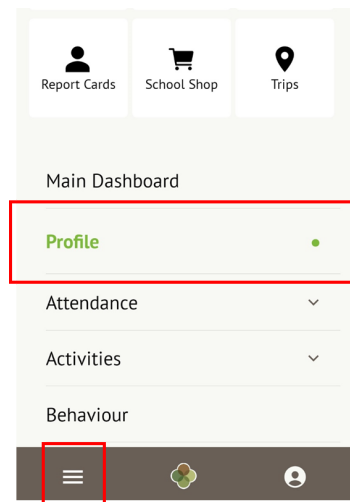
Step 2: Review and update your child's details in Arbor

Once logged in to the Arbor Parent Portal please click on the green "View Student Profile" button. If using the app, you will need to click the three lines at the bottom left of the screen then click 'Profile'.

Arbor Parent Portal (website):



Arbor App (mobile):



The notices that appear at the top of the page will disappear as you complete the information required in Steps 2 and 3. Please scroll past these and revisit at the end to check they have been cleared.

Action: Please review the sections of the Student Profile outlined on the next two pages and complete any missing information or update any details that are incorrect.

- Note: Each update that you make needs to be manually checked and accepted by our team, so it may appear as 'pending'. **Changes made won't always appear on your child's profile until we have accepted them**, so please try not to make the same change several times.

a) **Student Details:**

- Please add/check your child's Ethnicity, Religion and information about all Languages they speak at home and in the community.
- Service Child: you will not be able to edit this, but if you are in the armed forces and your child should benefit from Service Pupil Premium, you will be able to indicate this on the Google Form in **Step 5** of this guide.

b) **Student Contact Details (review only):**

- **Please do not add a telephone number for your child.** There is a separate section for guardian phone numbers.
- If your child's home address is incorrect, please email admissions@prsbucks.com to update as we will need to do this in several places. **Please do not change on Arbor.**

c) **Family, Guardians & Contacts:**

- Please check the information that has been populated in this section and update if necessary. If your home address is out of date, please click on the address and select the 'move house' option.
- **Add family member, guardian or contact:**
In order to safeguard your child's information there are **two steps** to adding an additional contact.

1. In Arbor, click "add" to enter:

- all additional contacts that have Parental Responsibility for your child (if you are in any doubt, the definition of parental responsibility can be found [here](#));
- plus any additional emergency contacts (ideally, every student would have **three people** we can contact in case of an emergency)
- If you would like this person to have access to Arbor later on, please add an email address. Otherwise, leave the email address box blank.
- If this person should be contacted in an emergency, please select the order you would like them to have. If they should not be contacted in an emergency, you can remove the selection altogether.

2. If the contact(s) you added have:

- Parental Responsibility for your child;
- **or** if you would like the contact you have added to have access to your child's Arbor parent portal account.

please also complete the [Legal / Primary Guardians Form online](#).

If you do not complete the form, the additional guardian will be added to your child's record but the guardian you add will not have any access to the parent portal or receive information from school. PRS will add this guardian to your child's Arbor account as soon as possible.

Please note: if there is someone who has parental responsibility for your child but who should not have access to their day-to-day information via the parent portal, this can be clearly indicated on the Legal/Primary Guardians Form in the link above. If there is a court order in force regarding the access or rights of a person with parental responsibility, please email admissions@prsbucks.com. **That person should still be added to the student's record on Arbor.** By having information about all people with parental responsibility, we are better placed to support your child.

d) Mode of Travel to School:

- Please indicate your child’s transportation method from the drop down list.
- If travelling by bus, please use the ‘notes’ section to add the bus route (if known).

e) Meal Preferences & Dietary requirements:

- Please select any dietary requirements or restrictions that apply from the drop down menu and provide further details in the notes section, if required.
- To add more than one dietary requirement, save the first one, and click the add button to add another.

f) Previous Schools (review only):

- You will not be able to edit this section but if for any reason your child’s current school is not on the list, please contact admissions@prsbucks.com.

g) Medical:

- Add your child’s doctor’s surgery information and any other information about allergies and medical conditions. If your child has a medical condition that requires additional care, you will be able to indicate this on the Google Form in **Step 5** of this guide.
- To add more than one allergy or medical condition, save the first one, and click the add button to add another.
- It is not mandatory to complete the immunisations details but if you happen to know the date of their last tetanus vaccination it would be useful to add this here.

Step 3: Provide consents in Arbor

The consents listed are effective for the duration your child is on roll at Princes Risborough School. At any time, you may withdraw your consent in writing, by contacting office@prsbucks.com. Please specify which consent you wish to withdraw. If the withdrawal of consent relates to the sections entitled photographic, video, voice and biometric consent, where practical any publications or material containing the image/voice of the student will be recalled and withdrawn.

Action: Please work your way down the list of consents at the end of the Student Profile, clicking on each consent and reviewing the description before giving or declining your consent as appropriate.

Consents	
Biometric Information	Not consented - click here to give consent ▶
Bus Behaviour Expectations	Not consented - click here to give consent ▶
Chromebooks	Not consented - click here to give consent ▶

Note:

- The **Bus Behavior Contract** and the **Student Home School Agreement** referenced in the consents can be located on our website: [Joining PRS > Transition Zone > Useful Documents](#)
- For a full list of policies please visit our website: [Our School > Policies](#)
There is an option to withdraw consent, should you wish, in the RSE Policy.

Step 4: Review the PRS Privacy Notice

Action: Please read the [Princes Risborough School Privacy Notice](#)

You will need to provide confirmation that you have read this notice and provide permissions accordingly in **Step 5** of this guide.

Step 5: Complete the PRS Admissions Data Request Google Form

Action: Please complete the [PRS Admissions Data Request Google Form](#) to:

- a) Confirm that you have completed all of the steps outlined in this document.
 - b) Complete additional information requests that are not yet available on Arbor.
 - c) Provide any other details you think we may need to set your child up with the best possible start at Princes Risborough School.
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**Thank you for completing the
Princes Risborough School Admission Data Request.**

If you have any queries or concerns please contact our admissions team
admissions@prsbucks.com or 01844 345496