



# Great Gaddesden Nursery and Primary School

## Admission Information: 2024-25

Pupil's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Parent's Name \_\_\_\_\_

Date Information Provided \_\_\_\_\_



# Great Gaddesden Cof E (VA) Primary School

Headteacher: Mr M. Beach

Great Gaddesden C of E Primary School  
Church Meadow,  
Great Gaddesden  
Herts  
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Website: [www.greatgaddesden.herts.sch.uk](http://www.greatgaddesden.herts.sch.uk)

Dear Parents/Carers,

This booklet contains requests for information, which is part of our admission process.

In line with the General Data Protection Regulation (GDPR), the school will process the data lawfully and it is required to satisfy the following:

- Public Tasks (tasks which are required for us to provide your child with an education and to undertake school improvement tasks)
- Legal Obligation (to report to parents, to comply with equality laws and to report to the Department for Education)
- Vital Interests (information held which protects life, health and wellbeing)

Please refer to our privacy notices available on our school website for further information.

We would appreciate it if you would complete this booklet and return to the school office as soon as possible.

If you have any queries regarding this booklet, please contact the school office.

Yours sincerely,

School Office

## DATA COLLECTION SHEET

This information refers to the pupil:

Legal Surname:	Preferred Surname:
Legal forename:	Preferred Forename:
Middle Name:	Gender:
Date of Birth:	Year Group: EYFS   Y1/2   Y3/4   Y5/6
Address:	
Post Code:	

Are you entitled to 15 or 30 hours?

Please provide the code for 30 hours: \_\_\_\_\_

If you are entitled to 15 hours, would you like to self-fund/top up to 30 hours\*?

Yes No Not applicable

\*For children who attend the morning nursery sessions, parents can opt to extend their stay at nursery through lunch club and afternoon nursery. Lunch club runs from 11:45-1:00 and costs £5.00 plus the school meal charge, if applicable, of £3.35 per day. The afternoon nursery from 12:15 to 15.15 costs £20 per day.

Please give details of all people who have parental responsibility and anyone else you wish to be contacted in an emergency.

**Place them in the order that you wish for them to be contacted in an emergency.**

	Full name	Relationship	Address	Work number	Mobile number	Email address
1						
2						

3						
4						

<b>Medical Information</b>	
<b>GP Surgery:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>NHS Number:</b>	
<b>Disabilities:</b> If yes, please give details	Yes/ No
<b>Dietary Needs:</b>	
<b>Allergies:</b>	
<b>Any relevant medical conditions/history:</b>	
<b>Religion:</b>	
<b>Any additional information you would like to tell us about your child:</b>	
<b>Signature:</b>	

## **SCHOOL MEALS**

Children in classes Reception to Year 2 are entitled to free school meals. The menu can be found on the school website.

Please note: If your child has an allergy please can you log on to Herts Catering Website and update details: <https://specialmenu.hcl.co.uk>

## **ARBOR (Great Gaddesden Management Information System)**

At our school, we use a system called Arbor to manage your data as well as school trips, After School Clubs and other payments. The Parent Portal and Arbor App allows parents to register their child for a club or trip and manage payments all from their phone or computer.

### **What is the Parent Portal?**

The Parent Portal is the version of Arbor that is accessible to parents and guardians from a laptop or computer.

### **What is the Arbor App?**

The Arbor App is the mobile version of the Parent Portal, for use on mobile devices such as smartphones and tablets.

Before the beginning of the Autumn Term, you will be sent a welcome email. This will have your login details and a link that will take you to the browser version of the Parent Portal where you need to set up a password.

## **ETHNIC MONITORING**

All schools are required to collect data for ethnic monitoring.

The information you provide will be used to compile statistics on the school experiences of children from different backgrounds, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly and the information will not be used for any other purpose. From time to time, this information will be passed to the Local Education Authority and the DfE to contribute to local and national statistics. Information about your child's ethnic background will be passed on to any other school to which your child transfers to save you having to be asked for it again. You can ask to check your child's information at any time, and, if you wish, have the ethnic background changed or removed.

Completion of the following form is entirely voluntary, although it is hoped that all parents will understand the educational reasons for asking for this information. If you do not wish to provide this information, please indicate so in the space provided on the form.

## **ETHNIC BACKGROUND RECORD FORM**

<b>Pupil's Name</b>		<b>Class/Form</b>	
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*Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.***

*The DfE recommends that those with parental responsibility decide the ethnic background for primary pupils. The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.*

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

**(a) White**

**(b) Mixed**

British	<input type="checkbox"/>		White and Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>		White and Black African	<input type="checkbox"/>
Traveller from Irish heritage	<input type="checkbox"/>		White and Asian	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>		Any other mixed background	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>			
Italian	<input type="checkbox"/>			
Turkish	<input type="checkbox"/>			

**(c) Asian or Asian British**

**(d) Black or Black British**

Indian	<input type="checkbox"/>		Caribbean	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>		African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>		Any other Black background	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>			

<b>(e) <u>Chinese</u></b>	<input type="checkbox"/>		<b>(f) <u>Any Other Ethnic Group</u></b>	<input type="checkbox"/>
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**I do not wish an ethnic background to be recorded**

*(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education and Skills (DfE) to contribute to local and national statistics. The information will also be passed on to future schools to save it having to be asked for again)*

## FIRST LANGUAGE

A first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.

In the case of an older pupil who is no longer exposed to the first language in the home, and who now uses only another language, the pupil or parent can determine which language should be recorded.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> English                      | <input type="checkbox"/> Do not wish First Language to be recorded (Refused) | <input type="checkbox"/> British Sign Language    |
| <input type="checkbox"/> Afrikaans                    |  | <input type="checkbox"/> Sign Language (Other)    |
| <input type="checkbox"/> Akan/Twi-Fante               | <input type="checkbox"/> Hindi   | <input type="checkbox"/> Portuguese (Brazil)      |
| <input type="checkbox"/> Albanian/Shqip               | <input type="checkbox"/> Hungarian   | <input type="checkbox"/> Portuguese (Any other)   |
| <input type="checkbox"/> Amharic                      | <input type="checkbox"/> Igbo  | <input type="checkbox"/> Romanian                 |
| <input type="checkbox"/> Arabic                       | <input type="checkbox"/> Icelandic   | <input type="checkbox"/> Romany / English Romanes |
| <input type="checkbox"/> Armenian                     | <input type="checkbox"/> Italian (Sicilian)                                  | <input type="checkbox"/> Russian                  |
| <input type="checkbox"/> Bengali (Sylheti)            | <input type="checkbox"/> Italian (Any other)                                 | <input type="checkbox"/> Serbian                  |
| <input type="checkbox"/> Bengali (Any other)          | <input type="checkbox"/> Japanese  | <input type="checkbox"/> Shona                    |
| <input type="checkbox"/> Bosnian                      | <input type="checkbox"/> Kannada   | <input type="checkbox"/> Sindhi                   |
| <input type="checkbox"/> Bulgarian                    | <input type="checkbox"/> Kashmiri  | <input type="checkbox"/> Sinhala                  |
| <input type="checkbox"/> Caribbean Creole English     | <input type="checkbox"/> Katchi  | <input type="checkbox"/> Slovak                   |
| <input type="checkbox"/> Caribbean Creole French      | <input type="checkbox"/> Kikuyu/Gikuyu                                       | <input type="checkbox"/> Slovenian                |
| <input type="checkbox"/> Chaga                        | <input type="checkbox"/> Kinyarwanda   | <input type="checkbox"/> Somali                   |
| <input type="checkbox"/> Chinese (Cantonese)          | <input type="checkbox"/> Kirundi   | <input type="checkbox"/> Sotho / Sesotho          |
| <input type="checkbox"/> Chinese (Hakka)              | <input type="checkbox"/> Konkani   | <input type="checkbox"/> Spanish                  |
| <input type="checkbox"/> Chinese (Mandarin/Putonghua) | <input type="checkbox"/> Korean  | <input type="checkbox"/> Sundanese                |
| <input type="checkbox"/> Chinese (Any other)          | <input type="checkbox"/> Kurdish   | <input type="checkbox"/> Swahili / Kiswahili      |
| <input type="checkbox"/> Chichewa/Nyanja              | <input type="checkbox"/> Latvian   | <input type="checkbox"/> Swedish                  |
| <input type="checkbox"/> Croatian                     | <input type="checkbox"/> Lingala   | <input type="checkbox"/> Tagalog                  |
| <input type="checkbox"/> Czech                        | <input type="checkbox"/> Lithuanian  | <input type="checkbox"/> Tamil                    |
| <input type="checkbox"/> Danish                       | <input type="checkbox"/> Luo(Kenya/Tanzania)                                 | <input type="checkbox"/> Telugu                   |
| <input type="checkbox"/> Dutch/Flemish                | <input type="checkbox"/> Marathi   | <input type="checkbox"/> Thai                     |
| <input type="checkbox"/> Estonian                     | <input type="checkbox"/> Malayalam   | <input type="checkbox"/> Tigrinya                 |
| <input type="checkbox"/> Filipino                     | <input type="checkbox"/> Malay/Indonesian                                    | <input type="checkbox"/> Traveller Irish / Shelta |
| <input type="checkbox"/> Finnish                      | <input type="checkbox"/> Ndebele   | <input type="checkbox"/> Turkish                  |
| <input type="checkbox"/> French                       | <input type="checkbox"/> Nepali  | <input type="checkbox"/> Ukrainian                |
| <input type="checkbox"/> Gaelic/Irish                 | <input type="checkbox"/> Pahsto/Pakhto                                       | <input type="checkbox"/> Urdu                     |
| <input type="checkbox"/> German                       | <input type="checkbox"/> Pahari(Pakistan)                                    | <input type="checkbox"/> Vietnamese               |
| <input type="checkbox"/> Greek (Cyprus)               | <input type="checkbox"/> Panjabi (Gurmukhi)                                  | <input type="checkbox"/> Welsh/Cymraeg            |
| <input type="checkbox"/> Greek (Any other)            | <input type="checkbox"/> Panjabi (Mirpuri)                                   | <input type="checkbox"/> Wolof                    |
| <input type="checkbox"/> Gujarati                     | <input type="checkbox"/> Panjabi (Any other)                                 | <input type="checkbox"/> Xhosa                    |
| <input type="checkbox"/> Hausa                        | <input type="checkbox"/> Dari Persian  | <input type="checkbox"/> Yoruba                   |
| <input type="checkbox"/> Hebrew                       | <input type="checkbox"/> Persian/Farsi (Any other)                           | <input type="checkbox"/> Zulu                     |
|   | <input type="checkbox"/> Polish  |   |

Other Language: \_\_\_\_\_

*Please complete if language is not included in the list above*



## **OTHER DATA REQUIREMENTS**

For statistical and census purposes we are required to ask you for the following information:

I am or my partner is enlisted in the armed forces. YES / NO

*(If yes, please give details below)*

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My child was adopted from care. YES / NO

If YES, date of adoption \_\_\_\_\_

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## **PUPIL PREMIUM FUNDING**

In addition to school funding received from Hertfordshire County Council/The Education Funding Agency, in the academic year 2024/25, Great Gaddesden C of E Primary School is able to claim a £1385 grant from the Government each year called the Pupil Premium Grant. This is for children whose parents or carers receive any of the benefits below, have a parent who is enlisted in the armed forces or who was adopted from care.

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

We are asking all parents of children in classes Reception to Year 2 to complete the slip below in order that we can register the details provided and access to the grant.

If you are in receipt of qualifying benefits, your information will be renewed each year.

Great Gaddesden EYFS Admissions booklet 2024/25

The information you supply will be treated confidentially and destroyed once processed.

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I am or my partner is in receipt of the following benefits: (please tick)

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part 4 of the Immigration and Asylum Act 1999
- Guaranteed element of the State Pension Credit
- Child Tax Credit provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Universal Credit

**Name and Date of Birth** of person receiving the benefit:

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**National Insurance Number:** \_\_\_\_\_

OR

Asylum Seekers Number: \_\_\_\_\_

**I give permission for Great Gaddesden C of E Primary School to register my details**

## Consent form for school trips and other off-site activities

Please sign and date the form below, giving permission for your child to participate in the following:-

Pupil's name: \_\_\_\_\_

- a) To participate in school trips and other activities that take place off school premises
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - off-site sporting activities
  - all off-site enhanced curriculum activities e.g. Forest Schools, visits to local places to support the children's learning
- The school will send you information about each trip or activity before it takes place.

Please note:

Written parental consent will not be requested for the majority of off-site activities offered by the school. This form will cover your child for their entire time here and you have the right to withdraw consent at any time. Please contact the school in this instance.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

### **Medical information**

Please give details of any medical condition and medication that may need to be taken during off-site visits:

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**Signed**.....

**Date**.....

## **Annual GDPR Consent Form**

The majority of the data we collect to run the school and educate the children doesn't need any consents from you, as the regulations categorise this data/those tasks as necessary to run the school. (e.g. we don't need your consent to hold an emergency contact for your child.) These kinds of tasks/information are covered by our privacy policies which can be accessed in the policies area of our school website.

However, there are a number of consents we are required to ask for; most of them are to do with photos and videos. Because of the new legislation, schools are no longer able to assume consent unless you say otherwise ("opting out") we need you to confirm your consent.

I would ask that unless there is a strong reason otherwise, you give consent below. If we do not gain consent from a strong majority, this will have an impact on the way in which certain tasks are done. For example, if 30 families do not consent to use of images in the newsletter, we would likely have to take the decision not to put any more photos in the school newsletter as trying to police this would be a very time consuming and onerous activity.

Please could I ask all families to complete the form on the next page by ticking the consent boxes and signing the form.

In the case of any images taken, we will abide by the following conditions:

1. You have the right to withdraw consent at any time. Please write to the school in this instance. If you chose not to allow us to use images, but have given consent in the past, please also contact the office, and we will ensure that any photos from previous years are removed from the website etc.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Consent Information	Tick for Consent
For images to be used on the school newsletter. For safeguarding reasons, names will never be given when there is an associated photo.	
For images to be used on the school website for the purposes of news, Twitter and to celebrate the school and your child's successes.	
For your child to take part in forest school which may include going off-site	
For your child to go to local visits eg. Church yard, Garden Centre, local walks around the village	
For images and video to be taken by the school of school productions and assemblies.	
For photos and videos to be taken for curriculum purposes by the school; such as workshops, Twitter, video projects in class.	
For medical and dietary information to be displayed in public areas such as the classroom. (Please note, we do not require consent to display this information in the staffroom, kitchen office or school office)	
For images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images / footage the media may take themselves if invited to the school to cover an event.	
For images to be used by the school for general publicity purposes such as to produce a school brochure or Newsletter.	
For FOGGS (Friends of Great Gaddesden School i.e. PTFA) to use images from their events for the purposes of publicity.	
For FOGGS to be provided with class lists in order to help them organise their events.	
For external club leaders such as Watford FC sport club to be given completed forms for clubs. (Please note, consent will be required in order for your child to attend indicated clubs)	
For parents who request class lists to be given for the purposes of compiling birthday party invitations.	
For an assigned school photographer to take and sell the annual class photo.	

Name of child: \_\_\_\_\_

Class: \_\_\_\_\_

Parent's or carer's signature: \_\_\_\_\_

Name (in block capitals) : \_\_\_\_\_ Date: \_\_\_\_\_



**Great Gaddesden C of E (VA) Primary School is a Values based school.**

We encourage children to consider these values and thereby to develop the knowledge skills and attitudes that enable them to develop as reflective learners and grow to be stable, educated and emotionally intelligent adults

**Values in EYFS (Nursery + Reception class) means:**

Pupils will:	Parents will:	The school will:
<ul style="list-style-type: none"> <li>● Begin to learn about <b>Empathy</b>.</li> <li>● Show <b>Kindness</b> to one another.</li> <li>● Make <b>Friendships</b>.</li> <li>● <b>Share</b> problems with an adult.</li> <li>● Look after our environment.</li> </ul>	<ul style="list-style-type: none"> <li>● Support the Values of the school/</li> <li>● Ensure that their child attends school regularly and on time, with the correct equipment e.g. PE kit, correct uniform, suitable outdoor clothing and a water bottle.</li> <li>● Attend parent/teacher consultations.</li> <li>● Help implement and support our Values and positive behaviour policy.</li> <li>● Inform the school know of any changes at home which might affect their children’s learning in school</li> <li>● Work with teaching staff in a harmonious, respectful way to ensure the best outcomes for the child/children</li> <li>● Ensure your child is reading daily and home learning is completed on time</li> <li>● Read school correspondence and respond as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>● Value and respect all the children</li> <li>● Have the safety and well-being of every child is paramount</li> <li>● Work diligently to ensure positive progress and academic outcomes</li> <li>● Provide a stimulating, engaging and inspiring curriculum</li> <li>● Ensure all pupils are listened to</li> <li>● Focus on the positives</li> <li>● Be supportive and respectful of our families</li> <li>● Communicate with parents to ensure that they are fully informed of their child’s wellbeing</li> </ul>

**Signed (child):**

**Date:**

**Signed (parent):**

**Date:**

**Signed (school):**

**Date:**