

**Caddington Village School**  
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Headteacher : Sue Teague BSc, PGCE, NPQH

## **New Pupil Form**

Dear Parent/Carer,

We very much look forward to welcoming your child to our school. In preparation before your child joins us, we need to collect information about your child.

We enclose with this letter a **New Pupil Form** which we would like you to complete and send back to our school as soon as possible. This form asks for your child's personal details, medical history and other information including emergency contact details. The form clarifies the purpose for which we are asking you for information and where we need specific consent about how we use some of the personal information about your child. Where your consent is required, you have the option to grant or deny consent and these are clearly defined in Section 4 of the New Pupil Form.

The information you give us is treated confidentially and processed in accordance with the data protection and privacy requirements within the General Data Protection Regulations (GDPR). The majority of the personal information we collect is under the legal basis of public interest and legal obligation to enable us to function as a school and educate and safeguard the children in our care.

We enclose a **School Privacy Notice** which provides you with further details about the types of personal and other data we hold, the purposes for which we hold it, who we share the data with and how we keep this data secure. This notice also gives information about your rights as the parent or carer acting as the Data Subject on behalf of your child (if under the age of 13) which includes your right to see this information.

We ask that you read our School Privacy Notice carefully, a copy of which is located on our school website at [www.caddingtonschool.net](http://www.caddingtonschool.net) which will be kept up-to-date to reflect any changes in our data collections and data protection procedures during the academic year.

If you require help in completing the New Pupil Form or need further clarity about any of the information in our School Privacy Notice, please contact our School Office and we will help you with this process.

Yours faithfully

Executive Headteacher