



**Goring Church of England
(Aided) Primary School**
Faith, Love and Learning

Additional Information

**Starting School
2026-2027**

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Telephone 01903 241175 **Email** office@goringprimary.org
www.goringprimary.org

Please refer to this document during your child's time with us at Goring CE Primary School, this provides additional information for you as your child starts school.

Please also go to the school website for further details. www.goringprimary.org

If you have any questions, please feel free to contact the school office. office@goringprimary.org

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Cool Milk

Every child is entitled to free school milk until they are 5 years old. This is provided by Cool Milk.

If your child would like milk please register on line at www.coolmilk.com

When ordering please do not request milk for your child before Wednesday 9th September 2026. Milk ordered before this date will be wasted and the school will have to pay.

If your child is having milk once they have turned 5 Cool Milk will contact you to see if you would like to continue. They will then invoice you direct.

School Meals

UIFSM / Free School Meals – Pupil Premium Funding

Universal Infant Free School Meals is a government scheme which means that your child is entitled to a hot school meal every day from Reception to the end of Year 2.

You will be able to order these meals online each week, further details will follow due to a change of provider from September 2026 and we are awaiting further information at this time.

We would like to encourage all relevant children to participate in this scheme.

In addition to this, please consider whether your child may be eligible for Free School Meals due to the eligibility criteria details below.

This provides a meal each day but in addition, it also provides IMPORTANT additional funding (Pupil Premium Funding) to the school and enables us to help you with costs of school trips, school milk and also fund valuable extra support.

Your child may be eligible if you receive:

- 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)

To see if you are eligible and to apply you can go to the school website or follow this link.

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/#how-to-apply>

In order for the school to access these funds, it is essential that this online form is completed.

Attendance

Introduction

All children of compulsory school age have the right to a full-time education.

For each child to make the most of the educational opportunity available to him/her, a high level of school attendance is essential. We acknowledge that irregular attendance seriously disrupts continuity of learning, educational progress and long term outcomes which can lead to underachievement and low attainment and can affect a child's ability to develop positive relationships and friendship groups within school.

Goring Church of England (Aided) Primary School is committed to providing children with the best possible opportunity to achieve their true potential and embraces the concept of equal opportunities for all.

This information document has been developed in consultation with Governors, Teachers, Education Welfare Services, children and their parents/carers. It seeks to ensure that all members of the school community share an understanding of the procedures in place to promote and monitor children's attendance and a shared a commitment to achieving high attendance for all.

Why have a Policy?

- To promote a positive and welcoming environment in which children feel safe, secure and valued
- To promote opportunities to celebrate and reward high attendance
- To convey to children, to parents and all stakeholders, the importance of regular and punctual attendance and the link with achievement and attainment
- To set out procedures to promote high attendance, punctuality and to address persistent absence
- To ensure that attendance and punctuality is monitored effectively
- To ensure that reasons for absence are recorded promptly and accurately
- To establish clear roles and responsibilities

What do we expect from each other?

Parents/Carers

Parents/Carers have a legal responsibility for ensuring that their child attends school regularly.

What is expected of parents/carers:

- To ensure that their child attends school and receives a full education

- To telephone the school on the first day of absence, providing a reason for absence and to confirm this in writing on their child's return to school if the absence is more than one day
- To ensure that their child arrives at school in good time for a smooth start to the day and arrives ready to successfully engage in learning
- To provide a reason for any lateness and to ensure that their child is registered by signing them in on arrival
- To take family holidays in school holiday periods only
- To ensure that their child is in school during the time of statutory testing (Yr 1, Yr 4 and Yr 6)
- To promote resilience by ensuring their child attends school regularly

The School

The school will show commitment to providing a safe, happy and secure environment that is conducive to the learning and well-being of every child. We will maintain a positive approach to attendance, recognising and rewarding success and supporting parents/carers and children where attendance, lateness or persistent absence poses an issue.

We will ensure good communication with parents/carers so that they are aware of the school's statutory responsibility to record and monitor the punctuality, attendance and persistent absence of all children, and what we will do to promote high attendance so that children can make the most of the educational opportunities available to them.

What is expected of the School:

- To create a positive school ethos that children will want to be part of
- To treat children kindly and with respect, inspiring trust and a willingness to share any problems at school so that resilience can develop
- To provide a motivating curriculum to inspire children to want to be at school and to learn
- To meet statutory responsibilities
- To promote punctuality and high attendance
- To develop systems and procedures to ensure that attendance, lateness and persistent absence is recorded accurately and that all absences are followed up
- To work in partnership with parents and ensure good communication and sharing of information between home and school
- To work with the Pupil Entitlement Team to address attendance issues

Children (good attitudes develop early)

We will help to lay the foundations for children's growing awareness of their responsibility to themselves to make the most of the educational opportunities available to them and to play a full and active role in the life of the school.

What is expected of children:

- To respect themselves and others
- To understand the need to attend school regularly and punctually
- To help to ensure that they arrive at school on time
- To tell an adult if they are unhappy about something
- To be friendly and caring to others

School Procedures for Recording and Monitoring Absence and Promoting High Attendance
The register is a legal document and the teacher is responsible for recording in the register who is present and who is absent, in accordance with registration requirements and codes.

Lateness

A child arriving after the start of school at 8.45am will be marked present but will be coded as late. The time of arrival will be noted in the register.

Parents/Carers of children arriving after the gates have been closed at 8.45am are asked to enter the school through the main entrance and via the office, where office staff will ask the parent to sign their child in via the electronic system logging the name of the child, class, date, time and reason for lateness. This is important because of fire regulations.

Any child arriving after registers are closed at 9.15am will be marked as having an unauthorised absence unless there is an acceptable explanation e.g. attending an early morning medical appointment, in which case, the appropriate authorised absence code will be entered.

First Day Absence

Parents are requested to telephone the school on the first day of absence. There is an absence line for leaving messages to this effect, please provide details of your child's name, class and reason for absence.

Office staff will enter the appropriate absence code in the register. On receipt of notice, office staff will enter the coding for the full period of absence.

Parents who have not made contact with the school by 9.30am on the first day of absence will receive a text requesting the reason for absence. Office staff will note the reason for the absence in the class register.

If the school is not able to make contact the Headteacher will write to parents/carers requesting them to contact the school with the reason for the absence.

If parents do not respond a second (computer generated) letter will be sent. If a reason for the absence is still not forthcoming, the absence will be recorded as unauthorised.

Ten days absence

In the unlikely event that a child is absent without an explanation for 10 consecutive days the Headteacher will notify the Local Authority by submitting a referral to Pupil Entitlement (this is a legal requirement).

Request for Absence in School Time

Holidays in term time will not be allowed. Parents/carers will be reminded of the effect that absence can have on a child's learning. The Headteacher will not authorise absence for the purpose of holidays except in exceptional circumstances but parents must apply in advance for permission, using the appropriate form.

Routine medical and dental appointments should not be booked to take place in school time.

School Uniform

All children are expected to wear the uniform set out below:

Winter uniform must be worn from October half term to end of Spring term.

Summer uniform must be worn from September to October half term and the summer term.

Good quality second hand uniform is available from the school PSA.

General Uniform - Reception Children

Winter Uniform

Option 1

Navy blue tunic, navy skirt or trousers/culottes

*School cardigan or jumper (navy blue with red stripe)

White polo shirt

White socks or navy tights

Sensible black shoes (not trainers, boots or high heeled shoes)

Option 2

Grey trousers

*School jumper (navy blue with red stripe)

White polo shirt

Grey socks

Sensible black shoes (not trainers or boots)

Summer Uniform

Option 1

Red and white check summer dress

White socks

Sensible black shoes (not trainers, heeled, or fabric shoes)

Option 2

Grey shorts

*Red polo shirt with, or without, school logo

Grey socks

Sensible black shoes (not trainers, heeled, or fabric shoes)

General Uniform - Children in Years 1 – 6

Winter Uniform

Option 1

Navy blue tunic, navy skirt or trousers/culottes

*School cardigan or jumper (navy blue with red stripe)

White blouse

*School tie

White socks or navy tights

Sensible black shoes (not trainers, heeled, or fabric shoes)

Option 2

Grey trousers

*School jumper (navy blue with red stripe)

White shirt

*School tie

Grey socks

Sensible black shoes (not trainers, heeled, or fabric shoes)

Summer Uniform

Option 1

Red and white check summer dress

OR Grey shorts/trousers/navy tailored culottes

*Red polo shirt with, or without, school logo

White socks

Sensible black shoes (not trainers, heeled, or fabric shoes)

Option 2

Grey shorts or trousers

*Red polo shirt with, or without, school logo

Grey socks

Sensible black shoes (not trainers, heeled, or fabric shoes)

PE kit

* PE t- shirt (designated house team colour)

* Navy shorts

* Navy tracksuit (for winter months)

* Trainers or black plimsolls

It is important that all items of clothing are named, and that every effort is made to adhere strictly to the lists provided below. Please note that trainers are part of PE kit and school shoes are part of school uniform.

There may be some occasions/periods of time where additional clothing is required:

- The children in Year 5 take part in swimming activities during the summer term. Children may wear their own swimming costumes and trunks/shorts. Goggles are recommended.
- The children in Reception, Year 1 and 2 take part in an onsite Forest School. Warm, comfy outdoor clothes and boots children already own are suitable for this activity
- Non-school uniform days, (e.g. World Book Day, Christmas Jumper Day) see children dressing up in costumes or seasonal wear. There is no expectation on the scale of these outfits and dressing up is entirely optional.

Makeup and Jewellery

Children must not bring valuable items of property to school unless agreed by the class teacher in advance.

- Watches can be either analogue or digital. No watches should be worn which have cameras, or audio recording software
- Earrings must be small studs only (no hoops or dangly earrings). These must be removed, or covered with tape, during PE lessons
- No jewellery should be worn, except faith jewellery e.g. a small cross on a simple chain
- No make-up or nail varnish

Whilst the school will make every effort to safeguard pupils' property, and will do its very best to trace lost items, the school cannot accept responsibility for loss or damage to items.

Hair

For Health and Safety reasons, all hair longer than shoulder length must be tied back whilst in school. Hair bobbles or bands should be small and discrete and children who forget their own will have them provided by school.

We do not permit extremes of fashion in children's hairstyles. These include unnatural colour, shaved lines or patterns, distinct changes in length in the hair (changes should be graduated)

We also ask that children do not come into school with hair-wraps/holiday-style hair. An example of this can be seen below.



When a child's hairstyle is considered extreme, parents will be contacted.

Where to purchase Goring C of E Primary Uniform
Uniform for children attending Goring Primary School can be sourced as

below:-

- Branded items can be purchased from;
 - Broadwater Sports Tel: 01903 234589, Email: shop@broadwatersports.co.uk
 - McGregors, Goring Road Tel: 01903 962356
Email: mcgregors-shop@hotmail.com
- All other items can be bought from local high-street retailers
- Our school regularly hosts PSA second-hand uniform sales where items can be purchased for discounted amounts

Expectations for our school community

Pupils

Pupils are expected to wear the correct uniform at all times (other than when advised e.g on PE days, Forest School sessions etc). while:

- On the school premises
- Travelling to and from school
- At out-of-school events or on trips that are organised by the school, or where they are representing the school (if required)

Parents and Carers

Parents and carers are expected to make sure their child has the correct uniform and PE kit, and that every item is:

- Clean
- Clearly labelled with the child's name
- In good condition

Parents/carers are also expected to contact the headteacher, via the school office, if they want to request an amendment to the uniform policy in relation to:

- Their child's protected characteristics
- The cost of the uniform

Parents/carers are expected to lodge any complaints or objections relating to the school uniform in a timely and reasonable manner.

Disputes about the cost of the school uniform will be:

- Resolved locally
- Dealt with in accordance with our school's complaints policy

The school will work closely with parents/carers to arrive at a mutually acceptable outcome.

The Definition of Disability

The Disability Discrimination Act defines a disabled person as someone who has

'a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'

Definition of the terms:

- 'Physical impairment (difficulty)' includes sensory impairments
- 'Mental impairment (difficulty)' includes learning difficulties and an impairment resulting from or consisting of a mental illness
- 'Substantial' means 'more than minor or trivial'
- 'Long-term' is defined as 12 months or more

The definition includes a wide range of impairments, including hidden impairments such as dyslexia, autism, speech and language impairments, Attention Deficit Hyperactivity Disorder (ADHD). These are all likely to amount to a disability, but only if the effect on the person's ability to carry out normal day-to-day activities is substantial and long term, as defined above.

Normal day-to-day activities that may be affected include one or more of the following:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of risk of physical danger

Some people are automatically covered by the definition: those with cancer, multiple sclerosis, HIV infection or a severe disfigurement. There are special provisions for people with progressive or recurring conditions.

Additional note:

There can be an overlap between those who count as disabled under the DDA act and those who have a special educational need (SEN). The definition of SEN could include disabled children if they have a disability (as defined above) that requires substantial, long term special provision to be made for them to be able to access education.

Equally, a child receiving some form of special provision (e.g. additional support for reading) may not be considered 'disabled' if the long term adverse effect is not 'substantial' i.e. it does not prevent them from carrying out normal day-to-day activities.

Parent Support Association (PSA)

Who are we and what do we do?

The Parent Support Association is made up of all the parents of children at the school.

A variety of social and fund raising events are organised throughout the year. These may include a trip to one of the Worthing Theatre pantomimes before Christmas, the Christmas Bazaar, the Summer Party, the Summer Fayre, End of Term Discos, Coffee Mornings, Uniform sales, Quiz nights, table top sales etc. We also help in school with various school community events e.g. Christmas parties.

Some of these events are to raise money to buy equipment for the school or to help with school activities. Recent donations have supported the development of early readers with phonics linked books and the building of a new play trail on our KS2 playground.

When do we meet?

We meet once every half term to plan forthcoming events and to discuss events that have happened.

How can you help us?

If you would like to be involved in and help your child's school at the same time, why not join the PSA committee or offer your time and energy to become part of the team that makes these events happen.

If you can help at PSA/School events or if you have a particular skill- face painting, cooking, DIY etc – please see any PSA member or leave a message for us at the School Office – we are always looking for helpers and would really welcome you to join us.

Privacy Notice

Information about Pupils in Schools, Alternative Provision,
Pupil Referral Units and Children in Early Years Settings

The EU General Data Protection Regulation (GDPR)

The Data Protection Act 2018 (DPA) is the UK's implementation of the General Data Protection Regulation (GDPR) and both came into force on 25th May 2018.

The DPA 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998.

The DPA sits alongside the GDPR, and tailors how the GDPR applies in the UK.

Everyone responsible for using personal data has to follow the 'data protection principles'.

They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Data Controller

Goring CE Primary School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z6524932).

The Data Protection Officer (DPO) for the school is Miss Charlotte Hancocks.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

The main reason that the school processes personal data is because it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

The school may also process personal data if at least one of the following applies:

- in order to protect the vital interests of an individual
- there is explicit consent.
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which has provides measures to safeguard the fundamental rights and the interests of the data subject;

The categories of pupil information that we collect, hold and share include:

- Personal identifiers and contacts (such as name, unique pupil number and address and contact details, carers details)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
- A safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons, behavioural information, details of any exclusion information, alternative provision put in place)
- national curriculum assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results, examination results)
- where pupils go after they leave us
- any special educational needs or disabilities as well as relevant medical information.

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and hold personal information relating to our pupils and those involved in their care, we may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

We use this personal data to:

- support our pupils' learning
- support our pupils' welfare
- monitor and report on pupil attainment progress
- provide appropriate pastoral care;
- to keep children safe (food allergies, or emergency contact details)
- assess the quality of our services;
- process any complaints;
- protecting vulnerable individuals;
- to meet the statutory duties placed upon us by the Department for Education
- the prevention and detection of crime

Who we share data with

We may pass data to:

- local authority
- Schools that a pupil attends after leaving this school
- The Department for Education (DfE)
- NHS
- third-party organisations, as allowed by law
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate
- youth support services

- school nurse

For further information about who we share with and why please see APPENDIX A.

Retention Periods

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

<https://irms.site-ym.com/page/SchoolsToolkit>

Photographs

The School may take photographs, videos or webcam recordings of pupils or students for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used.

Photographs may also be taken of those attending a ceremony which may appear in the newspaper. You will be made aware that this is happening and the context in which the photograph will be used.

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO

Withdrawal of Consent

The lawful basis upon which the school process personal data is that it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a

review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

APPENDIX A

Who we share data with and why

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

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

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

NHS/Clinical Commissioning Groups (CCGs)

We are required, by law, to pass certain information about our pupils to CCGs.

CCGs use information about pupils for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual pupils. It is necessary for certain health information about children (for example, such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these CCGs to maintain children's names and addresses for this purpose. CCGs may also provide individual schools and Local Authorities (LAs) with aggregated health information which will not identify individual children.

Local Authority - education and training

We are required, by law, to pass certain information about our pupils to local authorities.

The LA holds information about young people living in its area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to

enable them to; produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their pupils go on to do after the age of 16.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: FOI@westsussex.gov.uk

Local Authority – social services

In order to comply with our statutory safeguarding duties we are required, by law, to pass certain information about our pupils to local authorities. Information will only be shared where it is fair and lawful to do so.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: FOI@westsussex.gov.uk

Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to pupils, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.