



Admission Pack

The Data Protection Act 2018

The information provided on this admission form is subject to the Data Protection Act 2018. We will process this information for use by the school, other schools, Local Education Authority (LEA), Department for Education (DFE), Qualifications and Curriculum Authority (QCA). It may also be disclosed to the governing body and the parent's association. We are GDPR Compliant.

If you do not wish this information to be disclosed to either the governing body or the parent's association you should notify the school in writing. Should you wish to obtain a copy of the information held by the school relating to you or your child(ren) at any time, you may do so by writing to the school.

We now use a Management Information System called Arbor, and parents are able to login directly through the Parent Portal or via the Arbor app.

We use this Management System to collect data to administer Educational Visits, Parent/Carer Consultations, School Meals, Consents, Share Progress and Attainment, Attendance and much more, so the sooner you login, the sooner you can enjoy the benefits and be kept up to date.

Please see the following pages for help and guidance.

It is useful if you complete as much information as possible from the very start. If all sections are completed in as much detail as possible from the start it saves additional correspondence to chase information that is required later on.

The school also has a duty to submit Census information to County termly that requires responses, so for example if you do not want to record your religion, please choose 'Refused Information' or 'No Religion' rather than leaving it blank.

Logging In:

Never logged in before? Visit this article to see how to get logged in: [Getting started - Log into Parent Portal and the Arbor App](#)

Having trouble logging in? Work through these troubleshooting tips with your school: [Why can't parents log in?](#)

Homepage:

The dashboard is the first screen that you will see. This gives a quick glance of the student's daily timetable (start time, lunchtime and finish time only), meals, notices, current attendance.

You can return to this page at any time by clicking on the school's logo or choosing Dashboard from any menu.

- The Statistics section shows information about the student's attendance.
- [Guardian consultations](#) - The **Guardian Consultations** section allows guardians to book time for Parent Evening meetings by selecting one of the available slots as per the School's setup.
- [Accounts](#) - The **Accounts** section loads the student's current Meals and other top-up account balances.

All Saints CofE Primary School & Nursery, Parsonage Lane,
Bishop's Stortford, Hertfordshire, CM23 5BE Tel: 01279 836006

Seeing and updating my child's information on the Parent Portal or Arbor App:

The **Student Profile** on the Parent Portal gives you an overview of the student's personal details. To get to the student profile select the green **View Student Profile** button.

Notices and consents


This section contains a list of missing information (including consents) on the student's profile.

On the Parent Portal

You can also see these on your Homepage, under the **View Student Profile** button.

To update this information, click on a notice. A slide over will appear where you can add the required information.

Once you've filled in all the information, the notices will disappear - you can edit the information by clicking into the data further down your child's profile.


Rebecca Allen
 Form **1MJ** Year
 House **Colville** Tutor

Notices

- Rebecca Allen does not have a transportation method recorded - click to correct
- Rebecca Allen does not have a religion recorded - click to correct
- Rebecca Allen does not have any details on hearing tests - click to correct
- Rebecca Allen does not have any details on vision tests - click to correct

Add mode of travel for Rebecca Allen

Mode of travel*

Notes

For consents, you need to either **Give** or **Decline** consent.

Review Consent

| | |
|--------------|----------------------|
| Student | Rebecca Allen |
| Consent type | Photograph Student |
| Note | <input type="text"/> |

You'll need to contact the school if you need to change whether you've consented or not. This is not possible to change through the Parent Portal, but you can see your consents at the bottom of the page.

| Consents | |
|--------------------|---|
| Photograph Student | Rejected by Jonathan Allen on 12 May 2021 |

Consent

| Consent Details | |
|-----------------|------------------------|
| Consent type | Photograph Student |
| Requested date | 12 May 2021 |
| Status | Declined (12 May 2021) |
| Response by | Jonathan Allen |

On the Arbor App

To update this information, click on a notice.



Mason Bell
2RH

Notices

- Mason Bell does not have a transportation method recorded >
- You have not consented to Internet Access for Mason Bell >
- You have not consented to Photograph Student for Mason Bell >

Add the information, then click **Confirm**.

Once you've filled in all the information, the notices will disappear - you can edit the information by clicking into the data further down your child's profile.

Update Religion

Religion

Buddhist

Confirm

For consents, you need to either **Give** or **Decline** consent.

Set Consent

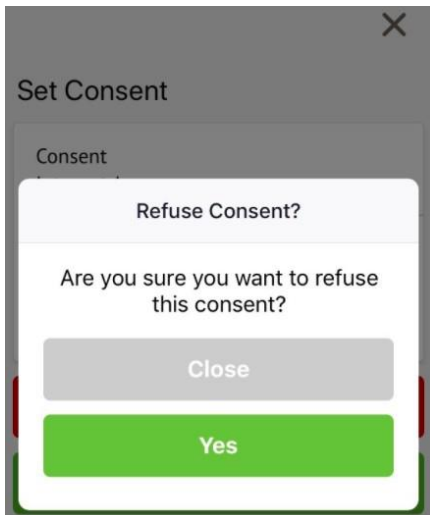
Consent
Photograph Student

Note
Photos for internal purposes only

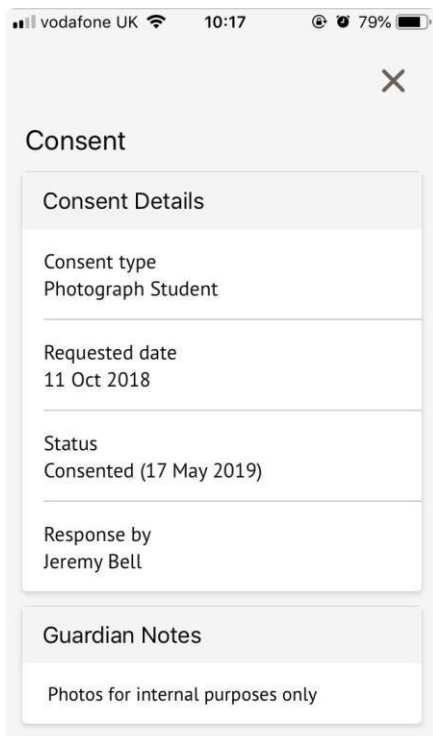
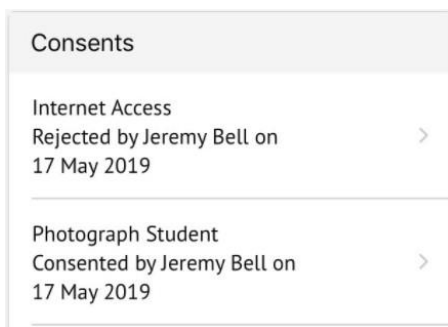
Decline Consent

Give Consent

If you choose to decline the consent, you will be asked to confirm your choice.



You'll need to contact your school if you need to change whether you've consented or not. This is not possible to change through the Parent Portal, but you can see your consents at the bottom of the page. Click for more information.



When you have provided all the information required, the page will display that there are no more notices.



Mason Bell
2RH

Notices

No notices

Contact Details

Student contact details

As a primary guardian, you can see and amend the child's contact details. You can only see postal addresses that you also live at with the child.

New contact details can be added by clicking **+Add**.

| Student Contact Details | | + Add |
|-------------------------|--|-----------------------|
| Personal email | rebecca.allen@arbor-mail.com | ▶ |
| Mobile number | 07700 900745 | ▶ |
| Home number | 020 8467 3814 | ▶ |
| Home address | Lives with Pamela Allen. Hidden - hover over the question mark for details. | 12 May 2021 - ongoing |
| Home address | 29 Melrose Gardens London W6 7RN Rebecca Allen lives here This is a correspondence address | Ongoing ▶ |

You can edit or delete any contact details where there is an arrow symbol. Just click the field, click the **Edit** button, then edit or delete.

Student Contact Details

| | |
|----------------|--|
| Personal email | rebecca.allen@arbor-mail.com |
| Mobile number | 07700 900745 |
| Home number | 020 8467 3814 |
| Home address | Lives with Pamela Allen. Hidden - hover over the question mark for details. |
| Home address | 29 Melrose Gardens London W6 7RN Rebecca Allen lives here This is a correspondence address |

Edit Student Telephone Number

Please note - this is the telephone number for Rebecca Allen, not a guardian/emergency contact.

| | |
|--------------|---------------|
| Number type* | Mobile |
| Number* | +447700900745 |
| Extension | |
| Notes | |

[Delete](#) [Cancel](#) [Save Changes](#)

Mine and other guardian's contact details

The **Family, Guardians & Contacts** section displays all guardians linked to the student's profile. You can only see and update your own details.

You can add new contacts by following these instructions: [How to add new guardians and contacts for your child](#)

If you need to update another guardian's details, they will need to log in and update if they are a primary guardian, or you can contact your school to make any changes for you.

Family, Guardians & Contacts + Add

Jonathan Allen Father ▶

07700 900572 (Mobile)
020 8467 3814 (Home)
jonathan.allen@arbor-mail.com (Personal)
29 Melrose Gardens, London, London, W6 7RN

Access Options
Primary guardian
Can collect
Emergency contact

Megan Allen *You cannot see this guardian's details for security reasons*

On the Arbor App

On the **Student Profile** page, scroll down to the **Family, Guardians & Contacts** section. It will show only the names of your child's other family members, and your information.

- To add a new contact click **Add Family member, guardian or contact**.
- To amend your information, click your name.

vodafone UK 12:20 69%

< Evie Davies

Family, Guardians & Contacts

+ Add Family member, guardian or contact

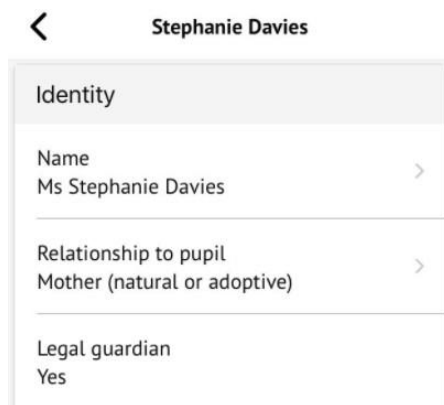
Christian Davies

Stephanie Davies
Mother (natural or adoptive)
07700 900678 (Mobile)
020 8815 9677 (Home)
stephanie.davies@arbor-mail.com (Personal)
1 Hebron Road, London, London, W6 0PQ

Access Options
Primary guardian
Can collect
Emergency contact

On your profile, click the **Quick Actions** button to add key information quickly.

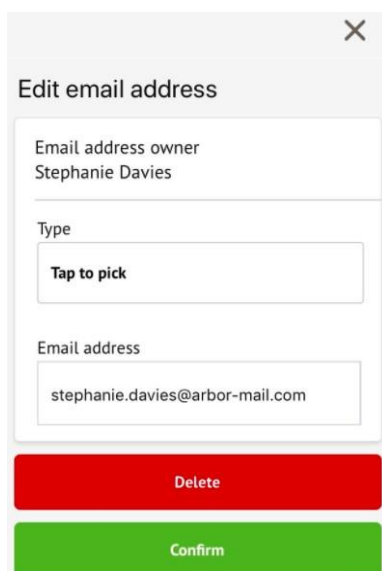
You can also add or amend information anywhere where you see an arrow icon on the right-hand side. Click the information to amend it.



The screenshot shows a user profile for Stephanie Davies. At the top left is a back arrow icon. The name 'Stephanie Davies' is displayed. Below this is a section titled 'Identity' with a light grey background. It contains three rows of information, each with a right-pointing arrow icon for editing:

- Name: Ms Stephanie Davies
- Relationship to pupil: Mother (natural or adoptive)
- Legal guardian: Yes

For example, when amending an email address, you will see this page. Please be aware that if you amend your default email address, you will have to log in using the new email address.




The screenshot shows a dialog box titled 'Edit email address' with a close 'X' icon in the top right corner. The dialog contains the following fields and buttons:

- Email address owner: Stephanie Davies
- Type: Tap to pick (with a selection box)
- Email address: stephanie.davies@arbor-mail.com (with a text input field)
- Buttons: A red 'Delete' button and a green 'Confirm' button.

Other information you can view and amend

On the Parent Portal

The **Student Details** section contains the student's personal information. Any information with the  symbol to the right of it can be amended.

Click on the student details you would like to amend, a slide over will then appear for you to update the information, once updated select **Save Changes**.

| Student Details | |
|-------------------------|------------------------------|
| Name | Rebecca Allen |
| Gender | Female |
| Date of birth | 27 May 2016 |
| Ethnicity | White - British |
| Religion | Not recorded - click to add |
| Language | English (Native speaker) |
| Service child | No |
| Student Contact Details | |
| Personal email | rebecca.allen@arbor-mail.com |

Edit Language Ability

| | |
|--------------|---|
| Language | English |
| Proficiency* | Fluent |
| Options | <input checked="" type="checkbox"/> Is Native Language <input checked="" type="checkbox"/> Speaks language <input checked="" type="checkbox"/> Understands language <input checked="" type="checkbox"/> Language is spoken at home |
| Notes | |

The **Meal Preferences & Dietary Requirements** section shows what any dietary requirements the student has and displays the current meal preferences.

To add another dietary requirement, click **+Add** and update the slide over.

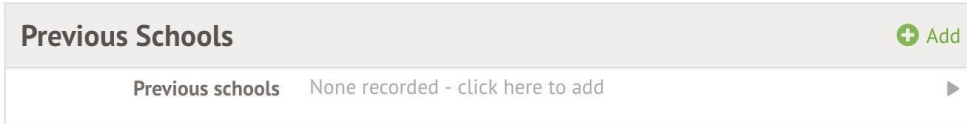
| Meal Preferences & Dietary Requirements | |
|---|-----------------------------------|
| Meal preference | None recorded |
| Dietary requirements | None recorded - click here to add |
| Previous Schools | |
| Previous schools | None recorded - click here to add |

Please only use this form to add dietary requirements which are required for medical or religion reasons only.

| | |
|----------------------|------------|
| Dietary requirement* | No Peanuts |
| Note | |

The **Previous Schools** section will list the student's previous enrolment into past schools. To view details of a previous school listed, select it, a slide over will appear displaying all of the school's details.

To add a new historic school click **+Add**.



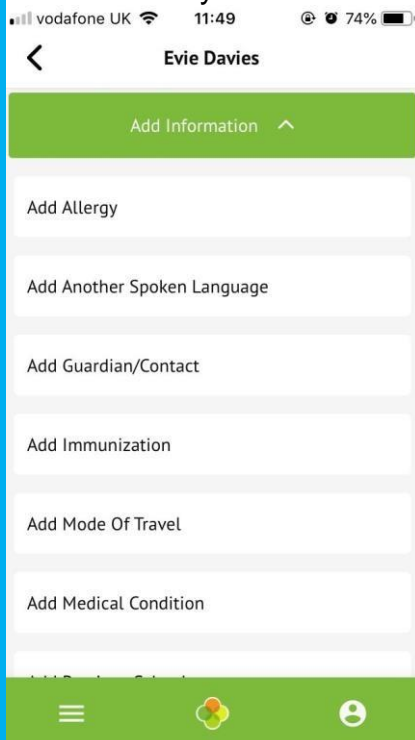
The **Medical** section will load all of the medical details linked to the student's profile. This includes the student's Doctor, Medical Conditions, Immunisations etc depending on what you have added.

To update any of the sections, click on one of them. Amend the details on the slide over and click on **Save Changes**.

| Medical | | + Add |
|-----------------------|-----------------------------------|-----------|
| Doctor | Not recorded - click here to add | ▶ |
| New medical condition | Penicillin Allergy | Pending ▶ |
| Allergies | None recorded - click here to add | ▶ |
| Immunisations | None recorded - click here to add | ▶ |
| New hearing test | 05 May 2021 | Pending ▶ |
| Hearing tested | Not recorded - click here to add | ▶ |
| New vision test | New Vision Test | Pending ▶ |
| Vision tested | Not recorded - click here to add | ▶ |
| Handedness | Not recorded - click here to add | ▶ |

On the Arbor App

You can quickly add information by clicking the **Add Information** button and selecting the information you would like to add.



Once you have added the information, click the green button at the bottom.

Add Allergy

Medical Condition
Dairy Allergy

Severity
Moderate

Quick summary

Symptoms
Rash

Treatment
Antihistamines

Add Allergy

You can also add or amend information anywhere where you see an arrow icon on the right-hand side. Click the information to amend it.

Stephanie Davies

| Student Details | |
|-----------------|---|
| Name | > |
| Evie Davies | |
| Gender | > |
| Female | |
| Date of birth | |
| 12 Apr 2004 | |

If you click on an item that is waiting for confirmation by your school for the changes to take effect, you can see the information, or cancel the change request.

Changes made from the parent portal will be reviewed by school staff before being applied to the student profile.

| |
|---|
| Change |
| Update Religion |
| Requested |
| Mother (natural or adoptive) |
| 17 May 2019, 10:27, by Stephanie Davies |

| Changes |
|----------------------------|
| Religion |
| Old Value: |
| New Value: Buddhist |
| Changed |

Cancel Change Request

Student Profile:

Access your child's profile by clicking the **View Student Profile** button on your homepage.

This allows you to see basic information about your child, and highlights any unread notices or actions needing to be completed. You will be able to amend details such as your contact details, medical information, consents, and so on.

From here you can access more areas of their profile for:

- [Calendar and Timetable](#) - This gives details of the day length and lunchtime only.
- [Attendance](#) - The **summary** page shows statistics and recent attendance for the academic year as shown. The **Attendance By Date** page is a breakdown of the student's attendance, day by day with the mark.
- [Report cards](#) - All school reports that your school has sent home for your child will be available here.
- [Progress](#) - Please visit the school website 'Understanding my child's Attainment and Progress on Arbor' to access a guide which explains how progress is measured via Arbor at Allsain <https://allsaints.herts.sch.uk/Parents/Technology-Platforms/>

The screenshot displays the 'Megan's page' interface. On the left is a navigation menu with 'Profile' highlighted. The main content area shows a profile for Megan Hill, including a photo, name, and gender. Below this is a table with details: Form (10NE), Year (Year 10), House (Acklam), and Tutor (Rosie Hall). A 'Notices' section lists three items with 'click to correct' links. The 'Student Details' section includes fields for Name, Gender, Date of birth, Ethnicity, Religion, Language, and Service child. On the right, an 'Instructions' box explains how to edit information, with a green 'Add Information' button below it.

If you are having any difficulty in accessing Arbor or need further assistance, then please do contact the office on 01279 836006 or admin@allsaints.herts.sch.uk and we will be happy to help.



Form to be completed and emailed to the admin email.

Help us get to know your child

We liaise with previous Nurseries/Schools to find out about your child and prepare for their arrival here. In order to support admission to nursery/school and transition to All Saints, we would very much value an opportunity to hear from you how your child has been getting on. This will then be shared with your child's class teachers.

| | | | | |
|---|---|--------|-----------|-------|
| Child's Name | | | | |
| About your child: (Personality, likes, dislikes, favourite activities, etc.) | | | | |
| Social and Emotional Well-being: (How does your child feel about moving to Junior School?) | | | | |
| Reading | Does your child engage in reading independently? <i>(Please X the appropriate box.)</i> | | | |
| | Always | Mostly | Sometimes | Never |
| | | | | |
| Comments: | | | | |
| Writing | Does your child engage in writing tasks set by school? <i>(Please X the appropriate box.)</i> | | | |
| | Always | Mostly | Sometimes | Never |
| | | | | |
| Comments: | | | | |
| Maths | Does your child engage in maths tasks set by the school? <i>(Please X the appropriate box.)</i> | | | |
| | Always | Mostly | Sometimes | Never |
| | | | | |
| Comments: | | | | |
| Any further information you would like your child's new teacher to know: | | | | |

