**Application for a place at Harbertonford Nursery**

To apply for a place please complete all the following forms.

* Return all forms to the school office along with your child’s birth certificate as we are required to certify your child’s date of birth

**Please indicate preferred sessions.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mon** | | **Tues** | | **Weds** | | **Thurs** | | **Fri** | |
| **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** |
|  |  |  |  |  |  |  |  |  |  |

**PLEASE INDICATE YOUR PREFERRED START DATE………………………………………..**

*PERSONAL INFORMATION: \*Please keep us updated with any changes to these details\**

|  |  |  |  |
| --- | --- | --- | --- |
| *Child’s name:* | | | |
| *Preferred Name. (if different from above):* | | | |
| *Date of birth:* | | | |
| *Home Address:*    *Post code:* | | | *Home Tel. No.* |
| *Main contact e-mail address:* |  | | |
| *Parent/guardian* | *Parent/guardian* | *Parent/guardian* | |
| *Name* |  |  | |
| *Date of birth* |  |  | |
| *NI number* |  |  | |
| *National Asylum Support service (NASS) number* |  |  | |
| *Address* |  |  | |
| *Parental responsibility?* | *YES/NO* | *YES/NO* | |
| *Legal access to the child?* | *YES/NO* | *YES/NO* | |
| *Home Tel No.* |  |  | |
| *Work Tel No.* |  |  | |
| *Mobile Tel No.* |  |  | |
| *Email Address:* |  |  | |
| *Who has parental responsibility if different from above?* | | | |

OTHER INFORMATION:

|  |  |
| --- | --- |
| Any special diet, allergies, health problems, disabilities, special educational needs etc. the Pre-school needs to know about: | |
| Child’s Doctor:    Tel. No. | Surgery Address: |
| Please give details of any other agencies or professionals working with your child and their role (e.g. speech therapist, social worker): | |
| Please give details of any other settings or childcare previously or currently attended (including Childminder or Nanny):      I give my permission for Harbertonford Pre-school to contact them for information sharing purposes.  YES/NO  If a previous setting has been attended, did they complete a 2 year check? | |
| What language(s) is/are spoken at home? | |
| What is the main religion in your family (if applicable)? (e.g. C of E, Catholic, Muslim) | |
| How would you describe your child’s ethnicity/cultural background? (e.g. White British, Chinese, Roma etc.) | |
| Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is at pre-school? | |
| Which primary school will your child attend after pre-school? | |
| My Childs likes/dislikes/interests: | |

AUTHORISATIONS & CONSENTS:  Please complete all the following consents: tick or delete where necessary.

Sunscreen -In order to reduce the risk of skin damage we will ensure children are protected before playing outside.  We ask that you provide suitable sunscreen, which is labelled with your child’s details at all pre-school sessions.  We also ask that you provide a sunhat for use by your child when appropriate.

* I authorise pre-school staff to apply sunscreen to my child (named bottle provided by me).

* I understand that sunscreen must be a brand that does not contain any possible allergens which might cause a risk to other children (e.g. almond oil, peanuts).

* I understand that if my child does not have a sunscreen applied he/she may not be allowed outside.

Email Contact - \*I give/do not give permission for my email address to be used as a method of contact for correspondence regarding pre-school only e.g. newsletters/fundraising etc. It will not be passed on to any third party.

Photographs/DVD Consents - Permission is required in order that photographs or DVD recordings can be taken of your child.

\*I give/do not give permissionfor photos to be used for confidential child progress records.

\*I give/do not give permissionfor photos to be used for publicity purposes on the website or local press/parish newsletter from time to time (names will never be included).

\*I give/do not give permissionfor photos to be used for display on the pre-school notice board(s).

\*I give/do not give permissionfor my child to appear in a video/dvd recording to be used for private use by parents/carers of pre-school children (for instance the nativity performance).

Please sign below to confirm all of the above authorisations and consents:

|  |  |
| --- | --- |
| Full Name of Child |  |
| Parent/Carer Signature |  |

MANDATORY CONSENTS:

In order for pre-school to run efficiently and to standards there are a number of necessary requirements. Please read and sign these necessary requirements below:

1. Medical emergency: I give consent, in the event of an emergency, for appropriate medical advice/treatment to be sought/given for my child- e.g. qualified first aider/doctor/paramedic etc.

Please note – in the event of your child being injured or taken ill whilst at Harbertonford Pre-school a member of staff would immediately attempt to contact the child’s parent/carer and if unable to make contact, would then try the emergency contacts you have nominated.

1. Intimate care: I give permission to the Pre-school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.
2. Policies & Procedures: I confirm that I have read and agreed all of the Pre-school’s policies and procedures.
3. Child Records: I understand that as part of OFSTED’s requirements records and observations will be made for your child. Records will be kept strictly confidential.  Arrangements will be made to view these records if you wish.
4. Information Sharing: I understand that transition documents will be shared with your child’s school class teacher during their last half term at pre-school.
5. Information Sharing: It may sometimes be helpful to share information about your child’s development with other agencies/professionals e.g. health visitor. You will always be informed when this is happening and who this information is being shared with.
6. Local short visits: I agree that my child can join the group in visiting the school’s outside play areas and the local scout field during Tuesday morning sessions.
7. Notice Period: I agree to give 4 weeks’ notice to the play leader before removing my child from pre-school (other than July school leavers), or I may be liable to pay any fees payable for that period.

Please sign below to agree to all of the above mandatory consents:

|  |  |
| --- | --- |
| Full Name of Child |  |
| Parent/Carer Signature |  |

**If you have any queries or questions or wish to know more details**

**please feel free to discuss these with the nursery lead or a member of staff.**

I am willing to help with the following: (Please tick)

ShapeShape          Mending/making equipment                 Fund-raising

Shape          Outings

ShapeSpeaking to the children about my job/hobbies

ShapeOther (please specify)         …………………………………………….

**Privacy Notice – How we use pupil information**

**Why do we collect and use pupil information**

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR) 2018.

We use the pupil data:

* to support pupil learning
* to monitor and report on pupil progress
* to provide appropriate pastoral care
* to assess the quality of our services
* to comply with the law regarding data sharing
* to support you to decide what to do after you leave school

**Categories of pupil information that we collect, hold and share include:**

* Personal information (such as name, unique pupil number and contact details)
* Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
* Attendance information (such as sessions attended, number of absences and absence reasons)
* National curriculum assessment results
* Special educational needs information
* Relevant medical information

**Collecting pupil information**

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

**Storing pupil information**

The Link Academy Trust keep information about your child(ren) on computer systems and also sometimes on paper.

We hold their education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

**Who do we share pupil information with?**

We routinely share pupil information with:

* schools or colleges that the pupils attend after leaving us
* our local authority (Devon County Council) and their commissioned providers of local authority services
* the Department for Education (DfE)
* our schools within the Trust

**Why we share pupil information**

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.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to https://www.gov.uk/education/data-collection-and- censuses-for-schools

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

**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 pupil information we share with the department, for the purpose of data collections, go to https://www.gov.uk/education/data-collection-and-censuses-for- schools.

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>

**Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s educational record, contact the relevant school office or Head of School. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**Privacy Notice Declaration (Please read, sign and return)**

I, Parent of Child(ren) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that I understand:

* The Link Academy Trust has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
* How my data is used.
* The Link Academy Trust may share my data with the DfE, and subsequently the LA.
* The Link Academy Trust will not share my data to any other third parties without my consent, unless the law requires the school to do so.
* The Link Academy Trust will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
* My data is retained in line with the school’s GDPR Data Protection Policy.
* My rights to the processing of my personal data.
* Where I can find out more information about the processing of my personal data.
* I am content for the Trust or School to continue contacting me via all forms of current communication including email, telephone and text messages.

Signature of Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **Parent Declaration Form** |  |
|  | | |

|  |  |
| --- | --- |
| **Provider Name:** | **Harbertonford C of E Primary School** |

# Child’s Details (to be completed by the parent/carer)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **First Name** | **Middle Name(s)** | **Last Name** |
| **Legal Name:** |  |  |  |
| **Chosen Name:** |  |  |  |
| **Date of Birth:** | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ | **Gender:** | **Male / Female** |
| **Address:**  **Postcode:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Documentary proof of DoB Type*** *(e.g. Birth certificate, Passport):* |  | ***Document recorded by*** *(name of staff member):* |  |
| ***Date document recorded:*** |  | | |

**Two Year Old Funded Places**

|  |  |  |  |
| --- | --- | --- | --- |
| **Golden Ticket Number or** | **MM --- --- --- --- / --- --- --- --- --- ---**  **or**  **ZZ --- --- --- --- / --- --- --- --- --- ---** | **Eligible from:** |  |
| **Citizens Portal** | **TYF 878 - \_\_\_ \_\_\_ \_\_\_ \_\_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_\_** | | |

<https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Register>

**Details for children claiming the Extended Entitlement**

|  |  |
| --- | --- |
| **Parent/carer National Insurance Number/ NASS:**  **(9 characters)** | \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ |
| **30 hours eligibility code:**  **(11 digits)** | 5 0 0 0 \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ |

**Setting and attendance details**

* Parents need to agree and complete this Declaration Form (or something similar that the preschool, nursery or childminder has produced) with each provider your child attends for their early years entitlement. This will help ensure that funding is paid fairly between them.
* Your child can attend a maximum of two sites in a single day and if your child attends more than one provider Devon County Council will fund all providers based on the hours your child is booked into those provisions.

**My child is attending the following providers:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Providers Name** | **Please enter the total funded hours attended each day** | | | | | | | **Total number of hours per week** | **Number of weeks per year (e.g. 38, 45, 51)** |
| **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Funded hours** |  |  |  |  |  |  |  |  |  |
| **Total daily Funded Hours Attended** |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Providers Name** | **Please enter the total funded hours attended each day** | | | | | | | **Total number of hours per week** | **Number of weeks per year (e.g. 38, 45, 51)** |
| **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| **Funded hours** |  |  |  |  |  |  |  |  |  |
| **Total daily Funded Hours Attended** |  |  |  |  |  |  |  |  |  |

**Early Years Pupil Premium (EYPP) Registration Form**

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to providers for 3 and 4 year old children of families in receipt of certain benefits. This funding will be used to enhance the quality of your childs early years experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child’s progress and development. For more information please speak to your childcare provider.

If you believe that your child may qualify for the EYPP please provide the following information about the **main benefit holder** to enable Devon County Council to confirm eligibility.

|  |  |
| --- | --- |
| **Parent/carer First Name:** |  |
| **Parent/carer Last Name:** |  |
| **Parent/carer**  **Date of Birth:** |  |
| **Parent/carer National Insurance Number/ NASS:**  **(9 characters)** | \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ |
| **Parent/carer Signature:** |  |

**Declaration I** (name)…………………………………………………………………………………………

**of** (address)……………………………………………………………………………………….

**confirm that the information I have provided above is accurate and true. I**

**understand and agree to the conditions set out in this document and I**

**authorise** (name of provider/s**)…………………………………………………………….**

**to claim entitlement funding as agreed above on behalf of my child.**

I also agree that the information I have provided can be shared with Devon County Council (DCC) and the Department for Education, who will access information from other government departments to confirm my child’s eligibility and enable this provider to claim the Early Years Pupil Premium (EYPP) on behalf of my child. DCC may also share that information with neighbouring authorities if necessary for a claim to be processed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent/carer/guardian with**  **legal responsibility** | | **Childcare provider** | |
| Signed |  | Signed |  |
| Print name |  | Print name |  |
| Date |  | Date |  |

**Data Privacy**

The Data protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. This includes:

* The right to know the types of data being held
* Why it is being held, and
* To whom it may be communicated.

A ‘privacy notice’ is a good way to be able to meet data subjects rights and therefore DfE recommend they are used to explain to parents, pupils and staff how their data is being used. The department has drafted template [privacy notices](https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices) that settings, schools and local authorities may like to use, however, they should be reviewed, amending as necessary to reflect business need and ideally include [this link](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data) to the gov.uk webpage on how the department collects and shares data.

It is recommended that the privacy notice be included as part of an induction pack for staff and be put on the settings website for parents, as well as potentially featured on the staff notice board/intranet. They do not need to be issued on an annual basis as long as new pupils and staff are made aware of the notices and they are readily available electronically or in paper format.

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>