

Little Jimmy's Pre School

REGISTRATION FORM

Ethnicity	
Allergies	
SEN	
Going Out	
Photos	

PASSWORD:
SG:

<u>Mothers D.O.B:</u>	<u>Fathers D.O.B</u>
<u>National Insurance Number :</u>	<u>National Insurance Number :</u>

CHILD'S DETAILS

Child's full name _____

Date of birth _____

Home address _____

SESSIONS AND DAYS REQUIRED

OFFICE USE ONLY	Monday			Tuesday			Wednesday			Thursday			Friday		
	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM	AM	L	PM

MOTHER/GUARDIAN DETAILS

Full name Ms / Mrs / Miss _____

Parental responsibility? **Yes/No**

Home telephone number _____

Mobile telephone number _____

Work telephone number _____

Email address _____

Address (if different from child) _____

FATHER/GUARDIAN DETAILS

Full name Mr _____

Parental responsibility? **Yes/No**

Home telephone number _____

Mobile telephone number _____

Work telephone number _____

Email address _____

Address (if different from child) _____

EMERGENCY CONTACT DETAILS

Full name emergency contact _____

Telephone number _____

COLLECTION DETAILS

Names of any additional people with permission to collect your child (must be over 16)

Password for authorised collection _____

MEDICAL/SPECIAL NEEDS

Name of child’s G.P. _____

Address of child’s G.P. _____

Telephone number of child’s G.P. _____

Details of all immunisations _____

Details of any birth marks _____

Details of any concerns raised at 2 year 4 month development check _____

Has your child seen an Occupational Therapist/Physiotherapist/Speech and Language Therapist? _____

Is your child known to the locality team or social care? _____

Is there an Early Help Assessment in place for your child? _____

Details of any special health problems/disability/medications _____

DIETARY NEEDS

Details of any dietary requirements including any allergies, intolerances, religious/cultural/personal preference

Allergies: _____

Intolerance: _____

Religious/Cultural/Personal: _____

OTHER

Details of any religious/cultural considerations when caring for the child _____

Are there any festivals or special occasions celebrated in your religion/culture that you would like us to acknowledge and celebrate? _____

What language(s) is/are spoken at home? _____

If English is not the main language spoken at home, will be this your child’s first experience of being in an English-speaking environment? _____

SIGNATURE OF PARENT/GUARDIAN _____

DATE _____

LITTLE JIMMYS PRE SCHOOL

TERMS AND CONDITIONS

I confirm that I have read and understood the full terms and conditions and have noted the following.

- Please give a term’s notice in writing if your child is leaving, or you wish to reduce his/her sessions. If adequate notice is not given, fees for the outstanding portion of the notice period are payable.
- Paid Sessions which are missed because of illness or holidays or any other reason, are non-refundable and non-transferable.
- I agree to the session fees of £16.50 per session, Snack will be 50p per session-1 full day= £1 per day for snack.
- I agree to the late fee charge of £2.00 for every 15 minutes you are late collecting your child.

I confirm that I have read and understood the following policies which can be found on the website.

- Safeguarding and Child Protection
- Health and Safety
- Equalities
- Special Educational Needs
- Promoting Positive Behaviour, including Rules and Standards
- Parental Involvement

Child’s name

Sign

Date

Permissions	Signature Parent/Guardian	Date
<i>I agree to allow my child to participate in any small, local nursery outings, including use of the adjacent community play equipment of swings, slide and climbing frame (large outings will require specific consent) and Outdoor Classroom sessions.</i>		
<i>I agree to allow my child to receive emergency medical treatment should this be necessary.</i>		
<i>I agree to allow a member of nursery staff to change my child’s nappy.</i>		
<i>I agree to allow photographs to be taken of my child:</i> <ul style="list-style-type: none"> - for use on displays in the nursery - where incidentally included in other children’s reports - for use on the nursery website - for use in nursery publicity - for use by the press - by other parents at events e.g. nativity. <i>(delete as applicable)</i>		
<i>I agree to allow observations to be made of my child using Capture Education. I understand that there may be group photographs that incorporate images of my child and other children. I agree that these photographs may be used in other children’s learning journeys.</i>		
<i>I agree that I will review the Our Schools App at least weekly.</i>		
<i>I agree that a copy of my child’s records may be passed on to their next school.</i>		
<i>I agree that my child’s Early Years Progress Check may be shared with Health Services if required.</i>		

<i>I consent to Calpol/ Piriton being given to my child if they require it quickly.</i>		
<i>I agree to follow the healthy eating regime and follow our policy of no NUTS or BANANAS, and based products in your child's lunchboxes. Such as peanut butter and banana yoghurts, & smoothies. Also, no fizzy drinks to be given to your child for lunch.</i>		
<i>I consent to sun-cream being applied to my child on hot days. I confirm that a clearly named bottle of sun-cream has been supplied.</i>		

Little Jimmy's Pre School PUPIL PRIVACY NOTICE

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

- Personal information (such as name, date of birth, address, relevant medical information)
- Characteristics (such as ethnicity, language, nationality)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Child's development information
- Information about any special educational need
- Parental information (such as name, date of birth, address, email address, NI number)

Please ensure that the information we collect, hold and share is accurate by informing us of any changes.

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress, both internally and to Essex County Council
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

The lawful basis on which we process this information

We collect and use pupil information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018).

Collecting pupil information

Whilst the majority of pupil information you provide to us is statutory, 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 data

We will keep all information secure, protecting against unauthorised change, damage, loss or theft. All information collected in paper format is kept in lockable storage and our computer and tablets are password protected. We hold pupil data for the record retention periods as specified by Essex County Council after which it is disposed of securely also in partnership with the GDPR legislation 2018.

Who we share pupil information with

We routinely share pupil information with:

- Settings and schools that the pupil’s attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The Essex Multi-Agency Safeguarding Hub

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.

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 file, contact Pam Welsh.

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Pam Welsh

Please tick the box to confirm that you understand that some non-statutory personal data is collected

Sign: _____

Print: _____

Date: _____

Please describe the following:

First Language..... Home Language.....

Country of Birth..... Passport nationality.....

Please return this form to school as soon as possible, if posting in our post box (in the school office), please place in an envelope. All information is stored in line with the Data Protection Act and will not be sold to external/marketing companies.

I do not wish an ethnic background to be recorded

Ethnic Background Record Form

Based on the new national population Census ethnic categories.

Pupil's name.....

Class/Form.....

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 Information Commissioner (formally the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Sheffield LEA has left it to individual schools to decide whether or not to ask those with parental responsibility to support these children aged over 11 in making this decision. 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 completed by parent or the pupil.*

I do not wish an ethnic background to be recorded

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other white background

Mixed

- White and Black Caribbean
- White and Black African
- White and Pakistani
- White and any other Asian background
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or Black British

- Caribbean
- Somali
- Other Black African
- Any other Black background

Chinese

Any other ethnic background

- Yemeni
- Any other ethnic background

Please describe the following:

First Language..... Home Language..... Country of Birth..... Passport nationality.....

All information is stored in line with the Data Protection Act and will not be sold to external/marketing companies.