Logo, company name

Description automatically generated **NURSERY ADMISSION FORM**

Please complete all sides then sign the last page.

The [General Data Protection Regulation (GDPR)](http://data.consilium.europa.eu/doc/document/ST-5419-2016-INIT/en/pdf), provisions of the Data Protection Act 2018 (DPA 2018) and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the Marleigh Primary Academy’s (MPA) pupil records database. The information on ethnic origin and first language is needed by MPA and by Cambridgeshire County Council (the Children’s Services Authority). This is to ensure that resources are made available when required and that the Education Service offers real equality of opportunity for all pupils.

The sections marked \* are non-compulsory. If supplied, this information will be shared with Education Welfare Benefit Service, Cambridgeshire County Council, and other relevant bodies administering public funds, who collect and use information about you so that we can provide your child(ren) with entitlement to education benefits under The Education Act 1996.

By signing this form, I confirm I understand that data will be shared as appropriate to enable: determination of the support available; verification of any entitlement to Free School Meals/Pupil Premium; prevention and detection of fraud in connection with any claims; periodic checks by the Education Welfare Benefit Service to confirm entitlement to education benefits.

Full details about how we use this data and the rights you have around this can be found in our Data Policy on the Anglian Learning website, <https://anglianlearning.org/gdpr-policies/> where you will also find our Privacy Notices. If you have any data protection queries, please contact our Data Protection Officer whose contact details are on our Privacy Notice.

|  |
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| **CHILDS DETAILS** |

Legal Surname ...............................................................................................(as it appears on child’s birth certificate)

Legal Forename ...............................................….......................................... (as it appears on child’s birth certificate)

Middle Name(s) …………………………………………………………….............................................................................

Preferred Forename ………………………………………………………………...................... Gender…….Male / Female

Date of Birth ..............................................……………………………………………………………………………………….

Home Address ..............................................................................................................................................................…

………………………………………………………………………………………………………………………………….……..

Postcode .................................................................. Home telephone number ..............................................................

In Local Authority Care ………. Yes/No If Yes, Name of Care Authority ……………………………………………………

Name & address of previous setting ...................................………………….…………...............................................…….

……………………………………………………………………………………………………………………….………………..

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| **SERVICE CHILDREN** |

Academies are now required to indicate whether a child has one or more parent or guardian currently serving in regular military units of any of the armed forces, and designated as Personnel Category 1 or 2. Please indicate if your child is a 'service child in education' by ticking one of the boxes below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No |  | Yes |  | I do not wish a service children indicator to be recorded |  |

|  |
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| **DETAILS OF CONTACTS WITH PARENTAL RESPONSIBILTY** |

**PRIORITY 1**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | | Surname |  | | Forename | | |  |
| Date of Birth\* | |  | | | NI number\* | |  | | |
| Home Address | |  | | | | | | | |
| Postcode | |  | | | | | |
| Telephone Numbers | |  | | | | | | *Please rank to indicate the best number on which contact you* | |
| Home | |  | | | |  | |
| Mobile | |  | | | |  | |
| Work | |  | | | |  | |
| We will use the e-mail address below to communicate with you when sending out newsletters and other messages, including those specific to your child (for example following up on an absence when we cannot reach you by telephone). By giving an e-mail address below, you are indicating your consent to electronic communications. | | | | | | | | | |
| E-mail address | |  | | | | | | | |

**PRIORITY 2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | | Surname |  | | Forename | | |  |
| Date of Birth\* | |  | | | NI number\* | |  | | |
| Home Address | |  | | | | | | | |
| Postcode | |  | | | | | |
| Telephone Numbers | |  | | | | | | *Please rank to indicate the best number on which contact you* | |
| Home | |  | | | |  | |
| Mobile | |  | | | |  | |
| Work | |  | | | |  | |
| We will use the e-mail address below to communicate with you when sending out newsletters and other messages, including those specific to your child (for example following up on an absence when we cannot reach you by telephone). By giving an e-mail address below, you are indicating your consent to electronic communications. | | | | | | | | | |
| E-mail address | |  | | | | | | | |

**PRIORITY 3**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | | Surname |  | | Forename | | |  |
| Date of Birth\* | |  | | | NI number\* | |  | | |
| Home Address | |  | | | | | | | |
| Postcode | |  | | | | | |
| Telephone Numbers | |  | | | | | | *Please rank to indicate the best number on which contact you* | |
| Home | |  | | | |  | |
| Mobile | |  | | | |  | |
| Work | |  | | | |  | |
| We will use the e-mail address below to communicate with you when sending out newsletters and other messages, including those specific to your child (for example following up on an absence when we cannot reach you by telephone). By giving an e-mail address below, you are indicating your consent to electronic communications. | | | | | | | | | |
| E-mail address | |  | | | | | | | |

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| **EMERGENCY CONTACT DETAILS** |

If your child is unwell and needs to be collected from nursery please provide details of at least three parents/guardians/contacts who have agreed to be contacted in an emergency and place them in the order you wish them to be contacted. It is important that this information is kept up to date, so please advise of any changes in names or contact numbers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Priority | Name | Contact Number | Relationship to child | Parental Responsibility |
| 1 |  |  |  | YES/NO |
| 2 |  |  |  | YES/NO |
| 3 |  |  |  | YES/NO |
| 4 |  |  |  | YES/NO |

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| **SEPARATED PARENT INFORMATION – For parents not living with pupil** |

Under the 1989 Children’s Act all parents have the right to receive information about their child’s progress.

Title.............. Surname ...................................................................Forename....................................................................

Relationship to child ..................................................................Parental responsibility YES / NO

\*Date of Birth……………………………………………….. \*NI Number …………………………. ……………………………

Home address …………….…………………………………………………………...…………...............................................

…................................................................................................................Postcode........................................................

Home telephone number ................................................ Home email.....................................................................

Mobile Number ............................................................... Work telephone number …………………………..………

**Court Case Yes/No**

**Address can be Disclosed Yes/No**

|  |
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| **MEDICAL DETAILS** |

Doctor …………………………………………............... Telephone number.............................…………………………….

Address …………………………..........................................................…………………………………………………………

Please state any medical conditions of which you wish the nursery to be made aware, (e.g. asthma, epilepsy, allergies) .............................................................................................................................................................................………..

…………………………………………………………………………………………………………………………………….......

Please state if your child has a medically diagnosed food allergy or intolerance………………..……………………………

…………………………………………………………………………………………………………………………...…………….

Does your child have any Special Needs Provision YES/NO

If YES \*SEN Support / \*EHCP \*Statement? (\*Please delete accordingly)

|  |
| --- |
| **PERSONAL INFORMATION** |

To help us and the local authority in monitoring equal opportunities you are asked to complete the following:

1. Family’s Ethnic Origin. (Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| White - British |  |  | Any other Asian background (This includes African Asian, Nepali, Sinhalese, Sri Lankan Tamil….) |  |
| White - Irish |  |  |
| White - Traveller of Irish Heritage |  |  | Black or Black British -Caribbean |  |
| White - Gypsy/Roma |  |  | Black or Black British -African |  |
| White - Any other White background |  |  | Any other Black background |  |
| Mixed - White and Black Caribbean |  |  | Chinese |  |
| Mixed - White and Black African |  |  | Any other ethnic group – please state. | |
| Mixed - White and Asian |  |  |
| Mixed - Any other mixed background |  |  |
| Asian or Asian British - Indian |  |  |
| Asian or Asian British - Pakistani |  |  |
| Asian or Asian British - Bangladeshi |  |  | I do not wish an ethnic background to be recorded |  |

1. Country of birth .........................…………………………………........Nationality………………………………………..

2. Date of arrival in UK (if relevant)…..……………………………………..……………………………….……………...

3. First language …………………..…………………Other language(s)…….………………………………………….…

4. Religion ………………………………………………………………………………..………………………………….…..

5. If there are any religious or cultural practices of which the nursery should be aware, please specify.

…………………………………………………………………………………………………………………………………...

6. Please give the name, DOB and gender of any other siblings in the nursery/academy

Name ............................................................ Date of Birth ……………………………………….Male / Female

Name ............................................................ Date of Birth ……………………………………….Male / Female

Name ............................................................ Date of Birth ……………………………………….Male / Female

|  |
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| **SESSIONS AND TIMES REQUESTED** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Session cost, if unfunded | Monday | Tuesday | Wednesday | Thursday | Friday |
| **9am – 12pm** (3 hr funded session) | £17 |  |  |  |  |  |
| **12pm– 3pm**  (3 hr funded session) | £17 |  |  |  |  |  |

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| **TRAVEL ARRANGEMENTS** |

Linked to the Government's Travel to School Initiative, we are currently refining a travel plan, which details how our children travel to and from the academy and nursery. We would be grateful if you could tell us what mode of transport your child normally uses. Where he/she uses more than one mode of travel for each journey to nursery, you should tell us the most frequently used and/or the longest element of the journey by distance.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School Bus |  | Public Transport Bus |  | Bicycle |  | Walking |  |
| Taxi |  | Car/Van |  | Car Share |  | Other |  |

Any additional information……………………………………………….………………………..……………………….……….

|  |
| --- |
| Who will be collecting your child at the end of afternoon? |
| Please indicate if there is anybody who is not authorised to collect your child from nursery? |

**PERMISSION FOR VISITS DURING THE NURSERY DAY**

I give my permission for my child to be taken in supervised groups to venues within Marleigh. These may include the Jubilee Square, Community Hall and other nearby venues, for educational purposes.

Signed ……………............….................................…………… Name .........................................................................

**PHOTOGRAPHIC & VIDEO PERMISSION**

Use of Photographs & Videos – Parental Consent

We often use photos of pupils on our website, on social media and in our school prospectus and newsletters to give people a flavour of school life, to keep the school community informed about what our pupils do and to celebrate achievements.

Under data protection laws (UK GDPR and Data Protection Act 2018 and other applicable laws), we need the consent of parents / carers to use photographs or video images of pupils in this way.

Where we use images of individual pupils, the full name of the pupil will not be displayed and not used in such a way that the pupil can be identified, unless permission is sought and given. However, a first name may be used if appropriate to do so.

As part of our commitment to processing personal data fairly and transparently, we will ask you to complete the consent form each year to make sure you’re still happy with the ways we use your child’s data. Photographs and videos will be retained for up to 2 years.

You can withdraw or change your consent at any time by contacting enquiries@marleighprimary.org**.** Please note that processing of your child’s personal data for the reasons below will cease once you have withdrawn consent. Your consent will still be valid for any publications that have already been printed.

We place great emphasis on personal data protection, and you can find full details regarding our processing activities in our Privacy Policy, available at <https://anglianlearning.org/gdpr-policies/>. Our Data Protection Officer (DPO) is Mark Povey who can be contacted at the following email address [Mark@Js-ig.com](mailto:Mark@Js-ig.com).

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I consent to Anglian Learning and/or its member schools using photographs or videos of my child in the following ways:

|  |  |  |
| --- | --- | --- |
| USE OF PHOTOS/VIDEOS (may contain audio) | PHOTOS | VIDEO |
| On school or Trust websites (eg articles, newsletters, school prospectus) | ​​☐​ | ​​☐​ |
| On school or Trust printed resources (eg newsletters, school prospectus) | ​​☐​ | ​​☐​ |
| In internal displays (eg pictures of events and classroom activities, for identification purposes) | ​​☐​ | ​​☐​ |
| In the media, (eg local newspapers) | ​​☐​ | ​​☐​ |
| On social media, (eg Twitter, Linked In, Facebook, Instagram) | ​​☐​ | ​​☐​ |
| For the purpose of staff recruitment, such as in recruitment packs and job adverts on school or Trust websites. | ​​☐​ | ​​☐​ |
| For promoting the school or Trust by third-party organisations listed on our website including staff recruitment platforms. | ​​☐​ | ​​☐​ |
| Photographs and videos for their online learning journal (Tapestry) | ​​☐​ | ​​☐​ |
| Photographs being taken of my child (individual and group  photos) by the school photographer. The group photos will be  made available for other parents to purchase. | ​​☐​ | ​​☐​ |
| I am **NOT** happy for the school to take or use photos or videos of my child. | ​​☐​ | ​​☐​ |

**Name of Child……………………….…………. Parent/Guardian signature………………………..…………**

**Date………………………………………………. Print Name…………………………….………………….**

I certify that, to the best of my knowledge, the information on this form is correct.

Signature:................................................................................................................................. Parent/Guardian

Date …………………………………………………………………

Nursery Start Date (to be agreed by the headteacher) …………………………………………