

Swavesey Early Years and Playwork Centre

ADMISSION FORM



Please complete all pages and sign where requested

The Data Protection Act (1998) and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the school's student records database. The information on ethnic origin and first language is needed by the school 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 Cambridgeshire County Council and other relevant bodies administering public funds.

- By signing this form, I/we give permission for the data to 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.

For further information on the handling of personal data, please see a copy of the Privacy Notice at

http://www.cambridgeshire.gov.uk/info/20044/data_protection_and_foi/148/information_and_data_sharing/5

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 school/Nursery.....

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Please let us see an original copy of your child's birth certificate (Early Years children only)

Office Use Only

Birth Certificate Seen (please tick)

CONTACT INFORMATION

Please provide details of parents/guardians/contacts below to be contacted in an emergency.
Please tell us if the information changes; we need to be able to contact you quickly if your child is ill.

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

**PARENT/CARER CONTACT: RESIDENT / NON RESIDENT PARENT / OTHER
(Please delete where appropriate)**

Title.....SurnameForename.....
Relationship to student Parental responsibility.....YES / NO
*Date of Birth..... *NI Number
Home address
.....Postcode.....
Home telephone number Mobile telephone number
Home email.....
Work address.....
Work email..... Work telephone number
Court Case..... Address can be disclosed Yes/No

**PARENT/CARER CONTACT: RESIDENT / NON RESIDENT PARENT / OTHER
(Please delete where appropriate)**

Title.....SurnameForename.....
Relationship to student Parental responsibility.....YES / NO
*Date of Birth..... *NI Number
Home address
.....Postcode.....
Home telephone number Mobile telephone number
Home email.....
Work address.....
Work email..... Work telephone number
Court Case..... Address can be disclosed Yes/No

PARENT/CARER CONTACT: RESIDENT / NON RESIDENT PARENT / OTHER
(Please delete where appropriate)

Title.....SurnameForename.....
 Relationship to student Parental responsibility..... YES / NO
 *Date of Birth..... *NI Number
 Home address
Postcode.....
 Home telephone numberHome email.....
 Work address.....Work email.....
 Work telephone number Mobile telephone number

OTHER CONTACT

Title.....SurnameForename.....
 Relationship to student Parental responsibility..... YES / NO
 *Date of Birth..... *NI Number
 Home address
Postcode.....
 Home telephone numberHome email.....

MEDICAL DETAILS

Doctor Telephone number.....
 Address
 NHS number.....

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

Do you give permission for us to use hypo-allergenic plasters on your child? YES / NO

Do you give permission for us to use face paints on your child? YES / NO

Does your child have any Special Needs Provision YES / NO

If YES Please give details, and any information or any Early Support in place

Does your child have any dietary requirements:-

Artificial colouring allergy		No Pork	
Gluten Free		Seafood allergy	
Halal		Vegetarian	
Kosher foods only		Other: (Please state)	
No dairy products			
No Nuts of any type/quantity			

PERSONAL INFORMATION

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

1. Country of birthNationality.....

2. 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	
White - Irish	
White - Traveller of Irish Heritage	
White - Gypsy/Roma	
White - Any other White background	
Mixed - White and Black Caribbean	
Mixed - White and Black African	
Mixed - White and Asian	
Mixed - Any other mixed background	
Asian or Asian British - Indian	
Asian or Asian British - Pakistani	
Asian or Asian British - Bangladeshi	

Any other Asian background (This includes African Asian, Nepali, Sinhalese, Sri Lankan Tamil....)	
Black or Black British -Caribbean	
Black or Black British -African	
Any other Black background	
Chinese	
Any other ethnic group – please circle one. (This includes Afghan, Arab, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin American, Lebanese, Libyan, Malay, Mauritian, Moroccan, Polynesian, Thai, Vietnamese, Yemeni...)	
I do not wish an ethnic background to be recorded	

3. Date of arrival in UK (if relevant).....

4. First languageOther language(s).....

5. Religion

6. If there are any religious or cultural practices of which the school should be aware, please specify.
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7. Please give the name, gender and date of birth of any other children in your family.

Name Date of BirthMale / Female

Name Date of BirthMale / Female

Name Date of BirthMale / Female

SESSION PREFERNCES

The Early Years is for:-

Children from the term they turn 3 years of age until they start Reception

- morning sessions (9.00 am – 12.00 noon),
- afternoon sessions (12 noon – 3.00 pm)
- all day sessions (9.00 am – 3.00 pm)

The Playwork Centre is for:-

Primary school aged children (5 – 11 year olds)

- **Breakfast Club from 7.30am – start of school day**
- **After School Club from end of school day – 6.00 pm**

Please indicate your preference of days and sessions for your child:-

Please also advise when you want your child to start.

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PERMISSION FOR EDUCATIONAL LOCAL VISITS

Throughout each year we may wish to take the children out of the Early Years and Playwork Centre to undertake curriculum-related activities within the village. School guidelines for such visits will always be followed and consideration will be given to the required staff/pupil ratio, which will depend on the nature of the visit.

We will always inform you of local visits via email. However, to avoid sending individual letters home each time we would be grateful if you would complete the permission slip below. The permission, if granted, is valid for the period of time your child attends this Early Years and Playwork Centre. The consent will automatically expire after this time. Should circumstances change and this permission status needs altering then please email eyandpadmin@swavesey.cambs.sch.uk

- I give permission for my child to take part in supervised activities away from the school site, while they attend Swavesey Primary School.
- I refuse permission.

PHOTOGRAPHIC PERMISSION

FOR CHILD PROTECTION REASONS, ONLY CHILDREN'S FIRST NAMES WILL BE PUT IN ANY PUBLICATION

I give permission for my child to be photographed or filmed whilst in the care of Swavesey Early Years and Playwork Centre for the following purposes: (Please tick boxes that apply)

Tapestry

We use this online tool to share your child's development with you and school.

Tapestry

Your child may appear in photographs of multiple children.

Tapestry

I agree not to share any photographs on social media

Swavesey Early Years and Playwork Centre only (eg displays)

Staff Coursework

Printed Media eg Newspaper, school newsletter

Internet - school website only

DATA SHARING

At various times during the year we share information about our children and their development with Cambridgeshire County Council, other settings/schools and Community Health. Where possible, the data is anonymised.

Cambridgeshire County Council uses the information to gain understanding about the needs of children and families in the county and meet their legal obligations.

All data and records are stored securely and are processed in accordance with current legislation relating to data protection. This includes the data shared with Cambridgeshire County Council.

Please tick one or other box below:-

I as parent/carer consent to this information being shared as described.

I as parent/carer do not consent to this information being shared as described.

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

Signature:.....Parent/Guardian

Date