



Land of Learning Nursery and Primary School

**ADMISSION FORM**

CHILDS DETAILS

SURNAME	FIRST NAME (S)	DOB
PREFERRED NAME	MALE/FEMALE	PLACE OF BIRTH
ETHNICITY	NATIONALITY	HOME LANGUAGE
ADDRESS	POSTCODE	
HOME TEL NO	MOBILE NO(S)	EMAIL ADDRESS

DETAILS OF FATHER/GUARDIAN/CARER

FULL NAME	PLACE OF WORK & JOB TITLE	
	NI Number	
TEL NO (DAY)	MOBILE NO.	EMAIL
BY PROVIDING YOUR EMAIL YOU CONSENT TO BEING CONTACTED VIA THIS METHOD		

DETAILS OF MOTHER/GUARDIAN/CARER

FULL NAME	PLACE OF WORK & JOB TITLE	
	NI Number	
TEL NO (DAY)	MOBILE NO.	EMAIL
BY PROVIDING YOUR EMAIL YOU CONSENT TO BEING CONTACTED VIA THIS METHOD		

PERSONS AUTHORISED TO COLLECT YOUR CHILD OTHER THAN PARENTS

NAME	RELATIONSHIP TO CHILD	TEL NO
NAME	RELATIONSHIP TO CHILD	TEL NO

EMERGENCY CONTACT NAMES & NUMBERS OTHER THAN PARENTS

NAME	RELATIONSHIP TO CHILD	TEL NO
NAME	RELATIONSHIP TO CHILD	TEL NO

MEDICAL INFORMATION

NAME OF DOCTOR	TEL NO	TEL NO
ADDRESS	ANY KNOWN MEDICAL CONDITIONS	ANY MEDICATION NEEDED AT SCHOOL?
ANY KNOWN ALLERGIES	ANY DIETARY REQUIREMENTS	

(MEDICAL PROOF MAY BE REQUIRED)	
DOES YOUR CHILD HAVE ANY SPECIAL NEEDS OR DISABILITIES? Y/N	
IF YES PLEASE STATE _____	

#### PREVIOUS SCHOOL HISTORY

SCHOOL ATTENDED		DURATION OF STAY	
LEAVING DATE		REASON FOR LEAVING	
WAS YOUR CHILD EXPELLED FROM ANY PREVIOUS SCHOOL?		REASON FOR EXPULSION	

### Terms & Conditions

#### Data Protection

The personal data collected on this form will only be used for the purpose of processing your child's registration. It is required for various administrative and health and safety reasons. Under the Data Exchange Agreement (DEA) and the Educations and Inspections Act 2006, Information will also be shared with local authorities if required to do so. Child assessments will be carried out by the staff. I, the parent/legal guardian, give consent for my child's baseline assessment to be shared with the local authority.

#### Child Protection

The school complies with the procedures approved by the local Safeguarding Children's Board. The school is legally bound by the law to protect children (under the age of 18) from abuse. If the school suspects, or a child informs the staff/management, that s/he is suffering from abuse or any kind of bullying the school will promptly and appropriately respond to that concern.

#### Trips & Outdoor visits

If parents wish for their children to be included in the school visits and trips, a consent form needs to be signed. For organised outgoings involving transport and entrance fees, an appropriate charge will be made.

#### Holidays

The school will remain open during normal school term times, the school reserves the right to make changes where required to do so in respect to the two Eid festivals. Holidays are not permitted during term time.

#### Sickness

Any child suffering from a doubtful rash, sore throat, discharge from the eyes or nose, or diarrhoea should be kept at home until the symptoms have disappeared. The school reserves the right to refuse entry to a child who is suffering from an infectious illness.

#### Medication

If your child has been prescribed any emergency medication e.g. Asthma Inhaler or Epi-Pen, please inform their teacher and bring the medicine into the school clearly labelled with your child's name. A medical form must be completed by the parent/carer.

## **Clothes & Personal Property**

All clothing must be clearly marked and labelled with the child's name. Children will be taken outside so it is important that they are provided with suitable clothing. Any child not wearing suitable clothing will be excluded from outdoor activities.

## **Uniform**

Your child is required to wear the Land of Learning uniform. Please ensure you adhere to the school dress code.

## **Jewellery**

Children are not allowed to wear any jewellery except for studded earrings.

## **Books/Activity Packs**

As part of your child's education, a story book/activity pack appropriate to the child's ability will be given to your child as homework activity for you to share together. This will help your child to learn and improve their reading skills. You are humbly requested to teach your child to look after the resources. An appropriate charge will be applicable in the case of loss or damage of the books or resources.

## **Equipment**

Parents will be responsible to pay for any misuse and purposeful breakages and/or damages to toys, equipment, books by their child, for the replacement of the item.

## **Collecting Children**

Children must always be brought to the school and collected by an adult or a responsible person over the age of 18 years of age (It is helpful if we have been introduced to these people first). We will only send children home with adults who have been given authorisation to collect children. If anybody else is picking up your child please inform us in advance.

NOTE: The school will provide an extensive range of toys for children of all ages. Children must not bring any personal property (including toys) to the school. No liability will be accepted for any damage or loss of any items.

## **Child's personal details**

Please note: it is the responsibility of the parent/carer to inform the school of any changes to your child's circumstances. The school will not take responsibility in the event of failure to inform us of any changes to your child's details.

Please ensure your child is in school **on time**. A flat fee of £5 will be charged if you are late collecting your child.

We operate on OPEN ACCESS POLICY where parents can make an appointment to see the child's teacher, manager or head during nursery/school operating hours. Due to security reasons we do request that parents inform the office of their intentions to visit beforehand.

# NURSERY EDUCATION GRANT FOR 3 AND 4 YEAR OLDS

## Parental Declaration Form

<b>Name of Child</b>	
<b>Date of Birth of Child</b>	
<b>Name of Setting</b>	Land Of Learning
<b>Term Funding Started</b>	Autumn / Spring / Summer Year _____

**Number of NEG Sessions claimed at this setting today (please tick those that apply to you)**

	Mon	Tue	Wed	Thu	Fri
AM (3 hrs per day)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM(3 hrs per day)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Number of NEG hours claimed at this setting only .....**

**Does your child attend any other setting (please state)? .....**

Number of NEG hours claimed at ANY other settings: .....

You can claim the following hours of Nursery Education:

- 15 hours over 3 or more days
- 12½ hours over 2 days
- 10 hours over 1 day

This can be claimed for 38 weeks per academic year (August – July), and can be split between two settings- but you MUST inform BOTH settings of what you are claiming. It is the parent’s choice how the hours are split, but a minimum of 2½ hours must be attended each day at each provision.

**Ethnicity of Child** (please tick one of the following):

- |   |  |
|---|--|
| <input type="checkbox"/> African Asian                                      | <input type="checkbox"/> Gypsy/Roma                        |
| <input type="checkbox"/> Asian or Asian British, Bangladeshi                | <input type="checkbox"/> Mixed, White and Asian            |
| <input type="checkbox"/> Asian or Asian British, Indian                     | <input type="checkbox"/> Mixed, White and Black African    |
| <input type="checkbox"/> Asian or Asian British, Pakistani                  | <input type="checkbox"/> Mixed, White and Black Caribbean  |
| <input type="checkbox"/> Asian or Asian British, any other Asian background | <input type="checkbox"/> Mixed, any other mixed background |
| <input type="checkbox"/> Black or Black British, African                    | <input type="checkbox"/> Traveller of Irish heritage       |
| <input type="checkbox"/> Black or Black British, Caribbean                  | <input type="checkbox"/> White, British                    |
| <input type="checkbox"/> Black Somali                                       | <input type="checkbox"/> White European                    |
| <input type="checkbox"/> Black or Black British, any other Black background | <input type="checkbox"/> White, Irish                      |
| <input type="checkbox"/> Chinese  | <input type="checkbox"/> White, any other White background |
| <input type="checkbox"/> Did not wish to be recorded                        | <input type="checkbox"/> Any other ethnic background       |

**Special Educational Needs of Child** (please tick one of the following):

- None       Early Years/School Action       Early Years/School Plus       Statement

I have provided evidence of the identity and date of birth of my child to the setting. I understand that my child is not eligible to receive the grant unless a legitimate form of ID is seen by an authorised person at the setting.

Print Name: ..... Legal Parent/Guardian      Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Your setting will be happy explain any further questions you have about Nursery Education Grant funding.

## Agreement between Parent/Guardian and School

I wish to apply for admission for my child at Land of Learning. I have paid a **£100** admission fee which is **non-refundable**. I have read and agree to the Terms and Conditions furnished with my application, and agree to comply with them. I also undertake to inform Land of Learning of any changes in the information given, together with the child's personal record.

If my child is not NEG funded, I also agree to pay any fees in the first week at the start of each term. If my child is absent for any reason for example due to sickness, fees are still payable in full. (This payment of fees needs to be maintained as the cost of staff and overheads still continuously need to be maintained). **A charge of £5 per day is applied for late payment of fees.**

I undertake to provide in writing one **half terms notice** of my child's leaving date or make payment of one half terms fee in lieu of such notice.

I undertake to inform Land of Learning if my child also attends any other Educational Establishment during their time at this School, since this may affect the allocation of the Nursery Education Grant to which I may become entitled. I also accept responsibility for payment of the loss of any portion of the above grant that may arise due to the simultaneous enrolment of my child in any other institute.

Please tick here to confirm your child is **not** currently attending another school/nursery

### Accident Procedure

The School requests the right to administer basic first aid treatment when necessary. Parents will be informed of all accidents and will be required to sign in the accident book. For accidents of a more serious nature involving hospital treatment reasonable attempts will be made to contact parents, but failing this, the School requests the right to act on behalf of parents and authorise any necessary treatment. Parents are requested to inform the School of any changes to information in writing which is stored with the child's record file.

I \_\_\_\_\_ with Parental Responsibility agree to the accident procedure.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

### Visits and Outings

I also understand that my child will be taken out for local walks and visits off the School premises to the library, local community centres and local nature walks.

**I do/do not** give permission to the management and staff of Land of Learning for my child to take part in such outings.

### Only the person or persons legally responsible for the child must complete and sign this form:

I legal Parent/Guardian of (child's name) \_\_\_\_\_ have given full details of my child to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name: Mr/Mrs/Ms \_\_\_\_\_ Legal Parent / Guardian

Please note all applications are treated on a first come first serve basis. Thus, if there is no contact regarding this application a place cannot be guaranteed for your child.

*Please note: All incomplete forms will be returned. A place cannot be guaranteed until all forms are completed in full*