

STARFISH NURSERY – ADMISSION FORM 2020-2021



The information that is requested in this form may be stored on a computer and, if so, it is subject to the Data Protection Act 1984 and GDPR 2016. The Act requires that all information is strictly confidential and may only be accessed by those with a legal right to see it, eg if there is a child protection enquiry. You have a right to examine, at any reasonable time, information about you or your child, which is kept on a computer, and the right to correct any information which you feel is wrong or misleading.

PLEASE INFORM US IF ANY OF THE DETAILS GIVEN BELOW CHANGE AT ANY TIME.

(1) Details of child					
Legal Surname ¹ :				Chosen name ² :	
Legal Forename				Middle Name(s):	
Gender:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Date of birth:
Address					
Postcode			Home telephone No:		

(2) Details of other children in the family		
Name	Date of birth	Current school (if applicable)

(3) Details of parents/carers with whom the child lives					
Name of persons with who the child lives	Telephone No:	Relationship to child	Parental responsibility? ³	Are you a Frontline key worker? If so please state profession (i.e. nurse, doctor, police, fire)	Member of Armed Forces? **

**** If you are currently serving in the UK military, please provide documentation**

(4) Details of others with parental responsibility				
Names of others with parental responsibility	Relationship to child	Address	Telephone number	Court order ⁴

If there are court orders or legal rights of access applying to this child, please provide the nursery with a copy for Safeguarding purposes.

(5) Parentmail (main communication method with primary contact and nursery)	
Parentmail is used to send weekly reminders, newsletters and other nursery communication. This can be via an automated texting system or via email. Please provide a primary email addresses and mobile telephone number for Parent/Carer 1. If you require an additional contact to be added please contact the school office.	
Parent/Carer 1 – Email	
Parent/Carer 1 – Mobile No:	

¹ Children should be registered by the surname on their birth certificate **unless** their name has been changed with the consent of all those with “parental responsibility” (see note 3). Legal documentation will be required as evidence of any legal change of name. “Known as” names should be shown after the legal surname and in brackets, e.g. Smith (Jones).

² A child’s chosen name is the name by which they like to be called in nursery.

³ Under The Children Act 1989, the people with legal authority for the child are:

- (a) Married/separated/divorced parents – both parents have parental responsibility, even if they do not live with the child.
- (b) Unmarried parents – only the mother has parental responsibility unless the father has obtained it by agreement or via a court order
- (c) Other people – only have parental responsibility through court orders, etc. Step parents do not automatically have parental responsibility although they are still “parents” while they live with the child.

⁴ Please indicate (Yes or No) whether there are any court orders which affect the person’s relationship with the child (e.g. custody/ residence/prohibited step orders etc). Adoption orders do not need to be disclosed. Please give further details in the space provided or on a separate sheet. All parents with PR are allowed access to the child unless we have a court order stating otherwise.

(6) Emergency contact details

In the event that we need to contact you, or someone acting for you during the day, to collect your child due to illness or accident, please provide a **minimum of three reliable emergency contacts** for your child. Due to the GDPR 2016 Regulations, each contact will need to sign confirming their consent.

Emergency Contact No: 1

Title:		Address (if different to pupil address):	
First Name:			
Surname:		Postcode:	
Relationship to Child:		Home phone:	
Parental Responsibility:		Mobile phone:	
Child Resident with you:		Work phone:	
<i>Due to the GDPR 2016, I consent to the nursery holding my data for the purpose of secondary emergency contact.</i>		Signed:	Date:

Emergency Contact No: 2

Title:		Address (if different to pupil address):	
First Name:			
Surname:		Postcode:	
Relationship to Child:		Home phone:	
Parental Responsibility:		Mobile phone:	
Child Resident with you:		Work phone:	
<i>Due to the GDPR 2016, I consent to the nursery holding my data for the purpose of secondary emergency contact.</i>		Signed:	Date:

Emergency Contact No: 3

Title:		Address (if different to pupil address):	
First Name:			
Surname:		Postcode:	
Relationship to Child:		Home phone:	
Parental Responsibility:		Mobile phone:	
Child Resident with you:		Work phone:	
<i>Due to the GDPR 2016, I consent to the nursery holding my data for the purpose of secondary emergency contact.</i>		Signed:	Date:

(7a) Medical and Health information	
Doctor's name:	Doctor's Surgery Address:
Doctor's Surgery:	
Doctor's telephone number:	
Health visitors name:	Health visitors address:
Health visitors telephone number:	
Permission to Call Doctor: Yes / No	Permission to Administer First Aid Yes / No
NHS Number (if known):	

Does your child wear glasses?	Yes / No
Does your child have hearing difficulties?	Yes/ No
Does your child have speech difficulties?	Yes/ No
Does your child have any allergies (e.g. to plasters, foods, medication)? (If 'Yes' please give details).	Yes / No
Any other medical conditions of which the nursery should be aware, e.g. asthma, history of febrile convulsions, reflux condition/choking? (Continue on a separate sheet if necessary) <i>If your child requires an inhaler at nursery, please see member of staff for relevant form for completion.</i>	
Any family history of dyslexia, ASD etc. or other significant medical conditions the nursery should be aware of? <i>Please give brief details</i>	
Does your child take prescribed medication on a regular basis? If yes, please provide details.	
Do you have any concerns about your child's health or development? If yes, please provide details. (Continue on a separate sheet if necessary)	
Are there any points relating to your child's health or development that would be helpful for the nursery to be aware of? If yes, please provide details. (Continue on a separate sheet if necessary)	

(7b) Toileting	
Does your child still wear Nappies during the day?	YES / NO
<i>I understand that it is the responsibility of the parent/carer to make sure that there is enough nappies/wet wipes/nappy bags supplied for the duration of all sessions. I am fully aware that if I do not supply my own supplies then I will be charged accordingly.</i>	
My child is able to go to the toilet by themselves?	YES / NO

(7c) Medical information consent	
<p>At certain times of the year we are visited by medical professionals. We would like your consent for some of the ways we store and share medical information about your child. We would like to:</p> <p>Share appropriate information about your child with health professionals coming into Nursery, for example to carry out assessments etc.</p> <p>This makes it easier for us to help keep your child healthy.</p>	
Use of information for medical purposes	YES / NO
I am happy for the nursery to share information about my child with health professionals.	
I am happy for the nursery to share information about my child with educational psychologists	
I am happy for the nursery to share information about my child with CAMHS	

(8) Additional Help/Support		* Name of professional
Has your child received any additional help in a previous playgroup/nursery?	Yes / No	
Has your child ever attended the Child Development Centre?	Yes / No	
Has your child received support from the following:		* Name of professional
(a) Health visitor	Yes / No	
(b) Community paediatrician	Yes / No	
(c) Speech therapist	Yes / No	
(d) Occupational therapist	Yes / No	
(e) Physiotherapist	Yes / No	
(f) Social Care involvement or family support in the last 12 months (e.g. TAF, TAC, CP plan etc.)	Yes / No	
Name of Social Worker involved with family		
(g) Other support professionals (portage, Educational Psychologist, Family Centre Worker)	Yes / No	
Please circle your response. * If the answer to any of the above is yes, it would be useful if you could provide the name of the professional concerned. If you consider that it would be helpful for us to discuss your child's needs with any of the above, do we have your permission to contact them? Yes/No		

(9) Special Educational Needs (SEN)	
Has a statement of SEN needs or EHCP been issued in respect of your child?	Yes / No
Has an EHCP been submitted to the Local Authority awaiting a decision?	Yes / No
Has your child been receiving special educational needs assistance? If yes please provide further details below:	Yes / No

(10) Ethnically based statistics (please tick one)

The following information is requested annually from nurseries by the Department for Education as a means of identifying needs and thus ensuring fair and equal treatment for all.

Afghan		African Asia		Albanian	
Arab		Asian and any other ethnic group		Asian and Chinese	
Bangladeshi		Black – Angolan		Black – Congolese	
Black – Ghanaian		Black – Nigerian		Black – Sierra Leonian	
Black – Somali		Black – Sudanese		Black and other ethnic group	
Black and Chinese		Black Caribbean		Black European	
Black North American		Bosnian – Herzegovinian		Chinese and any other ethnic group	
Croatian		Egyptian		Filipino	
Greek		Greek Cypriot		Gypsy	
Gypsy/Roma		Hong Kong Chinese		Indian	
Iranian		Iraqi		Italian	
Japanese		Kashmiri other		Kashmiri Pakistani	
Korean		Kosovan		Kurdish	
Lebanese		Latin/South/Central American		Libyan	
Malay		Malaysian Chinese		Mirpuri Pakistani	
Moroccan		Nepali		Other Asian	
Other Black		Other Black African		Other Chinese	
Other Ethnic group		Other Gypsy/Roma		Other mixed background	
Other Pakistani		Polynesian		Portuguese	
Refused		Roma		Serbian	
Sri Lankan other		Sri Lankan Sinhalese		Sri Lankan Tamil	
Taiwanese		Thai		Traveller of the Irish Heritage	
Turkish		Turkish Cypriot		Vietnamese	
White – British		White - Irish		White +any other Asian background	
White and Black African		White and any other ethnic group		White and Black Caribbean	
White and Chinese		White and Indian		White and Pakistani	
White Eastern European		White Other		White Western European	
Yemeni					

First Language	English		Other (please state)	
National Identity	English		Other (please state)	
Home Language	English		Other (please state)	
English Additional Language (EAL)	Yes / No (please state if yes)			
Religion (e.g. Catholic, Christian, Jewish, Muslim, No Religion etc.)				
Country of Birth:		Nationality:		

(11) Looked After Child

Is the child registered as looked after or in care, or have they ever been, even over night?	Yes		No	
If yes, please give Local Authority and name of Social Worker.				

(12) Details of previous Nursery/Pre-school/Childminder					
<i>(If your child has attended more than one nursery or pre-school please provide details on a separate sheet)</i>					
Name of previous nursery/pre-school (s)	<table border="0"> <tr> <td>Attended full-time</td> <td>Yes / No</td> </tr> <tr> <td>Attended part-time</td> <td>Yes / No</td> </tr> </table>	Attended full-time	Yes / No	Attended part-time	Yes / No
Attended full-time	Yes / No				
Attended part-time	Yes / No				
Address	Postcode				
Telephone number					
Attended from	to				

(13) Travel arrangements
Please indicate the means of transport by which your child travels to nursery. <u>If more than one form of transport is used please indicate the one used most frequently.</u>
Walk <input type="checkbox"/> Cycle <input type="checkbox"/> Car/Van <input type="checkbox"/> Car share <input type="checkbox"/> Bus <input type="checkbox"/> Taxi <input type="checkbox"/> Train <input type="checkbox"/> Other <input type="checkbox"/>

(14) Pupil Premium – Early Years Funding	
Please indicate below if you are currently registered for Pupil Premium with your Pre-School, Early Years provider or previous nursery and if so you will need to inform your local authority that your child is now attending Starfish Nursery. If you are not registered but believe you may be entitled to the additional funding please indicate below and the school office will provide you with the relevant form for completion or speak to a Nursery member of staff.	
Are you currently registered for Early Years Funding?	Yes / No

(15) Free Milk Entitlement and Snack	
Milk - All children are entitled to free milk every mid-morning up to the age of 5. For us to register your child for their milk we have to provide our supplier Cool Milk with your child's details. Please indicate below if you would like your child to receive milk and that you also give us permission to register your child's details on your behalf (<i>details required: name, address, DOB, parental contact details</i>).	
I would like my child to receive mid-morning milk	Yes / No
Snack - All children are provided with a healthy snack of either a piece of fruit/vegetable each day at mid-morning break. If you would prefer to supply your own piece of fruit/vegetable please send with your child every day.	
I would like my child to receive mid-morning snack	Yes / No

(16) Food Tasting Consent	
Throughout your child's time in nursery, they may taste and handle different types of foods and drinks. Please give permission for your child to be involved in these activities and please inform the nursery if there are any foods your child may appear intolerant to or be allergic towards.	
I give permission for my child to be involved in food tasting activities	Yes / No
Known allergies, food intolerance etc. <i>(should my child develop any allergies I will inform the nursery)</i>	

(17) Lunch at Nursery	Yes / No
I understand that if my child is staying for lunch at Nursery I will provide a healthy lunch and drink for him/her to enjoy. Lunch box/drinks bottle will be clearly named.	
I am also aware that Starfish Nursery/School is a <u>NUT FREE</u> Zone and I will not provide anything containing Nuts.	

(18) Pick up Arrangements

Please include everyone likely to collect your child from nursery, including yourself and after school provisions (i.e. Super Stars). If someone comes to collect your child who is not on the list, they will be asked to wait in the office until we have made contact with you to confirm arrangements.

Name	Also collecting (name/class)	Days collecting (if regular arrangement)	Due to GDPR, I consent to the nursery holding this data (please date and sign, it must be the signature of the person collecting)

If any of the above arrangements change please notify the Nursery staff immediately.

Emergency Arrangements - We appreciate that there will be emergency arrangements on occasions, please always notify the school office who can notify the Nursery of these changes.

Password / Security

If someone other than the parent/carer of the child is collecting your child from Nursery we will require a Password to be given to a member of staff before your child is released.

Password	
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(19) Tapestry

Throughout the nursery and school we use a piece of educational software called 'Tapestry' every child will have their own individual learning journal. By logging on with a secure username and password you will be able to access your child's journal. Parents are only able to view their own child's journal and all information is stored on a highly secure server, which is monitored closely. We do ask that you do not share details/photos on Social Media.

Please supply the email address you would like us to use to register you with. You will be sent an email link to activate your account once set up.

To find out more about Tapestry please visit www.tapestry.info

I give consent for the nursery to register me with Tapestry.		YES / NO
Email Address to be used:		
Parent/Carers Name:		
Signed:	Date:	

(20) Facebook	
<p>Starfish Nursery – Has a public Facebook page, which provides regular updates on activities and appropriate information about the nursery and news items to parents and prospective parents. Photos or videos of children may also appear on the page provided we have received consent from parent/carer (<i>currently under review, Sept 2019</i>)</p>	
I give consent for photographs/videos of my child to be published on Starfish Facebook Page.	YES / NO

(21) Permission/Parental Consent
<p>Due to the new General Data Protection (GDPR) we are required to receive consent before we can process information we hold. We also require permission from you for various activities which enhance your child's learning. These will stay with your child's records whilst they are attending Starfish Nursery. Please read carefully the following statements and acknowledge by signing at the bottom. Should any details change at any time it is your responsibility as Parent/Carer to notify the nursery of the changes so records can be amended accordingly.</p> <p>If you are not happy for us to use information in the list below, please contact the office and we will accommodate your preferences. If you wish to withdraw consent at any time please either email the school office sgia@stanleygreen.co.uk, telephone 01202 778181 or put in writing to the school office.</p>

Photographs and video recordings

We sometimes take photographs of children during the nursery day. These photos will sometimes be used on displays around the nursery, in newsletters and on the nursery websites.

We will never publish personal details or your child's name in a photographic images, mention names on videos, on the nursery website, in any nursery printed media or digital publication.

Due to Safeguarding/Health & Safety the opportunity for parent/carers to take photographs/videos of their children at nursery events may be withheld. We will always try to accommodate the opportunity for you to take photographs of your own child.

USE OF PHOTOGRAPHS / VIDEOS	YES / NO
I give consent for the nursery to take photographs of my child.	
I give consent for photographs of my child/and or their work to be used on the nursery website.	
I give consent for photographs of my child to be used in newsletters and nursery display boards.	
I give consent for photographs of my child to be used in printed nursery materials (e.g. nursery prospectus).	
I give consent for photographs of my child to be used in the media (e.g. Bournemouth Echo) <i>Please note that these photographs may also appear on their own website</i>	
I give consent for photographs of my child to be used on social media (e.g. Facebook & Twitter) <i>(We currently do not use social media and will inform you if and when this changes, Sept 2019)</i>	
I give consent for the nursery to video my child for the purpose of nursery work and/or assessment evidence.	
I give consent for the nursery to use videos of my child for promotional purposes, such as on the nursery website, nursery promotional video (shown in school office)	
I give consent for my child to be included in formal nursery class and other group photographs.	

USE OF PARENT CONTACT DETAILS	YES / NO
I give consent for the nursery to contact me via telephone, email and text message	
I give consent for the nursery to use my email address to send me information which the nursery thinks may be of interest or value to my child or family, including before/after school clubs.	
I give consent for the nursery to pass my details to the school for which we are 'feeder' nursery, so they can contact me with information about their school.	

LOCAL TRIPS / VISITS (we will always give notification when visits will take place)	YES / NO
I give consent for my child to go on nursery visits in the local area (e.g. library, park)	
LOCAL FARM (Year 1 & Nursery)	
You will be notified when this activity is taking place and a contribution towards costs will be requested for it to be able to go ahead. The children get the opportunity to see/touch various animals (e.g. chicks, goats, donkey, pigs, lambs etc.) The farm visit the school/nursery premises.	
I give consent for my child to participate in this activity	YES / NO
CHRISTMAS PANTOMIME	
You will be notified when this activity is taking place and a contribution towards costs will be requested for it to be able to go ahead. This activity takes place at school during the nursery day. Without consent your child will NOT be able to watch.	
I give consent for my child to watch the Christmas Pantomime	YES / NO

(22) Booking, Fee and Payment Policy (updated 1st September 2019)

- This policy has been reviewed and approved by the Governors of Stars Trust.
- Before we will consider granting your child a place in the nursery, we must receive:
 - Child's birth certificate or passport
 - Registration fee of £30 (see section 5b(i) for details of where to make payment to)

Please note the registration fee is non-refundable for places that are not eligible for *all* sessions to be funded via early years funded hours
 - BCP Early Education Funding Parent/Carer Declaration form
- To secure a nursery place a minimum of 2 sessions per week must be booked.
- Once we have confirmed in writing to you that a place has been reserved, you must give us written notice at least three months prior to your child starting nursery if you subsequently decide that you do not wish to take up the place.
- a) We will invoice you, by e-mail, each calendar month for the following calendar month's fees, which are due no later than the 1st of the month.

b) Invoices can be paid either:

i) by Bank transfer to Stars Trust t/a Stanley Green Infant Academy

Lloyds Bank 30-96-73

Account Number: 45953060

OR

ii) via the Government 'Childcare Choices' Tax-free Childcare Payment Scheme.

You will need the following information in order to set up payments by these methods:

Childcare provider name - **Stanley Green Infant Academy**

Ofsted number - **140527**

Post Code - **BH15 3AA**
- Charges for any additional sessions, depending on availability, requested during the same month will be invoiced in arrears and will be payable upon receipt. Once booked, extra sessions cannot be cancelled.

7. If payment of the invoice is not made within 3 weeks of it being issued, the Nursery reserves the right to apply a £15 administration charge
 8. **For security reasons the Nursery is unable to accept cash or cheque payments.**
 9. All fees are required in advance even where a child does not attend due to holiday or illness.
 10. If your fees are funded by your employer, a University or College grant or any other third party, written confirmation of acceptance to the scheme must be in place prior to the child's start date and Starfish Nursery will hold the parent responsible for all outstanding fees.
 11. A 5% sibling discount is given to the oldest child/children when one or more children from the same family attend at the same time. Any child in receipt of the '2 year old funding or 3 and 4 years old free entitlement' is excluded from this discount.
 12. From time to time Starfish Nursery may offer additional discounts or incentives to parents/carers – these are non-contractual and do not form part of the Terms and Conditions and can be withdrawn at any time without notice.
 13. Nursery fees are inclusive of refreshments and snacks, but exclusive of:
 - Additional Chargeable Activities – as and when they should occur
 - Nursery Outings
 - Nappies, wipes and nappy bags (charges will be applied in the event that these are not supplied, at £2 per session)
- These will be invoiced and charged in advance or as appropriate. Payment is required as per points listed above.
14. If you are late collecting your child from Starfish Nursery, a late collection charge of £10 for every 15 minutes or part thereof after your child's session has ended is payable.
 15. Sessions for any child in receipt of the '2 year old funding or 3 and 4 years old free entitlement'* will be allocated by the Nursery Manager according to space availability.
 16. Starfish Nursery reserves the right to give one month's written notice to change the allocated days of the funded sessions*.
 17. Any additional hours or services in excess of the funded hours* per week will be invoiced and charged at the appropriate standard sessional rate. Payment is required as per points listed above.
 18. If your child is entitled to free entitlement/funded hours you must declare any claims made at another setting and complete a BCP Council transfer form when you register at Starfish Nursery. Failure to declare this information will result in you repaying us any/all amounts credited to your account and subsequently not funded by the BCP Council.
 19. Should your child leave Nursery mid-term then it is possible that BCP Council will claim back from Starfish Nursery part or all of the allocated funding, which may result in you having an outstanding balance with Starfish Nursery. BCP Council, in some cases, will contact you directly to claim back overpayments.
 20. Additional services that are not linked to an Early Years Entitlement funded place:
 - Additional Chargeable Activities – as and when they should occur
 - Nursery Outings
 - Nappies, wipes and nappy bags (charges will be applied in the event that these are not supplied, at £2 per session)

These will be invoiced and charged in advance or as appropriate. Payment is required as per points listed above.

21. There will be no refund or waiver of fees in the event that the childcare facility is closed or your child is released home early as a result of a Force Majeure event.
22. Cancellation of all or some sessions requires six weeks' notice in writing and payment will be required for this period regardless of whether your child attends the sessions or not.
23. Starfish Nursery reserves the right to apply an administration charge of £15 for frequent changes of sessions taken – this will be reviewed on an individual basis.
24. Starfish Nursery reserves the right to terminate your child's place with immediate effect if any fees are outstanding for more than thirty days, or for persistent late payment. This may also result in any outstanding debt being passed to a third party agency for collection, together with any associated costs for such debt recovery action.
25. This booking, fee and payment policy should be read in conjunction with our Terms and Conditions.
26. This fee and payment policy is reviewed on a regular basis and you will be given at least six weeks' notice of any change in fees.

Starfish Nursery sessions that do not qualify for free entitlement hours are charged as follows:

Session	2 Year Old	3 & 4 Year Old
Morning 09:00 -12:00	£18.00	£15.00
Afternoon 12:00 – 15:00	£18.00	£15:00
Full Day 09:00 – 15:00	£36.00	£30.00

Additional notes

*Fees charged for children in receipt of early year's entitlement funding (Nursery Education Grant)
A child becomes eligible for a funded place from the term after their second or third birthday:

Child's 2 nd birthday	When the funding can start
1 st January – 31 st March	1 st April (Summer Term)
1 st April - 31 st August	1 st September (Autumn Term)
1 st September – 31 st December	1 st January (Spring Term)

Child's 3 rd birthday	When the funding can start
1 st January – 31 st March	1 st April (Summer Term)
1 st April - 31 st August	1 st September (Autumn Term)
1 st September – 31 st December	1 st January (Spring Term)

The Nursery completes a claim form and submits this to the Local Authority prior to the headcount date to ensure that all funding is received. It may be that the Local Authority requires specific information from the parent and failure to provide this may result in the Nursery being unable to claim the funding, in this instance the parent would be wholly responsible for any fees incurred at the standard daily rate.

Payment is received from the Local Authority on a monthly basis for each term, from September to July, over a total of 38 weeks. Dates vary throughout the year; however, this information is readily available from your Nursery Manager or your Local Authority.

This policy may change subject to Local Authority Guidelines.

I fully understand and agree to adhere to the Booking, Fee and Payment Policy for Starfish Nursery:

Parent / Guardian - Full name: _____

Signature: _____

(23) SESSIONS REQUIRED (PLEASE CIRCLE BELOW)	MORNING 9.00AM – 12.00PM	AFTERNOON 12.00PM – 3.00PM
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MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

COST PER SESSION (AM / PM)	£18.00 (Under 3's)	£15.00 (Over 3's)
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START DATE (please provide preferred date, TBC once place allocated)
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<p><u>I *enclose / have paid by bank transfer my **£30 registration fee</u> * please delete as appropriate</p> <p>NOTE: If you are booking an 'Early Years Funded Hours' <i>only</i> place more than a month in advance, a £30.00 non-refundable booking fee will be required and will be refunded to you once your child has attended Starfish. If this applies to you, please provide your bank details here:</p> <p>Bank Name: Account Name: Sort Code: Account Number</p> <p>Please note that this information and its use is subject to the Data Protection Act 1984 and GDPR 2016</p> <p>**The registration fee is non-refundable for places that are not eligible for <i>all</i> sessions to be funded via early hears funded hours</p>	<p>Office use only:</p> <p>DEPOSIT RECEIVED CASH / BANK TRANSFER</p> <p>DATE:</p>
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I CONFIRM I HAVE READ, UNDERSTOOD AND SIGNED* THE SEPARATE FORMS LISTED BELOW *(IF APPLICABLE)

(Please tick box below)

Attendance Procedure	<input type="checkbox"/>
BCP – Early Education Funding Parent/Carer Declaration Form	<input type="checkbox"/>

THIS FORM SHOULD BE SIGNED BY SOMEONE WITH PARENTAL RESPONSIBILITY

The information I have entered is correct to the best of my knowledge and belief.

By signing below you are also confirming that you have read and understood all the details set out in our Booking, Fee and Payment Policy.

Signed	Name (in block capitals)	Date

Should any of the above information change please ensure that you notify us as soon as possible.

Official Use Only:

Birth certificate seen on (Date):		Birth certificate seen by:	
UPN number:		Admission No:	
Date of Admission:		Settle sessions offered:	
Information recorded by:		Date:	