



## Osaldwick Primary School **PRE-SCHOOL – REGISTRATION OF INTEREST**

- I would like to apply for the 15 hours free childcare provision (if ticked please go to the Pupil Admission Form on page 2)
- I require the 15 hours free childcare provision with additional sessions, but do not qualify for the Extended Childcare Entitlement of 30 hours (if ticked please tick the following question, then go to the Pupil Admission Form on page 2)
- I understand that I will be required to pay for any additional sessions required

**OR**

- I would like to apply for the Extended Free Childcare Entitlement (30 hours childcare for 3 and 4 year olds) – please go to the Yor-ok link below to apply for eligibility.

This is the online checker for parents/carers for the extended free childcare -  
<http://www.yor-ok.org.uk/families/Childcare/30-hours-parental-declaration.htm>

On submission of the request to Yor-ok, Parents/Carers will receive a letter from the LA either confirming that they are eligible for the extended entitlement, or requesting that they submit relevant evidence in order for the Local Authority to check their eligibility. If the checks confirm that the family is eligible you will receive a letter which will contain a voucher/reference code that the school requires to proceed with your request for the extended free childcare entitlement.

- I confirm I have submitted my application to Yor-ok on ..... (date)

**Please note that the submission of this form does not guarantee a place in Osaldwick Primary Pre-School. The senior management team hold a weekly admissions meeting and you will be advised if your application has been successful by letter within a fortnight of the date of your submission.**

Office use only:
Voucher Reference Code .....
Date received: .....

### Pupil Information

Surname				
Legal Surname				
Forenames				
Date of Birth	Day	Month	Year	Birth certificate seen <input type="checkbox"/>
Home Address				
Postcode				
Gender (please tick)	<input type="checkbox"/> Male <input type="checkbox"/> Female			
Name and address of previous nursery – if applicable				
Telephone number of previous nursery – if applicable				

### Details of Parents / Guardians With Whom Child Lives

	Parent / Guardian 1	Parent Guardian 2
Surname		
Forenames		
Relationship to child		
Home Telephone No		
Mobile Telephone No		
Work Telephone No		
Email address		
National Insurance No.		

### Details Of Parents / Guardians Who Live Separately From Child

Is there a parent of this child to whom you wish relevant information (e.g. open evenings, reports) to be sent? Please tick	<input type="checkbox"/> Yes Please complete details below	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
Surname			
Forenames			
Relationship to child			
Address			
Post Code			
Email address for correspondence			

### Details Of Siblings / Relatives In School

Full Name	Relationship to Child	Current Class

### Pupil Premium / Universal Free School Meals

<b>Are you a Service Family?</b> <small>(indicates if a child has a parent of parents who are service personnel serving in the regular HM forces military units of all forces, or in the Armed Forces of another nation and stationed in England, and exercising parental care and responsibility)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To enable the school to check your eligibility to access Pupil Premium Funding please provide us with the following information:		

(NI number required to check eligibility for pupil premium which could mean additional school funding for your child)					
Surname	Parent National Insurance Number	Parent Date of Birth			
<b>NURSERY</b>					
If you are registering your child to attend our Nursery please fill in the boxes below					
Please note that children under 5 years old must, by law be brought to school and collected by a responsible adult (aged 18 years or over). Taking this into account please give us the names of people who have your permission to collect your child from Nursery below:					
Forename	Surname	Relationship to the child			
Does your child have any particular likes or dislikes, fears or phobias?					
Can your child manage to go to the toilet alone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Due to an increase in demand for places and the introduction of the additional 15 hours of childcare for working parents we will be offering only two ways in which you can access the Nursery provision ( <b>5 morning sessions or 5 full days</b> ).					
<i>Please note that we will do our best to accommodate your wishes, but it may not always be possible to offer the session of your choice</i>					
<ul style="list-style-type: none"> <li>• AM (8.55am to 11.55am)</li> <li>• PM (12.30 to 3.30pm)</li> </ul>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
AM					
PM					
Has your child been to playgroup / toddler group nursery?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does your child have any special dietary requirements or food allergies?					
Is there anything else you think we should know?					

Medical and Personal Details	
Family Doctor	
Full Name	
Address	
Telephone Number	
If your child suffers from any ailments that you think the school should be aware of please detail them including any medications or treatment they need:	

Please give details of any operations / illnesses your child has had in the past you think the school should be aware of:	
Please give details of any allergies your child suffers from, including any medications and treatment they need:	
Please give details of any family circumstances which may affect your child:	
Please give details if your child has been involved with other services such as child Development Service, Speech Therapy, Family Centre or Social Services?	
Do you give permission for your child to receive first aid at school or on school visits/trips if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Emergency Contact Information

It is essential that we can contact someone by telephone in an emergency during school; therefore please complete all boxes below, providing as many contacts as possible. Please note that the school will assume that you agree to information regarding your child to be shared with the people you have detailed below.

In order to keep parents regularly informed about what's going on at the school, we use a system called ParentMail to send text messages and email letters home. This has proved highly successful in reducing the number of letters that go astray in school bags as well as improving our environmental impact.

To use ParentMail we need to collect your email addresses and mobile numbers in the boxes below. By giving us this information and signing the consent section at the end of this form you are agreeing to receiving communications from the school via ParentMail

### Emergency Contact Information

	First Contact	Second Contact	Third Contact
Name			
Address			
Relationship to child			
Home Telephone No			
Mobile Telephone No			
Work Telephone No			

### OTHER INFORMATION

If there is any other information you think we should know about your child please detail below. Please note that if you request that someone with parental responsibility is not to have access to your child you must provide legal evidence. Any concerns regarding this must directed to the school.

### Photograph Consent

Occasionally we may take photographs of the children in our school; to be used in the prospectus or other printed publications as well as our website. We may also make video or webcam recordings for school-to-school conferences, curriculum assessment or other educational use.

From time to time, the media will take photographs or film footage of a visiting dignitary or high profile event. Pupils will often appear in these images, which may appear in local or national media.

To comply with the data protection act 1998, we need your permission before we can photograph or make any recording of your child. Therefore, please complete the questions below.

Do you consent to your child to appear in photographs on the school blog and understand that they will never appear in any school production/concert photograph if you do not allow this.	Yes / NO
Do you consent to your child being photographed / filmed for media events agreed by the school?	YES / NO
May we use your child's photo in the school prospectus, website and other printed publications?	YES / NO
May we record your child's image (unidentified) on video or webcam?	YES / NO
May we use your child's image (unidentified) on the secure area of our website?	YES / NO
May we use your child's image (unidentified) on the public area of our website and blog?	YES / NO
Do you consent for your child's full name being published with a press photograph?	YES / NO
Preferred Mode of Travel (walk/bike/car/scooter)	

### School Visits

I give permission for my child ..... to take part in educational visits, sporting activities (including swimming when appropriate) and any other extra-curricular activities during his/her time at Osbaldwick Primary School. I understand that this consent will last for the duration of my child's time at school. I will contact the school should I wish to amend this consent form at any time

Parents / Carers Name: .....

Parent / Carers Signature: .....

Date: .....

### Ethnicity Details:

Please note – ethnic origin is required by the Department for Education for statistical purposes. You are **NOT** obliged to give this information if you do not wish

Any other Asian background		Chinese	White and Black African	
Any other Black background		Gypsy/Roma	White and Black Caribbean	
Any other ethnic background		Indian	White British	
Any other mixed background		Pakistani	White European	
Bangladeshi		Traveller of Irish Heritage	White Irish	
Black African		White and Asian	White Other	
Black Caribbean				

I do not wish an ethnic background category to be recorded

### LANGUAGES: Please indicate below the language spoken at home

First Language (eg English)		Other (please specify)	
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### RELIGION

Christian		Other (please specify)	
No religion			

<b>Country of birth</b>		<b>Nationality</b>	
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## (Parent Copy)

### Privacy Notice - Data Protection Act 1998

We **Osbaldwick Primary School** are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information <sup>1</sup> and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact **the school office**.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[http://www.york.gov.uk/council/information/data\\_protection/schools/](http://www.york.gov.uk/council/information/data_protection/schools/) and

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE as follows:

Information Management Officer City of York Council West Offices Station Rise York YO1 6GA email: <a href="mailto:data.protection@york.gov.uk">data.protection@york.gov.uk</a> Telephone: (01904) 552933	Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London, SW1P 3BT Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a> email: <a href="mailto:info@education.gsi.gov.uk">info@education.gsi.gov.uk</a> Telephone: 0870 000 2288
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**We need to know as much as possible about your child, sometimes including details about his or her home life, so that we can provide support through all his or her difficulties. Usually we collect it from you, but sometimes other organisations and people offer information. This information will be held on your child's file for both teachers and other school staff. It may be forwarded to the secondary school, if it is still relevant, when your child moves on. It will not usually be disclosed to anyone else unless there is a legal duty to do so, or a similar pressing need. Some information must by law be provided to City of York Council, which is the Local Education Authority, and to the Department for Education (DfE). You can find out more at their websites.**

**You can ask to see your child's file, in writing. Usually it will be made available unless someone else's right of privacy is so important that we cannot show you certain items, although this will be exceptional. You will be able to correct errors or insert new information of your own.**