



# REDHILL PRIMARY ACADEMY NURSERY REGISTRATION FORM



When your child joins Redhill Primary Nursery, it is vital that we have certain information that will help us ensure that they are cared for to the best of our ability. Some of this information enables us to contact you on matters of concern or to keep you updated with relevant/important information; other information helps us to look after your child whilst they are attending the Nursery; and some data is mandatory and required by law. Consent can be withdrawn at any time by completing the online withdrawal form; however, please note that as a Nursery we may have contractual, statutory and/or regulatory reasons why we will still process and hold details of a student and/or parent/guardian. Please see our Privacy Notice for further details. This information is additionally stored electronically by the Academy.

**Student Details:** Please complete this form in full. Birth Certificate Seen: Y/N

Surname: ..... Former Surname (if applicable): .....

Forename: ..... Middle name(s): .....

Preferred name: ..... Date of birth: .....

Gender: ..... Languages spoken at home: .....

Address: .....

..... Postcode: .....

**Parents'/Guardians' Details:**

<p><b>Parent 1:</b></p> <p>Title: ..... Forename: .....</p> <p>Surname: .....</p> <p>Relationship to child:                      Date of birth: .....</p> <p>.....</p> <p>Address (if different from child): .....</p> <p>.....</p> <p>..... Postcode: .....</p> <p>Home telephone number: .....</p> <p>Mobile telephone number: .....</p> <p>Work telephone number: .....</p> <p>Email: .....</p> <p>Do you have parental responsibility: Yes / No</p>	<p><b>Parent 2:</b></p> <p>Title: ..... Forename: .....</p> <p>Surname: .....</p> <p>Relationship to child:                      Date of birth: .....</p> <p>.....</p> <p>Address (if different from child): .....</p> <p>.....</p> <p>..... Postcode: .....</p> <p>Home telephone number: .....</p> <p>Mobile telephone number: .....</p> <p>Work telephone number: .....</p> <p>Email: .....</p> <p>Do you have parental responsibility: Yes / No</p>
---	---

**Emergency Contact Details:** In the event of parents/guardians being unavailable, please give details of other responsible adults who we can contact in the event of an emergency. You should notify the contacts listed to inform them that we hold their details and that they will not be used for any other purpose. If your child is unwell and we are unable to contact a parent/guardian, the emergency contact may be asked to collect them from Nursery.

**Emergency contact 1:**

Mr/Mrs/Miss/Other: .....

Forename: .....

Surname: .....

Telephone number: .....

Relationship to child: .....

**Emergency contact 2:**

Mr/Mrs/Miss/Other: .....

Forename: .....

Surname: .....

Telephone number: .....

Relationship to child: .....

**Authorisation to Collect:** Please provide names and telephone numbers of any other persons who have permission to collect your child regularly.

**Collection Contact 1:**

Full name: .....

Telephone number: .....

Relationship to child: .....

**Collection Contact 2:**

Full name: .....

Telephone number: .....

Relationship to child: .....

**Password for Collection:** .....

**Other Children in the Family:**

Name: ..... Relationship: .....

School attends: .....

Name: ..... Relationship: .....

School attends: .....

Name: ..... Relationship: .....

School attends: .....

Name: ..... Relationship: .....

School attends: .....

**Special Family Circumstances:** In the space below, please give information regarding the child's family circumstances. It is useful for us to know the following:

**Is the child adopted, privately fostered or have they ever been a Looked After Child?** If yes, please give details:

.....

**Name and telephone number, if applicable, of any allocated social worker:** .....

.....

**Name, address and email of a non-custodial parent who wishes to receive information of the child's progress:**

.....

**Details regarding restricted access arrangements following custody proceedings (if either parent is denied access, a copy of the court papers must be attached to this form as the Nursery needs evidence to comply with them):**

.....

**Has your family ever had any other agencies working with you (Social Services, Educational Psychologist, Bilingual Support Services, Speech Therapist, Child and Family guidance, etc?)**

**In the past:** .....

**Currently:** .....

**Medical Conditions/Dietary Requirements:** Please provide full details of any health issues and/or medical history that we should be aware of whilst caring for your child in nursery or on nursery outings (e.g. allergies, asthma, diabetes, epilepsy etc). Please request a medicine form from the office if required.

**Please tick:**

Asthma:	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	Hearing Difficulties:	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Diabetes:	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	Sight Problems:	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Epilepsy:	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	Wear Glasses:	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Hay fever:	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	Dietary Requirements:	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Food Allergy:	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	Other:	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

**If yes, please give details below, including details of any regular medication required:**

.....

.....

Previous School/Nursery/Pre-school attended:

Previous School/Nursery/Pre-school Name: .....

Address: .....

.....

Telephone number: .....

**Ethnic Background:** Please tick one. Please note: The information we collect about your child is mandatory. Where you have given consent on these forms to use student data, this consent can be withdrawn at any time by filling in the online withdrawal form on the Academy website.

**Asian or Asian British**

- Indian
- Mirpuri Pakistani
- Other Pakistani
- Bangladeshi
- Any other Asian background

**Black or Black British**

- Caribbean
- African
- Any other black background

**White**

- British
- Irish
- Traveller of Irish Heritage
- White European
- Gypsy/Roma
- Any other white background

**Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

**Any other Ethnic Group**

- Korean
- Chinese
- Japanese

I do not wish my child's ethnic background category to be recorded

**Religious Considerations:** Please inform us if you feel we should be aware of any religious considerations relating to custom, dress or prohibition.

.....  
.....  
.....  
.....

**First Language:** We are required to collect information about each child’s first language. This is the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community. The question is not about how well your child speaks English. To help, we have listed the most frequently recorded first languages in schools. Where you have given consent on these forms to use student data, this consent can be withdrawn at any time by filling in the online withdrawal form on the Academy website.

\* Please indicate which form of language in the space provided.

Arabic\* .....

Bengali\* .....

Chinese\* .....

English .....

French .....

Gujarati .....

Hindi .....

Japanese .....

Korean .....

Polish .....

Punjabi .....

Tamil .....

Turkish .....

Urdu .....

Other (block capitals please): .....

If you do not wish us to hold this data about your child, please tick this box

**Armed Forces:** Are either parent/guardian a member of the armed forces?

Please tick: Yes  No

## Photographs and Video:

At Redhill Primary Nursery, we sometimes take photographs and film children. We use photographs and film in our prospectus; on our newsletter; on our website and Twitter feed; on display boards around the Nursery; and to create DVDs of nativities and performances which are sold to parents for their own personal use. A photographer will visit the Nursery/Academy during the year to photograph your child. You will be able to see proofs of these photographs and decide whether to purchase them. We sometimes invite media organisations into the Nursery to take photos or film children for promotional purposes. These photographs and films will appear in newspapers and other media outlets and will appear on their websites.

We would like your consent to take photographs and film of your child and use them in the ways described above. If you are not happy for us to do this, that's no problem - we will accommodate your preferences.

**Please tick the relevant box(es) below:**

	<b>Yes</b>	<b>No</b>
I am happy for the Academy to take photographs of my child (this includes school photographs).	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for photos and film of my child to be used on the Academy website and Twitter feed.	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for photos of my child to be used in the Academy newsletter.	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for photos of my child to be used in the Academy prospectus.	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for photos of my child to be used in internal displays.	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for photos and film of my child to be taken for the purpose of Nursery nativities and performances to be sold to parents for their own personal use.	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for photos and film to be taken of my child by Newspaper and Media outlets who will use the photos and film in their newspaper or media outlets and on their own websites.	<input type="checkbox"/>	<input type="checkbox"/>

You have the right to withdraw your consent at any time by filling in the online withdrawal form on the Academy website.

## Form of General Indemnity Medical Consent: Activities which form part of the more regular nursery/academy routine are covered by this general consent form.

I give my consent for my child taking part in normal nursery activities organised to take place outside the Academy premises. These activities include, but are not limited to, the following: -

- Local studies and visits within walking distance of the Academy or in the local area.

Your consent for any other activities will be sought separately as the activities arise.

I consent to the Academy following advice from a qualified medical practitioner and to such surgical treatment as deemed necessary by a qualified medical practitioner, or to first aid being administered, if an emergency should occur involving my child, at a time when my consent to the particular treatment cannot otherwise be obtained.

In the event of an emergency, I give consent for my child to be given Paracetamol suspension.

I give permission for creams (supplied by me) to be applied by nursery staff as required eg. sun cream, nappy cream.

In case of a sudden heatwave, I give permission for staff to apply nursery sun cream (children's sensitive factor 50.)

Parent/Guardian name (please use block capitals): .....

**Insurance:** Nursery is included in all mentions of Academy.

It is important to note that the Academy's insurance cover does not apply to personal accident (i.e. where no one is negligent or to blame) cover for individual children or cover for personal effects. The Academy does provide insurance cover to protect your child should they suffer injury, damage, or loss through negligent acts by staff or others engaged on Academy business. Parents are asked to arrange their own personal accident cover for their children if they wish to do so.

Redhill Primary Academy arranges a variety of activities, which take place away from the Academy premises. Some of these are very much an integral part of Academy life whilst others take place less frequently, generally to places further afield, and may be of longer duration. When taking part in a visit further afield that requires transport, the Academy has taken out comprehensive travel insurance with Zurich Municipal who provide a policy especially for school/academy groups. A copy of the policy explaining the cover provided is kept in the Academy office and any parent is welcome to read it.

There may be occasions when small groups of children will be transported to or from events in the minibus or staff member's cars. When these occasions arise, cars will only be used when confirmation has been received that the appropriate insurance cover is held, and the cars are properly licensed and have a current MOT certificate. Children will only be allowed to travel in a car using appropriate safety constraints and booster seats where required.

If you have any other queries regarding insurance matters, please do not hesitate to contact the Academy.

**Acceptable Use Policy:** Nursery is included in all mentions of Academy.

Redhill Primary Academy uses an internet, which is filtered, monitored and secure for the staff and children to use. Access to the internet will allow children to explore thousands of educational sites. Using the internet to access information and to use interactive worksheets and resources is an important part of the lessons planned in the Academy and therefore is a significant part of the working day. Internet access from the Academy is via a filter, which is very effective at filtering out virtually all sites that would be inappropriate for children to access. Children are rarely unsupervised whilst on the Internet and we do teach children to be responsible in internet use, for example to delete any emails if they do not know who they are from. There is no access to 'chat rooms' except those that might be set up by the Academy for restricted use only.

Whilst the Academy and teachers will do all they can to guide students towards appropriate material, ultimately parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.

- I will support the Academy by promoting safe and responsible use of the internet, online service, and digital technology at home. I will inform the academy if I have any concerns.
- I give permission for my child to access the internet and intranet during Academy hours as requested by a member of teaching staff.
- I will not take and then share online, photographs, videos etc, of other children (or staff) at Academy events, without permission.
- I understand that the Academy takes any inappropriate behaviour seriously and will respond to observed or report inappropriate or unsafe behaviour.

Parent/Guardian name (please use block capitals): .....

Parent/Guardian signature: ..... Date: .....

Enclosed in the admission pack is an Acceptable Use Policy which we ask your child to read to agree to proper usage of email and the internet in the Academy. Please could you sign below to confirm their understanding of this policy.

Parent/Guardian signature: ..... Date: .....

**Sessions Offered:** Please note that a terms notice will be required should a change to these days/times be requested. **Once the place has been accepted and admission forms completed, a deposit of £50.00 for a full-time place or £25.00 for a part time place will be required to ensure a place on the preferred start date. This deposit should be paid to HSBC Redhill Primary School S/C 40-45-50 Account number 21547763. Please give the details of your bank account the deposit may be refunded to below, otherwise a ParentPay credit will be put on to your child's account.**

**This will then be fully refunded when the child starts Nursery.**

Sort code.....

Account number.....

Account name.....

**Full Day:** 8.00am-6pm £53.00 2-Year-Old / £52.00 3-Year-Old

**Short Day:** 8.00am-3pm £36.50 2-Year-Old / £33.00 3-Year-Old

**Breakfast Club:** 8.00am-9am £8.70 2-Year-Old / £8.20 3-Year-Old

**Morning Session:** 9am-12pm £17.95 2-Year-Old / £16.45 3-Year-Old

**Afternoon Session:** 12pm-3pm £17.95 2-Year-Old / £16.45 3-Year-Old

**Afterschool Club:** 3pm-6pm £18.20 2-Year-Old / £18.20 3-Year-Old

Please complete below, we will endeavour to accommodate your preferred sessions where possible.

	Breakfast Club 8.00 am-9am	Morning 9am-12pm	Afternoon 12pm-3pm	Afterschool Club 3pm-6pm	Short Day 8.00am-3pm	Full Day 8.00am-6pm
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

For fee paying: the full- day session includes breakfast, snacks, and tea.

For fee paying: the short-day session includes breakfast and snacks.

**Meal Prices for Funded Children – Funded hours do not include snacks or meals: please see prices below.**

Breakfast £1.75

Lunch £2.35

Tea £2.00

Snack 0.55p

**Additional Costs**

Hourly rate £8.00

Late pick up £10 for every 15 minutes