

*Office to do: Birth Certificate Checked…………………App rec ………..….2yr funding ref…………………*

*Welcome Pack sent………………………..Info inputted to total children contacts……………………..*

**Admissions Form: Ladybirds Pre-School at Porchester Road**

**PLEASE USE CAPITAL LETTERS TO COMPLETE THIS FORM**

**DATA PROTECTION:** We are a data controller for the purpose of Data Protection. We collect information from you and may receive information about you from your previous Early Years Provider, Local Authorities and the Department of Education (DfE). **We require you to read the attached Privacy Notice and to give us your signed consent that we can use your data for the ways stated in the notice.**

Name of child: ………………………………………. .…. D.O.B: ……………… Male/Female (please circle)

Address: ………………………..………………………………………………….........................................

…………………………………Post code…………………. Tel No: Home ………………………………

Parent/s mobile no/s: Mother……………………….…...…………Father.………………………………....

National Insurance Number……………………………………… /………..…………..…………………

Occupation: Mother…………………………………………Father……………………………………….

Email address (**Please complete as clearly as possible**)

…………………………………………………………………………………………………………………

Name of parent/s the child lives with

…………………………………………………………………………………………………………………

(If applicable) Name and address of parent the child does not live with

………………………………………………………………………………………………………………….

(If applicable) Name of parent/s that have parental responsibility (parents named on child’s birth certificate)

…………………………………………………………………………………………………………………

(If applicable) Name of person that does not have legal access to the child (documentation must be provided)

………………………………………………………………………..

Languages spoken at home……………………………………………………………………………

**Medical information** –

Allergies/other medical conditions………………………………………….........................................

Foods or drinks that your child is not permitted to have

……………………………………………………………………………………………………………

Doctors Surgery…………………………………………………..

……………………………………………………………………… Tel No …………...... ………..

**SESSIONS**

We recommend that children attend a minimum of 2 sessions per week. Children are eligible for funded hours the term after they turn 3 years old. Some children may be eligible for funding when they are 2 years old. Some children may also be eligible for up to 30 funded hours per week. Information about childcare costs and available funding can be found at; [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Children do not need to be funded to attend preschool and the hours are not limited. If you would like information on our current fees please visit our website; [www.ladybirdsrus.co.uk](http://www.ladybirdsrus.co.uk) - .Fees and Funding.

**Please complete with the understanding that these sessions are not guaranteed until confirmed by preschool.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Morning 8.45-11.45 am** |  |  |  |  |  |
| **Lunch 11.45am -12.30pm** |  |  |  |  |  |
| **Afternoon 12.30-3.30 pm** |  |  |  |  |  |

*Please tick relevant boxes –* ***(we will contact you to offer alternative sessions if your first preference isn’t available)***

Does your child attend any other early years settings/childminders. YES NO

Name of setting/childminder/ other person authorised to collect your child without prior notice

……..…………………………… Telephone Number……….………………….…..Mobile……………………………

Address ………………………………………………………………………………………..……………………………

**Signature of parent to authorise the collection by the above person……………………………………………**

**Signature of person who is authorised to collect the child………………………………………………….**

**Emergency contacts** – Please let us know who to contact if we are unable to contact you. This contact may be required to collect your child. Please give us as many contacts as possible. Please let us know the order in which you would like us to make contact.

1. Name …………………………… Relationship to child ………...….. Tel No………………….........................
2. Name …………………………… Relationship to child ………...….. Tel No………………….........................
3. Name …………………………… Relationship to child ………...….. Tel No………………….........................

**Password**

At our preschool we operate a password system where if you are unable to collect your child, anyone doing so on your behalf must be able to give your child’s password before we will allow them to leave the setting with your child. You can change the password at any time by advising the pre-school. You will also be required to let us know in advance of persons collecting your child either in person or by telephone.

Password is: ………………………………………………………………………………………………………

**Medical**

Disability or additional needs (please circle to indicate if your child has any of the following additional needs so that we can ensure that we can prepare additional support/resources as necessary)

Physical Sensory Learning Behaviour Speech/Language

Please inform us of any professional agencies currently involved with your child;

e.g. health visitor, pediatrician, children’s services …………………………………………………………

**Personal Information**

(This information is entirely confidential and will help us get to know your child).

Child’s preferred name ………………………………………………………

Names of any siblings ……………………………………………………….

Pets …………………………………………………………………………..

People who live with you and your child e.g. grandparents, aunties, friends……………………………………..

How did you hear about our pre-school? …………………………………………………………...

**SAFEGUARDING STATEMENT:**

At Ladybirds Preschool Ltd we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children’s health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this statement, therefore this statement should be used in conjunction with pre-school’s other policies and procedures.

**Data Protection**

1. To ensure that we fully comply with the General Data Protection Regulation, we require your authority to keep both written and computerized records for your child.

I understand such records are being kept and I am aware that I can access these records and opt out of having my data used at any time and will inform preschool in writing or email of my changed preference.

Signed………………………..……. Print name………….……………………… Date…………………………..

1. We use an online learning journal system at Ladybirds Pre-school. You will be registered by email and will set up a password known to yourself for you to access your child’s personal Learning Journal.

I understand that I will be registered to Tapestry online learning.

**Please confirm the email address you would like to be registered to Tapestry – please write clearly.**

Email address……………………………………………………………………………………………………

……………………………………………………………………………………………………………………

**Photographic authorisation**

To enable us to keep records of your child’s achievements and of the activities undertaken by your child at our preschool from time to time we would like to take photographic evidence of the work undertaken.

I agree to photographs of my child and the work they have undertaken being taken and displayed within the setting and added to Tapestry and/or Learning Stories.

YES NO Signed…………………………….Print name………………………………Date………..

I give permission for my child’s name and photograph to be used in the Tapestry Journal and/or Learning Stories of the other children in preschool.

YES NO Signed…………………………….Print name………………………………Date………..

**Emergency Procedures**

I understand in the event of an emergency where you are unable to contact me, you will take my child to hospital or a doctor where emergency treatment will be given to them if required.

Signed…………………………….Print name………………………………Date………..

**Working in partnership with schools and other professionals**

I understand that the preschool will share information with other professionals and schools to support development and learning in addition to a successful transition to school.

Signed…………………………….Print name………………………………Date……….

**Sun cream**

I understand that I can either pay for preschool sun cream subscription or provide and named sun cream for my child, and that staff may need to help my child apply it.

Signed…………………………….Print name………………………………Date………..

**Privacy Notice - Data Protection**

**Information about Children in Early Years Providers**

We, Ladybirds Preschool,are a data controller for the purposes of General Data Protection Regulations. We collect information from you and may receive information about you from your previous Early Years Provider or education provider, local authorities and the Department for Education (DfE).

A great deal of the information we collect is included in the Parent Declaration Form, completed on your child’s admission to an Early Years Provider which, when signed, indicates that you understand how your families data will be processed. In addition, we collect information for 30 hours eligibility, 2 year old funding eligibility, on learning and development, on safeguarding and welfare & special educational needs and disabilities.

We hold this personal data and use it to:

* Support teaching and learning. In order to facilitate this, we may share information with the software supplier (listed at the end of this document) to set up the systems needed for children and parent/carers to access. When your child applies for a school place, information may be forwarded to your child’s new school to aid transition into their next phase of education. If your child changes Early Years Provider or attends more than one provider, information may be shared between Early Years Providers.
* Monitor and report on learning and development.
* Provide appropriate pastoral care (Keeping Children Safe in Education updated Sept 2020).
* Assess how well we, as an education provider, are doing.
* Co-operate with Southampton City Council and external partners to improve the well-being of children, under the duty of the Children Act 2004 Working Together to Safeguard Children (www.gov.uk)
* Share information with Southampton City Council and external partners to support the duty to safeguard and promote the welfare of children, under the Children Act 1989, Section 17. Working Together to Safeguard Children (www.gov.uk)
* Provide information via statutory census returns to the DfE and in turn this will be available for the use of Southampton City Council to carry out its official functions, or a task in the public interest.
* Send Child level information to Southampton City Council on a regular basis in accordance with our information sharing agreement to enable the local authority to meet its duty under Data Protection legislation to ensure that the data it holds is accurate and also to carry out its official functions, or a task, in the public interest.

**Your information will not be used for any other purpose or shared with any other organisation unless provided for by law or covered in this Privacy Notice.**

The Early Years Provider’s member of staff responsible for data protection, who should be contacted in writing if you would like to receive a copy of the information about you that we hold or share, is:

* Settings Administrator – Carmel Gardner (Porchester) Manger: Zoe Marler-Hausen

For information on how long the Early Years Provider will store the information collected please refer to the providers Retention of Records Policy.

Should you have any concerns with how your data is being processed, the following steps should be taken:

Step 1: Contact the Early Years Provider Data Protection Officer.

Step 2: If concerns remain unresolved, follow the Early Years Provider Complaints procedure.

Step 3: Contact the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk/))

For further information on the circumstances under which you have the right to request access to, or rectification\erasure of, your personal data please visit the Information Commissioner’s website.

Southampton City Council has a duty under the Children Act 2004 to co-operate with their partners in health and youth justice to improve the wellbeing of children in their area and will agree information sharing agreements with partners to enable them to carry out official functions, or a task in the public interest.

The DfE may also share child level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the data protection principles. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to child level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) child level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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:

* [Privacy notice applicable to school admissions (southampton.gov.uk)](https://www.southampton.gov.uk/schools-learning/find-school/apply-school/school-admissions-privacy-notice/)
* <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

* **Solicitor for Education:** Legal Services, Southampton City Council, Ground Floor, Civic Centre, SO14 7LY
* **Public Communications Unit**: Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)   
Telephone: 0370 000 2288

|  |  |
| --- | --- |
| Provider postal address |  |
| Provider e-mail address |  |
| Provider telephone number |  |
| Software supplier | Capita, Tapestry, Open Objects. |

**To ensure that we fully comply with the data protection act, as passed by the Government, we require your authority before we use/keep any of your data.**

**I understand such records are being kept and I am aware that I can access these records and opt out of having my data used at any time and will inform preschool in writing or email of my changed preference.**

**Signed…………………………….Print name………………………………Date………..**

**30 Hours Funding**

All 3 and 4year-olds are already entitled to 15 hours of funded childcare a week.  The government will provide an additional 15 funded hours to working parents of 3 and 4 year-olds. The Childcare Bill Policy Statement suggests that;

The additional 15 hours will be available to families where both parents are working (or the sole parent is working in a lone parent family), and each parent earns, on average, a weekly minimum equivalent to 16 hours at national minimum wage (NMW) or national living wage (NLW), and less than £100,000 per year. Working will include employed and self-employed persons. Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW, which is £107 a week at the current NMW rate. This includes those parents on zero contract hours who meet the criteria.

**To apply online for 30 hrs:**

1. **Go to our website: Ladybirdsrus.co.uk**
2. **Go to tab: Help links for all childcare costs**

**3. Click on: 30 hrs direct link to apply online**

**This will take you direct to Gov.uk website**

If you are eligible, at the end of the application process you will be given an 11 digit code

beginning with 5……………………. (please enter code)

You can and we recommend you apply for 30hrs funding the term before your child is 3 years old in order to receive the funding at the start of the term. However the 30hr funding **will not start** until the term after their 3rd birthday.

*(For example:*

*If your child is 3 yrs old on 11th Nov, they will be entitled to 15/30 hrs funding from 1st Jan.*

*If your child is 3 yrs old on 2nd Jan, they will be entitled to 15/30 hrs funding from 1st April)*

Terms :

Autumn 1st Sept to 31st Dec

Spring 1st Jan to 31st March

Summer 1st April to 31st Aug

Please note that additional hours are available for all children, families not eligible for the 30 hours free funding can be invoiced and pay extra for hours.

**Policies**

Please read Ladybirds preschool policies which are on our website :

**Ladybirdsrus.co.uk**

Go to the tab: Policies.

If you don’t have access to our website please ask to view our policy file within the preschool.