## OFFICE USE – App received…………………….. School start year……………………………..

##

## Admissions Form: Ladybirds Parkside Preschool

**If completing in hard copy please print details clearly**

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

Address…………………………………………………………………………………………………………………

……………………………… post code……………………….Telephone – Home………………………………

Mother: Name……………………………………………………Telephone……………………………................

Father: Name…………………………………………………….Telephone……………………………………….

Email: ……………………………………………………………………………....................................................................

We recommend that children attend a minimum of 3 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.

**SESSIONS OFFERED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Option type** | **Start** | **Finish** | **Hours** | **Lunch – please provide a packed lunch** | **Cost (non-funded)** |
| 1. **School day (SD)**
 | 8.30 | 2.30 | 6 | yes | £36 |
| 1. **Extended day (ED)**
 | 8.30 | 4 | 7.5 | yes | £45 |
| 1. **Mornings (AM)**
 | 8.30 | 11.30 | 3 | no | £18 |
| 1. **Afternoons (PM)**
 | 1.00 | 4 | 3 | no | £18 |
| 1. **Add-on lunch (L)**
 | 11.30 | 1 | 1.5 | yes | £9 |

*Please complete with your request for sessions (e.g. ED for extended day, or AM/L for morning session with lunch) –* ***(we will contact you to offer alternative sessions if your first preference isn’t available).***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  |  |

**Please indicate when you would like your child to start preschool. Please note that spaces, sessions and start dates are not guaranteed until confirmed by preschool.**

**……………………………………………………………………………………………………………………………..**

**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…………………………**

**Emailed admission forms**

When returning admissions forms by email, you acknowledge that your data will be used as stated above, you will be asked to sign a printed hard copy before your child commences their place at preschool,

**More information about our preschool with links to funding and Preschool Policies can be found on our website:**

[www.ladybirdsrus.co.uk](http://www.ladybirdsrus.co.uk)

**30 Hours Funding**

All 3 and 4year-olds are already entitled to 15 hours of [free childcare](https://www.gov.uk/help-with-childcare-costs/overview) a week.  The government provides an additional 15 free hours to working parents of 3 and 4 year-olds. The Childcare Bill Policy Statement suggests that;

The additional 15 hours is 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** use this link: <https://www.gov.uk/30-hours-free-childcare>. If you are eligible, at the end of the application process you will be given an 11 digit code which you will need to give to preschool when your child starts.

To use the 30 hours funding you need to apply the term **before** your child is 3 years old in order to use 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

**2 year funding**

The Government provides funding for some 2 year olds for up to 15 hour of preschool education per week, starting the term after they have had their 2nd birthday. To find out if your child is entitled to this funding use this link:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

**Please note that additional hours are available for all children regardless of whether they are entitled to free funding, if parents request to pay extra for any additional hours.**

**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.

Our Designated Safeguarding Lead is **Jade Parker/Zoe Marler- Hausen**

**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 (2019)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2).
* 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 (2018)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)
* 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 (2018)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)
* 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:

Jade Parker/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:

* [www.youngsouthampton.org/privacynotice.aspx](http://www.youngsouthampton.org/privacynotice.aspx) and
* <http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>
* <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

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| --- | --- |
| Provider postal address | Ladybirds Parkside Preschool, The Festival Hall, Merryoak Road. SO19 7QR |
| Provider e-mail address | Ladybirdsparkside@outlook.com |
| Provider telephone number | 02380 447997 |
| Software supplier | Capita, Tapestry, Open Objects. |

