

## ADMISSION FORM



# Green Lane

## Pre-School

<b>Name of child</b>		
<b>Forename:</b>		<b>Surname:</b>
<b>Name known as</b>		
<b>Address:</b>		
<b>Postcode:</b>		
<b>Child's Date of birth:</b>		
<b>Gender (male or female)</b>		
<b>Ethnicity:</b>	<b>First/Home Language:</b>	<b>Religion:</b>
<b>Country of Birth:</b>	<b>Passport Number (if applicable):</b>	<b>Copy of Birth Certificate included with this form:</b>
<b>Siblings at Pre-School or St. Barnabas CE School:</b>		
<b>Name of parent(s) with whom the child lives</b>		
<b>Title:</b>	<b>Forename:</b>	<b>Surname:</b>
<b>Contact Number:</b>		
<b>Email address:</b>		
<b>Does this parent have parental responsibility?</b>	<b>Yes</b>	<b>No</b>
<b>Name of adults who may bring and collect your child</b>		
<b>Name:</b>	<b>Relationship to child:</b>	<b>Contact number:</b>

Name of parent that the child does not live with (if applicable)		
Does this parent have parental responsibility?	Yes	No
Address	Telephone	
	Mobile	
Does this parent have legal access to the child?	Yes	No
Are they authorised to collect the child?	Yes	No

Emergency Contact Details	
1	Work/daytime contact number
2	Work/daytime contact number

If your child is attending or has attended another setting please complete the following questions.	
Name of Setting:	Date started: Date finished:
Address:	Phone number:
Name of Key person:	

Funding/Payment				
<p>We accept Government funding for 2, 3 and 4 year olds. 2 year old funding needs to be applied for through Worcestershire County Council and evidence shown to us before your child can start. 15 hours per week, 38 weeks per year, is the maximum funding that can be granted. *We offer a small number of 30 hour funded places. Please enquire for availability. Our funded sessions run from 8:30-11:30 or 12:30-3:30. Any additional hours booked outside of these sessions will incur charges as listed in the Welcome Pack. Please indicate how many hours you would like your child to attend Green Lane Pre-School and whether they are funded or paid below;</p>				
Monday	Tuesday	Wednesday	Thursday	Friday
<p>Our fees are:</p> <ul style="list-style-type: none"> <li>a) payable a month in advance.</li> <li>b) payable even if your child is absent for any reason, whether this is through illness or a holiday taken in term time, unless 4 weeks' notice of absence is provided in writing.</li> <li>c) payable if you book a session and for any reason find your child is unable to attend.</li> </ul> <p>We understand that exceptional circumstances may occur where you need to change your child's session or collect a little late. Where this occurs, please contact us as soon as possible so we can let you know if a swap is possible and we have staff to cover. Where a swap or late pick up is made we reserve the right to charge a fee of £2.50. Any late collections extending more than 15 minutes will be charged at £5 per time.</p> <p>Please settle your invoice by the date stated on your invoice or a 10% late payment fee will apply to the balance outstanding. Failure to settle any invoice in full may result in the forfeiture of your child's place.</p> <p>If your place is forfeited or should you decide to withdraw your child from pre-school, please note that:</p> <ul style="list-style-type: none"> <li>a) four weeks' fees are payable if the place is forfeited; and</li> <li>b) four weeks' notice must be given of withdrawal or four weeks' fees will be charged.</li> </ul>				

# HEALTH DETAILS

<b>Doctors Name and Surgery</b>		
<b>Doctors Address and postcode</b>		<b>Telephone number</b>
<b>Health Visitors Name and Surgery</b>		

<b>Special Dietary Requirements</b>

**Immunisation – Please tick the box if your child has received the following:**

	2 mths	3 mths	4 mths
Diphtheria, Pertussis Tetanus (DPT) Polio Haemophilus influenza b (Hib)  Pneumococcal conjugate (PCV) Rotavirus Meningococcal C conjugate (MenC)			
Hib/MenC Conjugate Pneumococcal conjugate (PCV) Measles, Mumps and Rubella (MMR)	12-13 mths		
Influenza	2 years and above		
Diphtheria, Pertussis Tetanus (DPT) Polio Measles, Mumps and Rubella (MMR)	3 years		

<b>Has your child suffered from any serious illness/medical history? If so, please state:</b>

<b>Allergies</b>

<b>Current Medication</b>		
<b>Does your child need to carry an EPIPEN</b>	<b>YES / NO</b>	
<b>Can your child wear a plaster?</b>	<b>YES / NO</b>	
<b>Do you give permission for sun cream to be applied to your child? Please note this is to be supplied from home</b>	<b>YES / NO</b>	
<b>Do you give permission for nappy cream to be applied to your child? Please note this is to be supplied from home</b>	<b>YES / NO</b>	
<b>Does anyone work with you and your child? Yes/No</b>		
<b>Details e.g. speech and Language, family support</b>		
<b>Are any of the following in place for your child</b>		
<b>SEN Support e.g. graduated response</b>	Yes	No
<b>Education Health Care Plan</b>	Yes	No
<b>What support will he/she require in our setting?</b>		

<b>Observations and Record Keeping</b>
<p>At Green Lane Pre-School we are committed to ensuring your child will be able to develop to their full potential. In order for this to be achieved we observe and record your child at play. This is in the form of written observations and by use of photographs. All information is shared with you and remains totally confidential. Your child's learning journey will be shared with you on Tapestry – our Online Learning Journey system. Your child's Learning Journey contains observations we make and photos we take throughout the year, gradually building up a picture of your child's learning. Having this Learning Journey online provides an excellent opportunity for us to share information about your child's learning and achievements with you, and for you to share their achievements and interests at home with us.</p> <p>Once the Learning Journey accounts have been established, you can access your child's Learning Journey via your invitation email from Tapestry. Accounts will be set up from the information provided on your application form, so please ensure email addresses are supplied for all Parents requiring access. Photographs are used as part of your child's online learning journal. Occasionally your child may be in a group activity picture which will be shared with the other parents in that group.</p>
<b>Please advise if you grant permission to the above:</b>
<p>I give permission for my child's photo to be used as outlined above:</p> <p><b>Consent:        YES / NO</b></p>

<b>Student Observations</b>
We also sometimes have students on placement with us, they are expected to look at children and observe their development. They do not use the child's real names and all information is confidential.
<b>Media</b>
To celebrate our events we may invite the Press to take photographs of the children for publication. Please can you give permission for your child's photograph to appear in publications and online.
<b>Consent:</b> <b>YES / NO</b>
I give permission for my child's image to be included on the school website.
<b>Consent:</b> <b>YES / NO</b>
<b>Local visits</b>
I give permission for my child to be taken on supervised trips (of which I will be notified in advance) and tours of the local area.
<b>Consent:</b> <b>YES/NO</b>
<b>Medical</b>
I agree to my child being taken to the local hospital to be seen by the nearest doctor available should an emergency arise.
<b>Consent:</b> <b>YES / NO</b>

❖ I understand that my child will not be admitted to Green Lane Pre-School if they are unwell.

<b>Signed:</b>  <b>Parent/carer:</b>	<b>Date:</b>
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## OFFICE USE ONLY

	Name	Date
Received by		
Form Processed		
Sessions Agreed		
Uploaded to Online Files		
Copy for Pre School		