Elm Primary Academy
The best in everyone™
Part of United Learning

Application Form

Elm Nursery

Legal Surname	First name
Date of Birth	☐ Boy ☐ Girl ☐ Prefer not to say
Nationality	Country of Birth
Language spoken at home: Address	Religion: ☐ Prefer not to say
Post code	Telephone
Email Address	

Ethnic Background (We are required by law to pass the following information to the Department of Education for statistical purposes)

☐ White British	☐ White & Black African	☐ Bangladeshi
☐ White Irish	☐ White & Asian	☐ Chinese
☐ White Western European	☐ Any Other Mixed Background	☐ Korean
☐ White Eastern European	☐ Black Caribbean	☐ Any Other Asian Background
☐ White Other	☐ Black African	☐ Any Other Ethnic Background
☐ Portuguese	☐ Any Other Black Background	☐ Prefer not to say
☐ Gypsy/Roma	☐ Indian	
☐ White & Black Caribbean	☐ Pakistani	

Contact One

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Surname	First name
Relationship to child	☐ Mother ☐ Father ☐ Other (Please State)
Home Telephone	Mobile Telephone
Email	
Workplace	
Occupation/Nature of Work	
Workplace phone number (*in case we need to reach you in an emergency)*	
Parental Responsibility ☐ Yes ☐ No	

Contact Two

Surname	First name
Relationship to child	☐ Mother ☐ Father ☐ Other (Please State)
Home Telephone	Mobile Telephone
Email	
Workplace	
Occupation/Nature of Work	
Workplace phone number *(in case we need to reach you in an emergency)*	
Parental Responsibility ☐ Yes ☐ No	

Name & contact details of person with whom the child lives (if different from above)

State relationship to the child
Authorised to collect child in case of emergency ☐ Yes ☐ No

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If your child has a parent with whom they do not live, please complete this section:

Relationship to child	☐ Mother ☐ Father ☐ Other (Please State)
Surname	First name
Title	
Surname	First name
Address	
Postcode	Home Telephone
Home Telephone	Mobile Telephone
Email	
Workplace	
Occupation/Nature of Work	
Workplace phone number ***(in case we need to reach you in an emergency)***	
Parental Responsibility ☐ Yes ☐ No	
Access rights	☐ Has got right of access ☐ Has not got right of access
To be contacted in case of emergency	☐ Yes ☐ No
Court Orders (if applicable)	☐ Yes ☐ No

Do you have a social worker? ☐ Yes ☐ No

Please give any further relevant information

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Emergency Contact details

Please list names in order of preference. Note: In case of illness or emergency closure your child may **only** be collected by someone authorised by you.

It is important that these details are kept up to date, please inform us of any changes as soon as possible.

	Name	Relationship to child	Telephone number	Tick if authorised to collect your child
1				
2				
3				
4				
5				

Brother(s) or sister(s) attending any of the United Learning Schools ☐ Yes ☐ No

Name	Year Group	School

Cultural Celebrations

What cultural festivals do you celebrate?

.....

To celebrate the diversity of our community the nursery engages in religious and cultural celebrations from around the world.

Do you agree to your child participating in a range of religious and cultural celebrations? ☐ Yes ☐ No

Preferred Sessions

Please tell us what sessions you would like your child to attend. The Nursery will do their best to accommodate your requests, but sessions may already be full, in these circumstances the Nursery Lead will discuss the availability of other sessions with you.

Please tick the sessions you would like to reserve:

Day	Morning	All day
Monday	9.00 – 12.00 ☐	9.00 – 3.00 ☐
Tuesday	9.00 – 12.00 ☐	9.00 – 3.00 ☐
Wednesday	9.00 – 12.00 ☐	9.00 – 3.00 ☐
Thursday	9.00 – 12.00 ☐	9.00 – 3.00 ☐
Friday	9.00 – 12.00 ☐	9.00 – 3.00 ☐

Eligible for funding (please tick): ☐ Yes ☐ No

15 hours funding: ☐ Yes ☐ No

30 hours funding: ☐ Yes ☐ No

Funding code: _____

Please complete the enclosed Early Education funding from our local BCP authority

Sessions and Charging

The nursery accepts both universal and extended government funding for children aged 3 to 5. Funded places are available from the term following the child's third birthday unless in receipt of working families funding. Consumables charges apply to all funded hours.

Payment Policies:

Fees must be paid in advance.
Late collections will incur a charge of £5 per every 5 minutes past 3pm.

Session Options:

Sessions are available in the following time slots:

9:00 AM - 12:00 PM
9:00 AM - 3:00 PM

Changes or Cancellations:

Any changes or cancellations must be submitted in writing with at least 4 weeks' notice.

Unfunded sessions are priced as follows:

Core Session Prices

3-hour session (9am–12pm or 12pm–3pm): £15.00
Full Day (9am–3pm): £30.00

Booking Information

Regular Sessions:
Sessions must be booked in advance and agreed upon in writing by the nursery class teacher.

Ad Hoc Sessions:
Available upon request with at least one week's notice.

Non-Payment of Fees and late payments

The nursery would try to avoid any situation which would lead to a dispute between the nursery and the parent over the late payment or, in extreme cases, non-payment of fees. The parents must understand that non-payment of fees may jeopardise the place. If the payment has not been settled in full in by the requested payment date the Nursery can then request that parents/carers withdraw the child from any additional sessions, until all monies have been settled in full. If non-payment continues, the child is at risk of losing their place in the nursery. The Trust will follow proceedings to recover the debt. During debt recovery, Parents and carers will continue to be liable for any costs incurred during the process and this will be included in the final billing amount.

If the child no longer wishes to use the place, parents/carers must give at least one months' notice. This includes funded and unfunded sessions.

Fees are subject to periodic reviews; increases will be notified at least one month in advance.

If at any time you are experiencing financial difficulty please talk to the Nursery Class Teacher, who will endeavour to help with the situation.

Late collection

If a situation arises which is out of your control and you know you will be delayed in collecting your child, you must ensure that you call the school office before 2.30pm on 01202 574212 . This will allow time for the Nursery Teacher to arrange for emergency staffing to be put in place.

If you are late collecting your child from the Nursery, you will incur a late fee of £5.00 for every 5 minutes passed 3pm. If the late collections persist we may also have to alter the sessions you have booked.

Help with childcare costs

Child Care Choices website lists funding options available to parents/carers. It can be accessed at https://www.childcarechoices.gov.uk/

Sickness

To ensure are children are appropriately safeguarded, you must telephone the nursery on the first morning that your child is ill or off sick. Please call the school office directly on 01202 574212.
The nursery needs to ensure that everyone is kept safe and therefore there are certain illness which may come with a certain time frames which we will ask you to keep your child at home. If you would like more details on this please speak to the Nursery Class Teacher.

If you have administrated Calpol to your child, they should not attend nursery for 24 hours from the time when the medicine was ingested. This is because Calpol can mask the effects of illness which could then be passed on to other children.

Sun Cream

During the Nursery day, the children will have the opportunity to play both inside and out. In hot weather it is important to ensure the safety of the children. **As Health and Safety is very important we would be grateful if you could provide Sun cream of factor 50 or above. Sun cream should be in its original container and be named.** **I give permission for Elm nursery staff to apply sun cream to my child**. ☐ Yes ☐ No

Local Trips

As part of our curriculum, we may take the children on local trips. For example, the library, the park, community walks, or local shops.

I give permission for my child to take part in local trips, without prior consent. ☐ Yes ☐ No

Holidays

If you wish to take your child away on holiday during term-time, you will be asked to complete a holiday form. If your child misses a session, you will still be required to pay for any pre-booked sessions.

Notice period

A four week notice period is required if you wish to remove your child from the Nursery. This has to be given in writing. The notice period will be from the date the Nursery receives the letter. This includes funded and unfunded sessions.

Please sign to say that you have read and understand about the charging and notice periods, late collection fees and about informing the nursery when you are on holiday or your child is off sick.

Parent/carer name (Please PRINT)

Signature **Date**

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Medical details

Doctor's name	Name of practice
Practice address	
Postcode	Telephone number
Health Visiting Reach Area	Telephone Number
Are you registered with a Children's Centre? ☐ Yes ☐ No	
Children's Centre Name	

Child's Health

Are there any points relating to your child's health or development which it would be helpful for the Nursery to know. Any medical condition suffered by your child at or since birth, e.g. hospitalisation, operations, diabetes, allergies, eczema, asthma, epilepsy, etc. Was your child born prematurely or were there any complications at birth?

Please give details

Is she/he taking any prescribed medication on a regular basis? ☐ Yes ☐ No

If yes, please give further information

Are there any other professionals involved in the care of your child? ☐ Yes ☐ No

If yes, please give further information (For example, Family Outreach worker, Speech Therapist, Occupational Therapist, Physiotherapist, Specialist consultant, CDC)

Has your child ever experienced any difficulty with ☐ Hearing ☐ Speech ☐ Sight

Has your child ever experienced febrile convulsions or loss of consciousness? ☐ Yes ☐ No

Does your child wear glasses? ☐ Yes ☐ No

Is your child registered with a dentist? ☐ Yes ☐ No

Do you have any concerns about your child's development or behaviour? ☐ Yes ☐ No

Please give further information where appropriate

Calpol

In the event your child develops a temperature above 37.7 at nursery or is in pain do you consent to the nursery administering Calpol?

☐ Yes ☐ No

Before we administer the Calpol a parent/carer will be called to get verbal permission over the phone, the nursery will then ask you to come and collect your child within a timely manner, as Calpol can mask certain illnesses and this will fall inline with our sickness policy.

Food tasting

During the Nursery day, the children will have the opportunity to taste a range of foods. Health and Safety is very important so we would be grateful if you could complete this form with your child's details. Thank you.

I give permission for my child to taste the foods. ☐ Yes ☐ No

My child is allergic to

My child's specific dietary requirements

In an emergency ***I do** / ***do not** give permission for the Nursery/School to seek medical/dental attention for my child if they are unable to contact me. **(*please delete as appropriate)**

Signature **Date**

Permissions

Please tick the relevant box to indicate your preference for the below. If you change your mind at any time, you can notify us either in writing or by e-mail to elmnursery@ea.weareauthentic.education

Permission	I consent	I do NOT consent
I am happy for Elm Nursery to use my child's information in newsletters, Nursery/School displays and to reward and celebrate achievement.		
I am happy for Elm Nursery to contact me by text, email or phone.	Text [ ] E-mail [ ] Phone [ ]	Text [ ] E-mail [ ] Phone [ ]
I am happy for Elm Nursery to take photographs of my child.		
I am happy for unnamed images of my child to be used on the academy website.		
I am happy for unnamed images of my child to be used in the academy prospectus or other printed publication produced for Nursery/School promotional purposes.		
I am happy for unnamed images of my child to be used on displays within the nursery/school premises.		
I am happy for unnamed images of my child to be used in the nursery/school newsletter.		
I give consent for my child to be photographed/filmed by outside organisations (e.g Daily Echo/local television/charities) to publicise special events or activities. For example, visiting dignitaries, achievement of awards, charitable fundraising, sporting activities, starting school, presentations etc. Such organisations may wish to use their images on their websites.		
I give consent for my child to have their individual photograph taken by the nursery/school photographer (and, if requested by me/us, sibling photographs)		
I give consent for my child to have team, class, year and /or whole Nursery/School photos taken by the nursery/school photographer. Such photos will be available for other parents to purchase.		
I am happy for my child to watch U/PG films as deemed appropriate by the nursery/school.		
I am happy for my child to participate in face painting.		
I am happy for my child to receive First Aid in the event of an injury within Nursery/School.		
I give permission for my child to travel on a school approved coach or minibus.		
I give permission for my child to handle small animals, such as chicks, rabbits and household pets, under supervision. Such activities will be followed by thorough washing of hands.		

**Parental Responsibility, Access and Residence*

Under the terms of the Education Acts 1988 and 1993 and the Children's Act 1989, we are required to know the names of all people having rights of parental responsibility for children admitted to Elm Nursery. Those having parental responsibility are defined by the Act as:

a] If parents are married, separated or divorced, both parents have parental responsibility on an equal basis, unless it is restricted in some way by a court order;
b] If parents are unmarried, only the mother has parental responsibility in most cases;
c] Other people [step-parents, foster-parents, other relatives, etc. do not have parental responsibility unless they have obtained it via the courts.

** Should illness, injury or emergency occur at Elm Nursery, it is sometimes necessary to contact somebody during the daytime. Please give the details of people who may be reached in the event of an emergency.

Declaration – to be completed and signed by a parent with whom child resides or who has parental responsibility for child. For children in care, documentation confirming proof of residential status will be required.

I confirm that to the best of my knowledge and belief the data provided on this admission form is correct. I have read the data protection information above.

Parent/Carer name **(Please PRINT)**

Signature **Date**

Relationship to child: .....

Please note: Websites can be viewed throughout the world and not just in the United Kingdom where law applies

If you change your mind at any time, you can let us know by speaking to the Nursery Lead ask you to complete a new form to update our records.

If any of the above information should change or need updating, it is the parent/carer's responsibility to inform the Nursery immediately in writing of these changes. Emergency contact numbers must be accurate and relevant. **I acknowledge the above and will inform the nursery of any changes to contact numbers or parental responsibility immediately.**

Parent/Carer name **(Please PRINT)**

Signature **Date**

For the safety and well-being of your child, and in order to comply with Government Regulations such as The Children Act, we need to keep a record of information about him/her. So that the information is accurate, we would be grateful if you could complete this form. If you prefer to give this information privately and discuss it with the Nursery Lead, we are very happy to make suitable arrangements.

Office use only

Class: N1 ☐ N2 ☐

UPN: _____

Birth certificate seen: ☐

Number of hours per week: ☐ _____

Funding form completed: ☐ **30-hour funding code**_____

SEN: ☐ (IF YES WHAT IS THE PRMIARY NEED) _____

EYPP: ☐ DAF: ☐

CP: ☐ CIN: ☐ CARE ORDER: ☐ TRAVELER: ☐

Added to Arbor: ☐

Welcome letter written: ☐ Letter checked and sent: ☐

Parent pay letter issued: ☐