

## PRE-SCHOOL REGISTRATION FORM

Please return to:

Heathlands Primary Academy and Pre-School, Andrews Close, Springwater Road Bournemouth BH11 8HB

Tel: 01202 574452

E-mail: [pre-schoolheathlands@coastalpartnership.co.uk](mailto:pre-schoolheathlands@coastalpartnership.co.uk) www: <https://www.heathlandsprimarybournemouth.co.uk/>

### CHILDS DETAILS

Boy  Girl

Child's Legal Surname: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name (s): \_\_\_\_\_

Known as: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Proof of Date of Birth: \_\_\_\_\_ (Birth certificate/Passport etc.)

Name of current or previous Nursery/Pre-Schools \_\_\_\_\_

Does your child have a sibling/relative already on roll at Heathlands Primary Academy? Yes  No

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship to child \_\_\_\_\_

Year Group: \_\_\_\_\_ Does the sibling live at the same address as your child? Yes  No

Sessions required: AM/PM (please circle) 15 hours/30 hours funded (please circle)

I am interested in flexible sessions i.e. 2.5 day per week Yes/No (please circle)

I am interested in top up sessions YES/NO (please circle)

### PARENT / CARER DETAILS

#### Primary Parent / Carer

Full name: \_\_\_\_\_

Relationship to child:

Mr/ Mrs/ Ms/ Dr/ Other \_\_\_\_\_

Mother

Address: \_\_\_\_\_

Father

\_\_\_\_\_

Step parent

\_\_\_\_\_

Foster Parent

\_\_\_\_\_

Social Worker

Parental Responsibility: Yes  No

Are you a member of HM Armed Forces? Yes  No

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

### MEDICAL

Does your child have any Special Medical Needs including any developmental concerns (please detail):

Any Special Dietary Requirements (please detail):

Any Allergies (please detail):

Please detail any medication (e.g. inhalers/epi-pens etc.)

Does your child have a legal document called an Education Health or Care Plan? YES/NO (please circle)

### Declaration and signature of Parent/Carer

You are only allowed to submit an application if you have parental responsibility for the child. If there is joint responsibility, this application must be discussed with everyone who has parental responsibility and agreement reached for this form to be submitted. By submitting this application, you are confirming that you have sole parental responsibility for the child or that there is agreement between all persons who have parental responsibility.

I have parental responsibility for or look after the child named. To the best of my knowledge, the information I have given is correct and complete and this is the only application form I have completed. I will advise the school, in writing, of any changes to the information on this form.

I understand that the provision of incorrect information could lead to the withdrawal of the offer of a pre-school place.

I understand that the information I have submitted on this form is covered by the Data Protection Act 2018.

The information provided may be shared with local authorities for the purposes of verification of details provided including residence. When you sign this document you are consenting to that use.

The information may be shared with the Department for Education upon request.

This information will, in turn, then be made available for use by the LA, those with parental responsibility, other service providers to enable them to fulfil their statutory duties. It will also be shared when a place is offered in a reception class the name of the pre-school provider (if not Heathlands Primary Academy) will be passed on to the school where the child has been offered a place for the purposes of planning for your child's admission to school. Further information about how our local authority and/or DfE collect and use your information, please visit BCP council. Details of how your data is used by Coastal Learning Partnership is available on our website.

Signature of parent/carers

Date

### Terms & Conditions:

**1.0 Child Care places.** Local Authority 15 and 30 hours Childcare funding for 3 and 4 year olds is available for those children who are eligible under the scheme. The funding is subject to the current and applicable rules and regulations as set by each Local Authority.

**2.0 Fees.** The following charges apply to those parents accessing LA funding:

2.1 Hours booked over and above the entitlement under a funding scheme will be charged at the current prices as stated on the website.

2.2 Charges for additional extras provided and not covered by a funding scheme.

2.3 Hot food is provided upon request at an additional charge.

2.4 We will invoice you each calendar month for the following calendar month's fees which will be due within 5 working days of the date of the invoice.

2.5 All sessions booked must be paid for regardless of whether your child attends. No refunds will be given for sessions missed due to sickness or holidays.

**3.0 Attendance:** There is an expectation of regular attendance and if this is not met, we reserve the right to withdraw your child's place in accordance with the Local Authority funding agreement.

#### **4.0 Parent's Commitments & Responsibilities:**

4.1 You must collect your child in person. If you arrange for someone else to collect your child, then you must contact the school office prior to collection to inform us of the arrangements and obtain a password if appropriate.

4.2 To advise the School in writing of any changes to the details provided in the enrolment form before the changes take place or as soon as possible.

4.3 Notify the School & Nursery of any allergies your child may have, or develops, whilst they attend the Nursery and provide the necessary prescribed medication (i.e. Piriton medicine, Auto-injector).

4.4 To inform the School if you are planning to move your child to another setting and give the required 4 weeks' notice in writing.