



Sandringham Pre-School
A great place to be two



Sandringham Primary School

(For office use only)

Form received:

By:

SANDRINGHAM NURSERY & PRE-SCHOOL REGISTRATION FORM

Please answer all the questions on the form.

1-WHAT I AM APPLYING FOR

(Please tick the appropriate option for your child and your family circumstances)

15 hours a week place in Pre-school. For these places your child needs to be 2 years old and your family needs to be in receipt of benefits or Child Tax Credit and have an annual income of less than £16,190.

My preference of session time would be* (please circle):

A MORNING SESSION 8:45-11:45 / AN AFTERNOON SESSION 12:30-3:30 / NO PREFERENCE

15 hours a week place in Nursery. For these places your child needs to be 3 years old by 31st August to start the following September.

My preference of session time would be* (please circle):

A MORNING SESSION 8:45-11:45 / AN AFTERNOON SESSION 12:30-3:30 / NO PREFERENCE

30 hours a week place in Nursery. For these sessions your child needs to be 3 years old by 31st August to start the following September and both parents working and receiving a joint annual income of less than £100,000. We require an eligibility code to verify your entitlement to this offer. Codes can be obtained the term before your child turns three by completing a registration at gov.uk 30-hours-free-childcare

My eligibility code is:.....

*Please note that stating your preference does not guarantee you this session. Allocation of sessions is dependant on a number of factors but every effort will be made to accommodate preferences wherever possible. You will be notified on availability of sessions when you are contacted with an offer.

2-INFORMATION ON CHILD

Child's First Name

Child's Surname

Male / Female Date of Birth

Home Address

.....

Postcode.....

Was your child born in the UK? YES / NO

If no, has your child recently arrived in the UK? YES / NO

If yes, please give the date they arrived

Country of birth

Does your child speak and understand English? YES NO A LITTLE

Religion

How do you travel to school?(Please circle) WALK CAR BUS TRAIN

Dietary Requirements (Please circle) HALAL VEGETARIAN OTHER

Have they previously attended a school or nursery? YES / NO

If yes, please write the name

Have you any other children at our school?

Name Class.....

Name Class

Position of child in family: 1 2 3 4 5 6 7 8 9 out of

3-MEDICAL INFORMATION

Doctor's name:Tel No:.....

Doctor's Address

.....

Does your child have a medical condition that we should we know about? YES / NO

If YES - please give further details

.....

Does your child have a physical disability? YES / NO

If YES – please give details

.....

Does your child have any Special Educational Needs? YES / NO

If YES - please give more details

.....

Does your child have any allergies? YES / NO

If YES – please give more details

.....

4-INFORMATION ON HOME & FAMILY

Mother's name

MOTHER'S NATIONAL INSURANCE NUMBER*

Mother's date of birth

Country of birth Home Tel No

Work Tel No Mobile No

Email address

Home address

.....

Father's name

FATHER'S NATIONAL INSURANCE NUMBER*

Father's date of birth

Country of birth Home Tel No

Work Tel No Mobile No

Email address

Home address

.....

Primary Parental Responsibility for child (please circle) MOTHER FATHER BOTH OTHER

If other, please give details of carer

.....

If cared for by a Local Authority, please give more detail

.....

*** This information is mandatory. If you do not have a NI number, please write 'NONE'.**

5-EMERGENCY CONTACTS

Please give details of friends or relatives that we could contact in the event of an emergency.

1. NAME.....

ADDRESS

.....

TEL NO: Mobile No:

RELATIONSHIP TO CHILD

LANGUAGE SPOKEN

2. NAME.....

ADDRESS

.....

TEL NO: Mobile No:

RELATIONSHIP TO CHILD

LANGUAGE SPOKEN

9-DOCUMENTATION AND DECLARATIONS

Privacy notice: Data Protection Act 1998

Sandringham Primary School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you and your child from a previous school and the Learning Records Office. We hold this personal data and use it to:

- * Support pupil’s teaching and learning
- * Monitor and report on pupil’s progress
- * Provide appropriate pastoral care
- * Assess how well the school is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your language, any special educational needs and relevant medical information.

We will not give out information about you or your child to anyone outside school without your consent unless the law or our rules allow us to. We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information about you and your child that we hold/or share, please contact the school office. If you would like further information, please go to these websites:

www.newham.gov.uk or <http://www.education.gov.uk/researchandstatistics/datadatam/b00212337/datause>

I have read the privacy notice and agree to the school sharing personal data with the Local Authority and DfE.

Signed (Parent/Carer)

Date.....

(For office use only)
Documents received, copied and attached:

By:

Supporting documentation required in the child's and primary carer's names:

- **Child's Passport**
- **Child's Full Birth Certificate**
- **Primary Carer's Most Recent Utility Bill (Gas, Electric, Water) OR HMRC letter**
- **Primary Carer's Most Recent Council Tax Bill OR Tenancy Agreement**

Please bring all original versions of documentation to the school office for photocopying.

I am able to provide all supporting documentation (please circle) YES / NO

If no, select the reason for this (please circle) LIVING WITH PARENTS LIVING WITH FRIENDS SEEKING ASYLUM

OTHER.....

I understand that if I provide fraudulent or intentionally misleading information to gain a place at Sandringham Primary School, the place may be withdrawn.

Signed (Parent/Carer) Date.....

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Form and documents checked by:.....on:.....and any discrepancies reported to leadership