

APPLICATION FOR ADMISSION

Child's SURNAME _____	DOB _____
Child's FIRST NAME _____	Boy ☐ Girl ☐

CONTACT DETAILS Please indicate by ticking the box which telephone number is your main contact number as Text Messages will be sent to this number only.	
1 st Contact (Mother) Parental Responsibility ☐ Ms/Mrs/Miss Surname _____ First Name _____ Mobile _____ ☐ Work Tel: _____ ☐	Address & Post Code _____ _____ Post Code _____ Home Tel: _____
Email addresss: _____	

2 nd Contact (Father) Parental Responsibility ☐ Surname _____ First Name _____ Mobile _____ ☐ Work Tel: _____ ☐	Address & Post Code (if different from above) _____ _____ Post Code _____ Home Tel: _____
Email address: _____	

3 rd Contact Relationship _____ Mr/Ms/Mrs/Miss Surname _____ First Name _____	Address & Post Code _____ _____ Post Code _____ Tel: _____
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NURSERY		
1 st Choice	AM ☐	I would accept PM if 1 st choice is not available ☐
1 st Choice	PM ☐	I would accept AM if 1 st choice is not available ☐

Office use only: ☐ Measured ☐ On SIMS ☐ W/L

CHILD'S POSITION IN FAMILY

Older brothers and sisters (dob and school):

Younger brothers and sisters (dob and school):

LEGAL/SOCIAL

Please give information regarding any details regarding this child, e.g. courts orders if a parent may not collect or see pupil

ETHNIC BACKGROUND

Our ethnic background describes how we think of ourselves. This may be based on many things, including for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. Please study the separate sheet to indicate the ethnic background of the child.

Nationality _____ Ethnic Group _____

Country of Birth _____ (see lists)

Child's 1st Language _____ Child's Home Language _____
(Language example form shown)

English as an additional Language: Yes / No Religion _____

Refugee: Yes / No Asylum Seekers: Yes / No Traveller: Yes / No

Services Families: Do you or the child's other parent serve in the regular military units
(eg. Army, Navy, Air Force) whilst exercising parental care and responsibility? Yes / No.

GENERAL PRACTITIONER – Please provide details of the child's Doctor (GP)

Name of Doctor:

Surgery address:

Telephone No.

MEDICAL INFORMATION – Please provide details of any medical conditions the school should be aware of

☐ Asthma ☐ Diabetes ☐ Epilepsy ☐ Hay Fever ☐ Allergy (please give type)

Other (Please give details)

Disability:

On 'Children with Disabilities Register'? ☐ Yes ☐ No

CARE

Please provide details of care arrangements if the child is looked after by Social Services or adoption

Name of Social Worker:	Contact Tel. No.
Local Authority responsible:	Date of entering care:

EXTRA SUPPORT	
Does your child receive any support, eg Speech & Language?	☐ Yes ☐ No
Details:	
Does the child have an EHCP?	☐ Yes ☐ No
Details:	

PUPIL PREMIUM: The school receives extra funds for some families on low income: This money is used to help provide supplies and activities for all children at our school.	
Do we have your permission to see if you qualify for pupil premium? ☐ Yes ☐ No	
Mother's Date of Birth _____	Father's Date of Birth _____
Mother's National Insurance No: _____	Father's National Insurance No. _____
Benefit received:	

Office use only: PP approved.....

DIETARY REQUIREMENTS	
Does your child eat:	☐ Lamb ☐ Chicken ☐ Turkey ☐ Fish ☐ Egg
Is your child Vegetarian:	☐ Yes

MODE OF TRANSPORT	
Usual mode of transport:	☐ Walking ☐ Bicycle ☐ Car ☐ Public Transport
	☐ Other _____ (please state)

REASONS FOR APPLICATION AND ADDITIONAL INFORMATION
Please provide any information you feel may be relevant to enable us to support your child. The Headteacher will be happy to discuss any special needs or concerns.
Have you applied to any other schools?

EDUCATIONAL BACKGROUND
Previous school(s):

Name, Address, Telephone No.	Date In	Date Out
_____	_____	_____

Have you attended Yeading Children's Centre? ☐ Yes ☐ No

DECLARATION

I declare that the information given above is correct. If granted a place, I agree to support the school in order to uphold rules and discipline. I further agree to ensure that the child attends regularly and is punctual.

Signature of Parent, Guardian, Carer: _____ Date: _____

Name in Capitals: _____

Please inform the School immediately of any change of address, telephone number, emergency contact, etc.

I give my permission for my child's details to be shared with Yeading Children's Centre who may wish to contact you to arrange a smooth transition to Nursery.

I have seen and understand the Privacy Notice
(A copy is also available on school website)



Dear Parent/Carer,

You may be aware that there are new GDPR statutory data protection rules that came in from May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent to take and use photos of your child. These could be individually or in groups.

Please bear in mind that we value using photos of pupils to be able to show what they do in school, record their achievement and to celebrate their success, so we would appreciate you taking the time to give consent and include your child in our school life.

Please complete and return this letter to the class teacher or the school office by Monday 17th September 2018.

Thank you for your support.

Please circle either 'yes' or 'no' answer below.

- | | |
|--|---------------|
| 1. I am happy for the school to take photographs of my child | YES/NO |
| 2. I give permission for my child's photograph to be used on the school website | YES/NO |
| 3. I give permission for my child's photograph to be used in the school newsletter (please note that newsletter can be seen on the school website) | YES/NO |
| 4. I give permission for my child's photograph to be used in local newspaper | YES/NO |
| 5. I give permission for my child to be included in an annual whole class school photograph, which will be available to purchase | YES/NO |
| 6. I give permission for my child to be filmed during school productions | YES/NO |

Name of Child	Child's Class
Name of Parent/Guardian (please print clearly)	
Signature of Parent/Guardian	Date

If you change your mind at any time, please let us know by emailing yeading@yeadinginf.co.uk, by calling the school on 0208 573 3389 or just come in to main reception.

School Productions/Assemblies

During school productions we accept that many parents may wish to film their child. However, all parents must agree to the following terms and conditions:

- **All filming or photos taken is for personal use only and must not be shared with external agencies**
- **No video, film or still photography from school events may be posted to any form of social media.**

.....
Signature of Parent/Guardian

.....
Date



Terms and Conditions

1. This form is valid for the period your child attends this school. Images of your child will not be used after this time.
2. Please write to the school if you wish to withdraw consent at any time.
3. The images we take will be of activities that show the school and children in a positive light.
4. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
5. We may use group or class photographs or footage with very general labels e.g. 'science lesson'
6. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. If the child has won an award and the parent would like the name of their child to accompany their picture we will obtain explicit permission from the parent before using the image.
8. We will only use images of pupils who are suitably dressed.
9. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
10. We will take all reasonable measures to ensure the images are used solely for the purpose for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent, you understand that images may be used in printed and electronic form.

Once your child leaves school, this form will be considered invalid and if we would like to continue to use your child's image (e.g. in publicity material), we will obtain renewed, written consent.

I confirm that I have read and understood all school terms and conditions and that I agree to abide by their use.

.....
Parent/Carer Signature

.....
Date



YEADING INFANT & NURSERY SCHOOL

PARENT/GUARDIAN AUTHORISATION SHEET

CHILD'S FULL NAME: _____

Outdoor Play Equipment

I agree that I will be responsible for my child if he/she uses the outdoor play equipment and climbing frames in the playground, before or after school.

No children are allowed in the Discovery Garden before or after school.

Signature of Parent/Guardian: _____

Educational Visits

I agree that my child might take part in visits that will enhance their learning including short visits to local venues such as libraries and places of worship, which may be arranged during his/her time at Yeading Infant & Nursery School.

Signature of Parent/Guardian: _____

Head Lice

I agree to a member of the school staff checking my child's hair should it be suspected that there may be a possibility of the presence of head lice.

Signature of Parent/Guardian: _____

Routine Health Checks

I agree to my child undergoing the routine health checks carried out at the school. I understand that I will be notified immediately if any follow up action is felt to be necessary after such a check.

Signature of Parent/Guardian: _____

Milk

All children are provided with free school milk. I would like my child to drink milk at school and I confirm my child is not allergic to cow's milk.

Signature of Parent/Guardian: _____



Yeading Infant & Nursery School

Emergency medical attention

Dear Parents/Carers,

In exceptionally rare circumstances the school may decide that emergency medical advice or treatment is required for your child. In such an eventuality we will, of course, take all possible measures to contact you on the emergency telephone numbers that you give the school. By signing and returning the permission slip below, you will enable us to act in the best interests of your child.

Yours sincerely,

Mrs. R.K. Ahluwalia
Headteacher

✂-----

Emergency medical attention

I hereby give permission for the staff of Yeading Infant & Nursery School to seek emergency advice or treatment for my child during his or her time at the school, should the need arise.

Child's name:.....

Parent's/Carer's signature:.....

Parent's/Carer's name (PRINT).....

Date:.....



YEADING INFANT & NURSERY SCHOOL
E-SAFETY AGREEMENT FORM

PARENT'S/GUARDIAN'S NAME: _____

CHILD'S FULL NAME: _____

As the parent or legal guardian of the above child, I grant permission for my daughter or son to have access to use the Internet, and other ICT facilities at school.

I know that my daughter or son has signed an e-safety agreement form and that they have a copy of the 'rules for responsible ICT use'.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, employing appropriate teaching practice and teaching e-safety skills to pupils.

I accept that the school has taken every measure to ensure there are no inappropriate materials on the website or MLE (Managed Learning Environment) but anything accessed outside of these resources is beyond the schools control or responsibility.

I understand that the school can check my child's computer files, and the Internet sites they visit, and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

PARENT'S/GUARDIAN'S SIGNATURE: _____

DATE: _____



YEADING INFANT AND NURSERY SCHOOL

HOME/SCHOOL AGREEMENT

Child's Name Class.....

The School will:

- a. Respect children's individuality and take their views and feelings seriously.
- b. Provide an education suitable to each child's ability.
- c. Encourage children to do their best at all times, and set high expectations in work and behaviour.
- d. Encourage the children to take care of each other, the school building and the local environment.
- e. Work hard to build a positive and honest partnership with parents.
- f. Inform parents about the curriculum on offer to their children.
- g. Inform parents of their children's progress on a regular basis.

Headteacher's signature: Date.....

The family will:

- a. Make sure their child arrives on time.
- b. Make certain their child attends regularly.
- c. Make sure their child is collected on time each day.
- d. Attend termly Open Afternoons to discuss their child's progress.
- e. Attend class assemblies if possible.
- f. Support all school policies, including uniform, discipline, homework and attendance (policies can be found on the school website).
- g. Support their child's progress by discussing events that have happened at school.
- h. Consider the safety of children when parking vehicles close to the school.

Parent's signature..... Date.....





YEADING INFANT & NURSERY SCHOOL

School Uniform

- Grey trousers/skirt
- White short-sleeved shirt or Polo shirt
- Navy sweatshirt - **with school logo**
- White/grey socks/tights
- Sensible black shoes – no trainers or open toe sandals
- Book bag – **with school logo**
- Navy PE t-shirt – **with school logo**
- Navy PE shorts
- Navy PE bag – **with school logo**
- Black plimsolls for PE
- Summer blue and white checked dress (optional)
- Girls Navy Hijaab – **with school logo**
- Boys Navy Patka – **with school logo**

Black school shoes should be worn; for health and safety reasons no platform soles; high heels, boots or open-toes.

The items with the **School Logo** printed on them are available from:
Vicky's, 256 Yeading Lane, UB4 9AX – opposite Barnhill Community School

If there are any queries regarding uniform Mr Sharma can be contacted at Vicky's on Tel. No. 020 8841 3920.

All other items of clothing are available in many clothing stores and supermarkets. We recommend short sleeved shirts because the children are involved in many messy activities and they need to be able to pull up their sleeves to keep them dry or clean. We have found that long-sleeved shirts with cuffs make this very difficult for the child so we would appreciate it if you could send your child in with short sleeves. Please ensure all clothing **is clearly marked with your child's name.**



Exceptional Leave Policy

Exceptional leave during the School Day

Parents are expected to arrange medical appointments out of school hours where possible. Children must not be taken out of school without a previously written agreement (unless in an emergency). Parents must report to the school office, enabling the school staff to collect children from the classroom.

On return to school during the day parents must inform the school secretary so that the register can be adjusted accordingly.

Parents should inform the school office of any unexpected events which may result in a delayed return to school.

Exceptional leave during Term Time

We follow LA guidance on parents taking children out of school for holidays during term time, which is **not** to authorise any absence for this purpose will be treated as unauthorised absence. Consequently, parents may receive a Penalty Notice (£60 per parent per child rising to £120 or a summons to the magistrates court) from the Participation Team (see school's Attendance Policy).

Exceptional Leave of absence will only be authorised in very exceptional circumstances.

Requests for Exceptional Leave

- Except in an emergency, permission must be sought from the school at least 4 weeks before the exceptional leave is due to begin and in advance of making any arrangements. The request must be made on an **Exceptional Leave of Absence Form**, which can be obtained from the school office.
- Evidence of any travel bookings, if applicable, may be requested by the school.
- Each request for exceptional leave of absence is considered by the Headteacher. Should the request fall outside the criteria set out in the school's Attendance Policy, the application will be considered by a governor on behalf of the Governing Body. Reasons for exceptional leave will be logged on the child's records and will be shared as part of the transfer/transition process.

10 Review

- 10.1 The policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Signed:  Chair of Governors

Review Date: June 2016

Next Review Date: June 2018



YEADING INFANT & NURSERY SCHOOL

SCHOOL ROUTINES AND PROCEDURES

For your immediate information these are some points taken from the '**Polite Reminders of School Routines and Procedures**'.

SAFETY AND SECURITY

- All children must be brought to school and collected from school by an adult or older brother or sister over the age of 14.

SCHOOL DAY

- The school starts at 8.55am and finishes at 3.10pm
- Playground gates are open at 8.30am
- Children may go into class from 8.45am
- Children must be seen into the classroom; they must not be left at the gate or in the playground alone.

LATE DROPPING YOUR CHILD TO SCHOOL

- Playground gates close at 9:00am.
- Children arriving late must be brought to the school office where they will be admitted into the corridor by a member of staff. Parents will not be able to go in with them.
- Parents must sign their children into the 'Late Book' (failure to do so will activate a truancy message).

HEALTH AND SAFETY

- Parents and carers must not smoke on school premises/grounds.
- No dogs are allowed on school grounds - Guide dogs are permitted.
- Parents/Carers and children must NOT walk through the staff car park.

BIKES AND SCOOTERS

- Children riding bikes and scooters to school should dismount at the school gates.
- Bikes and scooters can be locked in the Pods provided.

PARKING

- Parents/Carers should park carefully and considerately.
- Do not park on zigzag markings.
- Do not obstruct Carlyon Road residents' driveways.
- Do not drive into the school car park or use the space to reverse in or out.

CONTACT NUMBERS

- Please update the school office immediately with changes to any emergency contact numbers.
- If your child is ill and needs to go home, if we cannot contact you we will call one of the people you have named as an emergency contact.
- If your child needs to go home, please collect them promptly.

MEDICAL INFORMATION

- If your child has any medical conditions please advise the school.
- Any medication prescribed by a doctor can be administered at school if accompanied by a consent letter signed by the parent/carer. Please speak with the Welfare Assistant.
- If your child is unwell and cannot attend school please call the absence line before 8:55am and clearly provide your child's name, class and reason for absence.
- If your child has an appointment during the school hours, please inform both the school office and the class teacher in advance.

DINNER

- All infant children receive a free school meal. You do not need to send in a packed lunch.
- If you receive benefits, your child may be entitled to other services, such as free school trips. Please let the school office know. This will be dealt with in strictest confidence.

ALLERGIES

- If your child suffers from food related allergies or there is any other medical reason why they cannot have a school dinner, please speak to the class teacher and welfare assistant.

JEWELLERY

- Children should not wear jewellery.
- Hair bands and scrunchies should be plain blue or black.

LOST PROPERTY

- Please label all clothes and bags with your child's full name.

READING, LIBRARY AND BOOK BAGS

- Children should bring their book bags to school on a daily basis and we ask parents to help their children by reading their books with them every day and signing your child's reading log.

BIRTHDAY OR OTHER CELEBRATIONS

- If you would like to celebrate your child's birthday or any other special event then we would ask that you donate a book to the class/school rather than send in sweets or cakes.

PLEASE TAKE TIME TO READ THE FULL VERSION OF 'POLITE REMINDERS OF SCHOOL ROUTINES AND PROCEDURES'

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **the School Admin. Officer**.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance **with the School Admin. Officer**. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

The School Admin. Officer at Yeading Infant & Nursery School



Yeading Infant & Nursery School

Privacy Notice

How we use pupil information

We collect and hold personal information relating to our pupils when they are admitted to our school. We may also receive information from previous schools, local authorities and/or the Department for Education (DfE). Our Data Protection Officer is Helen Gannon. Contact via helpme@azteq.com

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address, data relating to those with parental responsibility)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusions/behavioural information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We are legally obliged by the DfE to collect data about your child. Where we collect special categories of data, such as ethnicity and religion, this is required for data collection purposes under the Education Act 1996. Please see section on National Pupil Collection Database at the end of this document.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with Data Protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for as long as is necessary to provide our services. Some data we are required by legislation to hold for a period extending beyond the time your child attends the school. If you would like further information on retention guidelines please speak to **the School Admin. Officer** or refer to **IRMS Toolkit for Schools, which details all statutory guidelines. It can be found at <http://irms.org.uk/page/SchoolsToolkit>**

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the School Nurse/NHS
- Yeading Children's Centre

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.