|  |  |  |  |
| --- | --- | --- | --- |
| BRITWELL CAMPUS  TOWN HALL CAMPUS  **Claycots School Partnership**  **Admission Form – Nursery** | | |  |
| All schools are required by law to keep on record details of children admitted; we should therefore be grateful if you would complete this form in BLOCK CAPITALS and hand it into the school office before your child is admitted. Your child’s birth certificate should be presented for copying and placing on file at the time of your child’s admission to primary education. |

**PUPIL DETAILS**

|  |  |
| --- | --- |
| Legal Surname: | Legal Forename: |
| Middle name(s): |  |
| Gender: Male/Female (delete as applicable) | Date of Birth: |
| Preferred Surname: | Preferred Forename: |

**ADDRESS DETAILS**

|  |  |
| --- | --- |
| Home | Other |
| House No./Name: | House No./Name: |
| Street: | Street: |
|  |  |
| Town/City: | Town/City: |
| County: | County: |
| Post Code: | Post Code: |

**DATE OF ARRIVAL**

|  |  |
| --- | --- |
| **If applicable, please state the date the child arrived in the UK** | |
| Date:  Reason: |  |

|  |  |
| --- | --- |
| **FOR SCHOOL USE ONLY** | |
| Session Given |  |
| Start Date |  |
| Teacher |  |
| Group |  |
| Nappies | Yes/No |
| Other |  |

**CONTACTS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title: | Mother’s Forename: | | Mother’s Surname: | Title: | Father’s Forename: | | Father’s Surname |
| Date of Birth (DD/MM/YYYY): | | | | Date of Birth (DD/MM/YYYY): | | | |
| Your National Insurance or National Asylum Support Service Reference Number (NASS No)\*   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |   \*This information is needed so that we can check your eligibility | | | | Your National Insurance or National Asylum Support Service Reference Number (NASS No)\*   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |   \*This information is needed so that we can check your eligibility | | | |
| Address: | | | | Address: | | | |
| Postcode: | | | | Postcode: | | | |
| Telephone Numbers | | Home: | | Telephone Numbers | | Home: | |
| Mobile: | | Mobile: | |
| E-mail: | | | | E-mail: | | | |
| Work (for emergency use):  Address:  Telephone number: | | | | Work (for emergency use):  Address:  Telephone number: | | | |
| With whom does the child live: | | | | | | | |

|  |
| --- |
| Please attach a copy of any court orders relating to your child. Please tick if attached |

|  |  |  |
| --- | --- | --- |
| Please specify the persons authorised to pick up your child | | |
|  | Name | Relationship to child |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**CONTACTS (continued)**

|  |  |  |  |
| --- | --- | --- | --- |
| **OTHERS WITH PARENTAL RESPONSIBILITY AS DEFINED BY CHILDREN ACT 1989**  Parental responsibility may be shared between a number of people beyond the child’s natural parents. Married parents have equal parental responsibility; on separation or divorce, both parents continue to have responsibility. In such circumstances the school will forward copies of school reports, etc. to the separated parent if requested. Please give details below: | | | |
| Name: | | Relationship to Child: | |
| Home Address: | | Work Address: | |
| Post Code: | | Post Code: | |
| Telephone No: | Home: | Telephone No: | Home: |
| Work: | Work: |

|  |  |
| --- | --- |
| Is this child resident with foster parents: | Yes/No |
| If ‘yes’ which authority is financially responsible |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **From time to time it may be necessary to contact someone during the school day, e.g. in the case of a child’s sickness. Please list below the details of any person we can contact on such an occasion. Details should be listed in the order of contact preference.** | | | |
| No. | Name & relationship to child | Parental responsibility | Daytime address and telephone No: |
| 1 |  | Yes / No | Address:  Telephone no: |
| 2 |  | Yes / No | Address:  Telephone no: |
| 3 |  | Yes / No | Address:  Telephone no: |

|  |  |  |  |
| --- | --- | --- | --- |
| **It would be very helpful to have available the names and dates of birth of any older or younger siblings who are currently attending or have attended this school, or are likely to join this school at a later date** | | | |
| Name | Class | Date of Birth | House |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**MEDICAL INFORMATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DIETARY NEEDS**  If your child has an allergy, you need to provide GP proof with this application form. | | | | | | | | |
| Gluten |  | Milk | |  | Egg |  | Sesame |  |
| Lupin |  | Molluscs | |  | Fish |  | Tree Nuts |  |
| Celery |  | Mustard | |  | Soybeans |  | Peanuts |  |
| Crustaceans |  | Sulphur Dioxide | |  | Halal  (No gelatine**)** |  | Vegetarian (No meat, fish or eggs) |  |
| Other, please state: | | |  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEDICAL PRACTICE** | | | |
| Doctor’s name: |  | | |
| Surgery name: |  | Telephone No: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEDICAL INFORMATION** | | | | |
| Medical information  (including allergies, asthma and medication requirements) |  | Epilepsy |  | Diabetes |
|  | Asthma |  | Eczema |
|  | Arthritis |  | Multiple sclerosis |
|  | Tuberculosis |  | A.D.H.D |
| **Medical notes and any records (example – 2 year check)** | | | | |

|  |
| --- |
| Any other Medical (examples – stay in hospital, previous operations, birthmarks such as Mongolian blue spot |
|  |

|  |  |
| --- | --- |
| Nursery/Reception: Is your child fully toilet trained?  (If answered no, please contact Michelle Horrix – [m.horrix@claycots.com](mailto:m.horrix@claycots.com) to complete an Intimate Care Form | Yes / No |

|  |
| --- |
| Does your child have any Special Education Needs? |
| If so, please give details here: |
| Other agencies involved: |

**ETHNIC/CULTURAL INFORMATION**

|  |
| --- |
| The Department for Education and Skills (DfES) has asked for the collection of information on ethnicity, first language and religion of all pupils. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ETHNICITY** | | | | | | | | | |
| White |  | British |  | Irish |  | White & Asian |  | Polish |  |
| Mixed |  | White & Black Caribbean |  | White & Black African |  | Roma |  |  |  |
| Other |  | Chinese |  | Traveller of Irish Heritage |  | Bangladeshi |  |  |  |
| Asian or British Asian |  | Indian |  | Pakistan |  | Somali |  |  |  |
| Black or Black British |  | Caribbean |  | African |  | Gypsy |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FIRST LANGUAGE –** The language to which your child was first exposed in their early childhood and which they continue to use or be expected to at home or in your community | | | | | | | | | |
| Arabic |  | Bengali |  | Chinese  Cantonese |  | Chinese  Mandarin |  | Dutch |  |
| English |  | French |  | German |  | Greek |  | Gujarati |  |
| Hindi |  | Italian |  | Japanese |  | Punjabi(Gurmukhi) |  | Punjabi (Mirpuri) |  |
| Pashto |  | Polish |  | Portugues |  | Shone |  | Spanish |  |
| Swahili |  | Tagalog/Filipino |  | Tamil |  | Thai |  | Turkish |  |
| Urdu |  | Vietnamese |  | Other  (please specify) |  |  | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RELIGION** | | | | | | | | | |
| Anglican |  | Baptist |  | Buddhist |  | Christian |  | Church of England |  |
| Hindu |  | Jehovah’s  Witness |  | Jewish |  | Methodist |  | Mormon |  |
| Muslim |  | Plymouth  Brethren |  | Quakar |  | Roman Catholic |  | Sikh |  |
| United Reform Church |  | No Religion |  | Other  (please specify) |  |  | | | |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| **PERMISSION FOR PHOTOGRAPHS** | |
| At Claycots, we sometimes take photographs of pupils. We use these photos in the school’s prospectus, on the school’s website and on display boards around school.    We would like your consent to take photos of your child and use them in the ways described above. Please tick the relevant box (es).. | |
| |  |  | | --- | --- | |  | I am happy for the school to take photographs of my child. | |  | I am happy for photos of my child to be used on the school website. | |  | I am happy for photos of my child to be used in the school prospectus. | |  | I am happy for photos of my child to be used in internal displays. | |  | I am happy for photos to be used after my child has left the school. | |  | **I am NOT happy for the school to take or use photos of my child.** |    If you change your mind at any time, you can let us know by emailing Claycots.admin@claycots.slough.sch.uk, or just popping in to the school office. | |
| Parent’s signature: | Date: |

|  |  |  |
| --- | --- | --- |
| **Travel to school -**  please tick your child’s usual main mode of travel. If the journey to school involved more than one mode of travel, tick the mode used for the greatest part, by distance, of the journey. | | |
|  | Walk | **FOR SCHOOL USE ONLY**  LA provided transport  Route: |
|  | Cycle |
|  | Car/Van |
|  | Car share (with a child/children from a different house hold) |
|  | Public bus service |
|  | Dedicated school bus/coach |
|  | Bus (type not know) |
|  | Taxi |
|  | Train |
|  | Other |

**SCHOOL HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREVIOUS PRE NURSERY EXPERIENCE** | | | | | |
| **School Name** | **Contact Details** | **Date of Arrival**  **(dd/mm/yy)** | **Date of Leaving**  **(dd/mm/yy)** | **Reason For Leaving** | |
|  | Address:  Telephone: |  |  |  | Normal completion |
|  | Family move |
|  | Voluntary transfer |
|  | Exclusion |
|  | Other (please specify) |
|  | Address:  Telephone: |  |  |  | Normal completion |
|  | Family move |
|  | Voluntary transfer |
|  | Exclusion |
|  | Other (please specify) |
|  | Address:  Telephone: |  |  |  | Normal completion |
|  | Family move |
|  | Voluntary transfer |
|  | Exclusion |
|  | Other (please specify) |
|  | Address:  Telephone: |  |  |  | Normal completion |
|  | Family move |
|  | Voluntary transfer |
|  | Exclusion |
|  | Other (please specify) |

**HOME SCHOOL AGREEMENT**

|  |
| --- |
| Our school is a place that has purpose and relevance for the children of today, preparing them to be the leaders and citizens of the future. It is a place where they can be inspired to be the very best that they can be; where they are proud of both their community and cultural heritage as citizens of the United Kingdom; a place of safety, tolerance and respect; where their lives are enriched by an innovative, engaging and enriching curriculum, helping talent to be nurtured and grown to future success.    Our school has a strong ethos that children should be encouraged to be the very best versions of themselves, founded on our LIVE Values of:  Love Learning and Lead Learning  Investigate and Innovate  Value ourselves, our backgrounds and our community  Excellence through Expectation    Our Home School Agreement is based on the principles and values on which the school promotes and to which the staff, the headteacher and the governing body subscribe. It is essential that for close partnership working between the school and its community, that parents, carers and pupils are equally committed to the school’s central ideals, aims and values. By working in close partnership with one another, Claycots School Partnership will continue to be a setting in which your child’s pastoral care, safety, holistic education and potential will be nurtured, allowing them the opportunity to truly flourish as an independent, resilient learner. |

|  |  |
| --- | --- |
| **PUPILS AGREEMENT** | |
| In order to achieve my full potential and make myself, my parents, my teachers and my peers proud, I will:   uphold the school’s LIVE Values, behaving in a manner which is respectful towards others and tolerant  of differences.   try my hardest all of the time, even if I find the learning challenging.   come to school every day and on time, bringing with me all of the things I need.   work and play collaboratively and kindly with others.   wear my school uniform with pride, taking pride in my appearance.   take care of and respect all school equipment or the belongings of others.   respect the school environment and help to keep it free of litter.   observe the school rules and always tell the truth.   take responsibility for my own actions, thinking and considering others before acting.   enjoy being at school and take part in all aspects of school life.   be proud to be a pupil of Claycots School Partnership. | |
| Pupils Name: | Class: |
| Pupils Signature: | Date: |
| Headteacher’s signature: | Date: |

**HOME SCHOOL AGREEMENT (continued)**

|  |  |
| --- | --- |
| **PARENT’S/CARER’S RESPONSIBILITIES** | |
| We acknowledge that, as parents/carers, we are the primary educators of our children and have an irreplaceable and important role to play in supporting our child’s learning at school. Therefore I/we will:   work with the school in supporting the education of my child.   ensure that my child attends school regularly, on time, suitably equipped and dressed in their full  school uniform.   avoid any absences that are not a result of illness.   be responsible for any books or school equipment when brought home, paying the specified amount  in full should these become broken or lost.   encourage my child to be enthusiastic about their learning and provide opportunities at home for  learning, supporting homework and reading.   encourage my child to behave in a considerate manner which shows kindness and respect to all  others and ensure that, when in school uniform on their way to and from school, they behave  appropriately, embodying the LIVE values.   participate in school events including parent meetings with my child’s class teacher.   support the school’s policies and guidelines for behaviour and dress code, which are intended to  promote the highest standards of behaviour, discipline and equality.   treat all pupils, parents and members of staff with courtesy and respect.   work in co-operation with staff to resolve any issues and problems that may arise and inform the  school of any issues that may affect my child’s work, behaviour or attendance.   ensure any payments for trips/workshops/clubs/meals that have been voluntarily opted into are paid  for in full.   ensure that you have provided the school with your most up to date e-mail address and mobile  number to receive updates (electronic or text).   support and uphold the aims and values of the school community. | |
| Parent’s/Carer’s signature: | Date: |

|  |
| --- |
| In order to support your child, we sometimes share information with other agencies with whom we have a working relationship, such as health visitors, doctors and other support services within Slough Council. By signing this agreement, you give your consent for representatives of the school to be able to do this\*  \*Issues, which require urgent attention, are exempt from requiring consent, such as the need to contact Social Services when there are child protection issues. |

**HOME SCHOOL AGREEMENT (continued)**

|  |  |
| --- | --- |
| **THE SCHOOL’S RESPONSIBILITIES** | |
| We acknowledge our responsibility to support parents in developing each child to their full potential. Therefore, as a school, we will:   provide a friendly and welcoming atmosphere for your child and a secure, stimulating and caring  environment in which to learn.   ensure that your child is valued for who he or she is as an individual and is helped to make good  progress in their spiritual, moral, social, emotional, physical and intellectual development.   provide a broad and balanced curriculum, which is well taught and relevant to the needs of your child  now and in their future.   work in co-operation with parents to resolve any issues or problems that may arise.   provide you with regular information about your child’s progress and with opportunities, via open  evenings, to meet with staff to discuss concerns, or by appointment at other times.   send home annual report of your child’s progress and attainment.   keep you well informed about school policies and activities. Our main source of communication is  through electronic letters and our website, so please ensure the school has your most up to date e-mail  address.   set, mark and monitor homework which is suitable to your child’s needs.   contact you if there is a problem with your child’s attendance, punctuality or behaviour.   inform you of any concerns regarding your child’s work or heath.   challenge your child to strive for personal excellence in all he or she does or is asked to do.   encourage success and recognise effort and achievement in all areas of school life.   deliver the statutory requirements of the National Curriculum enabling your child to receive a broad and balanced curriculum.   try to develop clear lines of communication between home and school.   treat parents and pupils with courtesy and respect. | |
| Headteacher’s signature: | Date: |

**PARENTAL DECLARATION**

|  |  |
| --- | --- |
| **Data protection statement:**  The purpose of this form is to collect date for further processing within the school/Local Authority systems. Your signature on this form implies your consent for the school/Local Authority to process the data. The data will be processed in accordance with the purposes notified by the school/Local Authority to the Data Protection Commissioner’s office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the school’s database. | |
| **Declaration of person with legal responsibility:**  I declare the above information to be correct to the best of my knowledge at the time of completion. I agree to notify the school of any change in my child’s circumstances. | |
| Parent’s/Carer’s signature: | Date: |