



St Mary & St John  
CEVA Primary School  
& Little Saints

Pupil Admission Form

SCHOOL USE ONLY	
Admission no.	
Year Grp/Reg Grp	
Birth Cert DOB	
Admission Date	
UPN	

Child Details	
Legal Forename: _____	Middle Name(s): _____
Legal Surname: _____	Preferred Surname: _____
Preferred Forename: _____	*Date of Birth: _____ Age: _____
*Please provide the school with sight of your child's birth certificate on the first day of admission. A copy will be retained on your child's record for information.	
Gender (M/F): _____	
House Name: _____	No. _____
Street: _____	District: _____
Town/City: _____	County: _____ Postcode: _____
Home telephone number (including area code): _____	

**Contact Information**

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place a number from 1-4 in the boxes in the order that you wish for each person to be contacted in an emergency (1= highest priority, 4= lowest priority):

**\*Parental Responsibility**

The Education Act 1996 and Children Act 1989 define current law on parental responsibility as the biological mother of the child, a father however, has legal responsibility for his child if he is married to the mother when the child is born, or has acquired legal responsibility by a parental responsibility agreement with the mother, jointly registering the birth of the child with the mother, or by an order made through the courts. Adoptive parents must have an adoption order over the child.

Parent/Guardian:	
Title _____ Surname: _____ Forename: _____	Priority
Daytime Tel. No: _____	<input style="border: 1px dashed black; width: 50px; height: 50px;" type="checkbox"/>
Home Phone: _____ Mobile No: _____	
E-mail: _____	
Address (if different to child): _____	
_____ Postcode: _____	
Relationship to Pupil: _____ Parental Responsibility*: Yes/ No	

Parent/Guardian:	
Title _____ Surname: _____ Forename: _____	Priority
Daytime Tel. No: _____	<input style="border: 1px dashed black; width: 50px; height: 50px;" type="checkbox"/>
Home Phone: _____ Mobile No: _____	
E-mail: _____	
Address (if different to child): _____	
_____ Postcode: _____	
Relationship to Pupil: _____ Parental Responsibility*: Yes/ No	

<b>Non-Parental Contact:</b>	
Title _____ Surname: _____ Forename: _____	Priority <input type="checkbox"/>
Daytime Tel. No: _____	
Home Phone: _____ Mobile No: _____	
E-mail: _____	
Address: _____ _____	
Postcode: _____	
Relationship to Pupil: _____	

<b>Non-Parental Contact:</b>	
Title _____ Surname: _____ Forename: _____	Priority <input type="checkbox"/>
Daytime Tel. No: _____	
Home Phone: _____ Mobile No.: _____	
E-mail: _____	
Address: _____ _____	
Postcode: _____	
Relationship to Pupil: _____	

### Medical Information

<b>Dietary Requirements:</b>					
Artificial Colouring Allergy	<input type="checkbox"/>	No pork	<input type="checkbox"/>	No dairy produce	<input type="checkbox"/>
Gluten Free	<input type="checkbox"/>	Halal	<input type="checkbox"/>	Kosher Food Only	<input type="checkbox"/>
No nuts of any type	<input type="checkbox"/>	Vegetarian	<input type="checkbox"/>	Seafood Allergy	<input type="checkbox"/>
Any other allergy	<input type="checkbox"/>	-Please give details _____			
Medical Practice Name: _____					
Medical Practice Address: _____					
Doctor's Name: _____ Tel. No _____					
Does your child have any medical conditions that the school should be aware of?					
_____					
_____					
Does your child have an Epipen? _____					
Will your child use an inhaler at school ? _____					
Is your child allergic to plasters? _____					

**Cultural Information**

**Ethnicity:** Please select 1 option

**White**

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other traveller background
- Any other white background

**Mixed**

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background

**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background
- Chinese

**Black or Black British**

- Caribbean
- African
- Any other Black background
- Any other ethnic background

This information was provided by:

- Parent
- Student

**Nationality:**

- British
- English
- Welsh
- Scottish
- Irish
- Other (please specify) \_\_\_\_\_

**Religion:** Please select 1 option

- Buddhist
- Jewish
- Hindu
- C of E
- Christian
- Muslim
- Sikh
- Other/No religion

**Language**

A first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.

First Language: \_\_\_\_\_

Other Languages Spoken: \_\_\_\_\_

**Additional Information**

Are either parent/ guardian serving in regular HM forces military units?  
 - Applies to Personnel 1 and 2 categories. Please tick 1 option:

Yes  Or No

**School Meal Choices– Not Applicable To Little Saints Application**

Please complete, for each day, indicating if your child will have a School Dinner or Packed Lunch. You can choose a mix of School Meals and/or Packed Lunches across the week. Changes of meal choice can be made with 2 days notice.

Meal Type	Mon	Tue	Wed	Thur	Fri
School Meal					
Packed Lunch					

With effect from September 2014 children in Key Stage 1 (Foundation, Yr 1 & 2) will not have to pay for school meals. If you are entitled to Free School Meals because of your level of income, please log onto [myfreeschoolmeals.com](http://myfreeschoolmeals.com) and register your entitlement. By registering, you will also enable the school to receive additional funding. If you need any support with this, please contact the school office (01780 720184).

**Previous School or Nursery**

Name of School : \_\_\_\_\_ Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_  
 Address : \_\_\_\_\_

School Tel No : \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
 \_\_\_\_\_

Does this child have any brothers or sisters currently at this school?

Yes  Or No

If yes, please give details (e.g. name and date of birth of each sibling):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Adoption**

From April 2014, schools in England can receive the Pupil Premium Plus for children adopted from care, or who left care under a Special Guardianship Order on or after 30 December 2005. Schools can also claim the Pupil Premium Plus for children who left care under a Residence Order on or after 14 October 1991. Parents are requested to self declare if this is the case to enable the school receive the additional funding to support your child. Please indicate below if your child was adopted under the above criteria. We will require sight of the order for our records and the information will remain confidential.

My child was adopted and I enclose a copy of the order \_\_\_\_\_

**Signature & Declaration**

I confirm that all information provided on this form is true to the best of my knowledge.

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Parental Consent

Digital photos and video are exciting media which can motivate and inspire pupils. Research has shown that using digital images in education can help encourage creativity, motivate pupils and improve communication and team-working skills.

We pride ourselves on the achievements of our pupils and as often as possible would like to publish details of their hard work in the local press. In addition to this the development of our website is providing us with the opportunity to share with you what our pupils have been accomplishing.

We would like to use images in the newsletter, on the website and in the local press providing names when requested by newspapers in order to get photographs published.

When considering the issue of consent, please also take into account;

- Newspapers will often post stories on their website.
- When children are at multi-school events, we have no control of the photo's that are taken.
- The Newsletter is posted on the school website

Please complete the section below, the decision now is a simple yes or no to the use of names and images. Any modifications to the slip will be taken as a "No" answer.

-----  
Please **delete** the appropriate section;

1. I have read and understood this form and give my permission for the use of an image and the use of an image in conjunction with name.

OR

2. I do not wish any photographs of my child to be used for any purposes.

Name of child .....

Class .....

Name of parent/guardian .....

Address .....

.....

.....

Signature .....

Date .....

# Parental Consent

I do/do not agree to give my permission for my child to be included on setting walks and outings – please delete as appropriate.

I give consent for Little Saints Pre-School staff to carry out written observations and assessments on my child. I understand that these records will only be used to form part of my child's Learning Journey and will be kept securely on the Pre-School premises. I also acknowledge that, where there may be concerns about my child, this information may be shared with other agencies.

I also give consent for photographs to be taken, both in the setting and on any trips or outings, for use in my child's Learning Journey, and for photographs of my child to be used in the Learning Journeys of other children who attend the setting.

I understand that as a parent or guardian bringing a child into the setting, or as a setting helper, I will be in close contact with other people's children and may learn things about them that I would not otherwise know. Although the setting staff will not discuss private matters with me, the children may tell me things about themselves and their families and I may observe things that allow me to draw conclusions about them. This information is personal and private and I will treat it with respect and confidence. If I have any concerns about what I see or hear I will discuss it with the setting leader.

If any accidents occur to my child, which necessitate medical treatment, I agree to the appropriate emergency treatment if I am not available.

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Please **delete** the appropriate section;

3. I have read and understood this form and give my consent for the above.
- Or
4. I do not give consent for the above.

Name of child .....

Name of parent/guardian .....

Signature .....

Date .....

**Additional information.**

I would like my child to be known as/write their name as .....

Is your child happy to leave you or their guardian? .....

Does your child have a soft toy/blanket that they use as a comforter? .....

Is your child used to mixing with other children? .....

Does your child have any brothers/sisters and what age are they? .....

.....

Does your child like to drink the following? Water ..... Milk .....

Do you have any pets? .....

Other settings attended by your child.....

Does your child like/dislike any particular activity? .....

.....

Name of your child's Health Visitor .....

Is there anything else you wish us to know about your child? .....

.....

.....

.....

Where did you hear about us?

.....

**PLEASE CHECK THAT YOUR CHILD'S CLOTHES AND SHOES ARE ALL NAMED!**



## Funding

### 3 & 4 Year Olds

All 3 and 4-year-olds in England are entitled to 570 hours of free early education or childcare a year. This is often taken as 15 hours each week for 38 weeks of the year.

You can start claiming after your child turns 3. The date you can claim will depend on when their birthday is.

Child's birthday	When you can claim
1 January to 31 March	the beginning of term on or after 1 April
1 April to 31 August	the beginning of term on or after 1 September
1 September to 31 December	the beginning of term on or after 1 January

**Example :** Your child was born on 15 February 2012. They'll become eligible for free early education and childcare from the start of term following 1 April 2015.

### Booking Places

Please indicate your session requirements below. All children staying until 1.00pm and for the whole day will be charged an additional £1.80 for a cooked lunch – menus are available from the school office. Whole day sessions are available on a Tuesday and Thursday.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00am - 1.00pm					
8.00am - 12.00pm					
8.00am – 3.30pm					
9.00am – 1.00pm					
9.00am – 12.00pm					
9.00am – 3.30pm					

### Sessions Prices

For non-funded hours the rates are as follows :

	Per Hour
3 & 4 Year Olds	£4.20
<b>A £20 non-refundable registration fee is required. You will received a Little Saints polo shirt and a welcome pack on receipt of your completed application form and registration fee.</b>	

Once funded places have been calculated based on your booking requirements and shared funding, we will send you an invoice for the non-funded hours which will be payable within 14 days. Failure to pay within the 14 days may result in places being withdrawn.

Please return to:

St Mary & St John CEVA Primary Church Street  
North Luffenham  
Rutland  
LE15 8JR  
Telephone: 01780 720184  
E-Mail: [office@northluffenham.rutland.sch.uk](mailto:office@northluffenham.rutland.sch.uk)

## Little Saints Terms and Conditions

- Children are able to join the setting in the term they turn 3 years old.
- 15 hours of funding per is available for all 3 & 4 year olds with additional hours being payable at the end of each term. Funding is calculated using the local authority formula taking into account that 570 hours are available over 38 weeks. Some terms may attract more funding depending on the number of weeks in the term. An adjustment is made where another setting is also used.
- Fees are due within 14 days of the invoice. Failure to pay may result in the place being withdrawn.
- Fees are payable on absent days regardless of whether they are for holiday or sickness. This is based on the number of sessions requested on the funding return form.
- Lunches are provided by the school and are charged at £1.80 per day. The charge will be included in the termly invoice and are also payable within 14 days. Special diets are catered for and we are able to arrange a meeting with caterers when required.
- Additional adhoc sessions can be booked if available and will be charged in the termly invoice.
- All payments are to be made through the online payment system – ParentPay. Login details will be provided when the child starts at the setting.
- Children should not attend sessions following sickness or diarrhoea for a clear period of 48 hours after the last bout.
- Children should be kept at home if they have conjunctivitis, any unknown rashes, coughs, runny nose or sore ears when combined with a high temperature. Staff reserve the right to refuse attendance where the child is not well enough.
- It is the responsibility of parents to ensure contact details are always kept up to date.
- Photographs will be taken throughout sessions as a record of child development. Other photographs will be taken for marketing purposes unless a parents has opted out on the Consent Form.
- The manager will administer medicine when necessary providing the necessary consent form, stating dosage, has been completed by parents.
- Complaints should be made in the first instance to the Little Saints staff. If the issue cannot be resolved, the Complaints Procedure is available on the school website [www.northluffenham.org/policies](http://www.northluffenham.org/policies).

# Early Years Pupil Premium Voluntary Registration

We need information about you and your child, to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled.

## ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of preschool, nursery, childminder
		DD	MM	YYYY	
		DD	MM	YYYY	

## PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth	D M Y	D M Y
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

\* Complete as appropriate

## FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes  No

If you have ticked yes, you do not need to complete this section.

If you ticked no, please place an X in this box if you<sup>1</sup> are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Universal Credit.
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the early years pupil premium.

<sup>1</sup> This includes those who have parental rights for the child/children named on this form.

**ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER**

If your child has left care through adoption, special guardianship or a child arrangements order and you would like our child to attract the early years pupil premium, you should complete the following section and attach a copy of the relevant court order:

Has your child been adopted from care?

Yes  No

If you have ticked yes in the previous question, have you yet been granted an adoption order by the courts?

Yes  No

Did you  leave the local authority's  under a special guardianship order or a child arrangements order (formally known as a residence order)?

Yes  No

**How the information in this form will be used**

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. They will do this by checking out of work benefit data provided by HMRC and DWP. We would like your consent to make this check. Once this is confirmed, we can decide how much money your child's nursery, childminder or pre school will receive. You are free to withdraw your consent so that your details are not used in future. Whether you use this scheme or not will not affect any of the benefits you may be entitled to.

**Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.**

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. The local authority will decide whether your child's nursery, childminder or pre-school is eligible for extra funds through the early years pupil premium. This form and a copy of the relevant order should be returned to your child's setting to enable funding to be allocated.

**DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child's preschool/Nursery/childminder to claim the early years pupil premium for my child

Signature of parent/guardian: .....

Date:.....

## About this form

From April 2015 all early years providers who deliver Government funded early education will be able to claim the early years pupil premium for three and four year old children whose parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Three and four year olds will also be eligible if:

- they have been in local-authority care for 1 day or more in England or Wales
- they have been adopted from care in England or Wales
- they have left care through a special guardianship order or a child arrangement order in England or Wales

## Registering could result in extra funding for your child's early years provider

Registering could provide up to an extra £300 for your child's nursery, pre-school or child minder to fund valuable support like extra training or, resources to help raise the quality of your child's early education.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to the early years pupil premium.

**Thank you for completing this form and helping to make sure your child's early years provider is as well funded as possible**