



Please attach passport sized photo of your child.

NURSERY APPLICATION FORM

(Please complete in **FULL** & Please use **BLOCK CAPITALS**)

PERSONAL DETAILS OF CHILD

Surname: _____	Home Address: _____
Forename(s): _____	_____
Chosen Name: _____	Postcode: _____
Sex (M/F): _____	Home Tel No: _____
Date of Birth: _____	

(Please bring your child's birth certificate with you when you return the application form and passport if not British AND proof of address (e.g. utilities bill or Council Tax form).THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THESE DOCUMENTS.

ONLY LIST CHILDREN WHO ARE CURRENTLY AT JAMES ELLIMAN ACADEMY

Older Siblings: _____

Older Siblings: _____

PARENTS DETAILS

Mother's Full Name: (Miss / Mrs / Ms) _____	Father's Full Name: _____
Home Address: _____	Home Address: _____
Mobile No.: _____	Mobile No.: _____
Email Address: _____	Email Address: _____
Does mum have responsibility for the child? YES / NO	Does dad have responsibility for the child? YES / NO
Can mum be contacted in an emergency? YES / NO	Can dad be contacted in an emergency? YES / NO
Mother's Workplace/Employer: _____	Father's Workplace/Employer: _____
Hours Worked: (e.g. 9am - 5pm) _____	Hours Worked: (e.g. 9am - 5pm) _____
Works Telephone No: _____	Works Telephone No: _____

EMERGENCY CONTACTS

Emergency Contact Name, Address and Relationship to child (e.g. Aunt, Uncle etc): _____ _____	Emergency Contact Name, Address and Relationship to child (e.g. Aunt, Uncle etc): _____ _____
Telephone No: _____	Telephone No: _____
Can they Collect your child? YES / NO	Can they Collect your child? YES / NO

GENERAL INFORMATION

The Nursery has a morning and afternoon session. Please tick your preference:

Morning: Between 8.30am & 9am – 11.30am	<input type="checkbox"/>	Afternoon: 12.30pm – Between 3.10pm & 3.30pm	<input type="checkbox"/>	Either:	<input type="checkbox"/>
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Mode of Transport to School – Please tick **ONE** box for the type of transport your child uses most **TO** school.

Walk	<input type="checkbox"/>	Cycle	<input type="checkbox"/>	Public Bus	<input type="checkbox"/>	Taxi	<input type="checkbox"/>
Car/Van	<input type="checkbox"/>	Car Share (with another family)	<input type="checkbox"/>	Train	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

PRE NURSERY EXPERIENCE (Toddler/Playgroup Attended)

Name: _____ Tel No: _____

Address: _____

LIVED ABROAD

If your child has lived abroad (not holiday) in the last 18 months, please list country and dates:

Country: _____ Date Arrived In The U.K. _____

ARE YOU SEEKING ASYLUM IN THIS COUNTRY: YES / NO

SPEECH DEVELOPMENT

Home Language:	Any Delay in Speaking: YES / NO
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Can Your Child Speak & Understand:	In Your Home Language: (if not English)	In English:
Single Words	YES / NO	YES / NO
Short Phrases	YES / NO	YES / NO
Complete Sentences	YES / NO	YES / NO
Articulation Problems	YES / NO	YES / NO

Other Concerns (Please Specify): _____

MEDICAL INFORMATION

Doctor's Name:

Doctor's Address:

Telephone:

Please indicate whether your child has any long standing illnesses, health problems or disabilities which mean that they have substantial difficulties with any of the areas of his/her life shown below? (*By long standing we mean anything that has troubled them over a period of at least 12 months or it's likely to affect them in the next 12 months. Please EXCLUDE difficulties that you would expect for a child of your child's age.*)

Was your child on the Special Needs Register (SEN) in their previous School?	YES / NO
Does your child see a professional speech & language therapist?	YES / NO
Is your child allergic to Plasters?	YES / NO
Does your child suffer from asthma?	YES / NO
Does your child suffer from eczema?	YES / NO
Is your child allergic to anything?	YES / NO
Problems with Mobility? (moving around in or out of doors)	YES / NO
Problems with Hand Function? (touching or holding)	YES / NO
Problems with Personal Care? (going to the toilet, dressing etc.)	YES / NO
Problems with Incontinence?	YES / NO
Problems with Eating & Drinking? (without help)	YES / NO
Takes regular medication?	YES / NO
Problems with Communication? (speaking with others or understanding them)	YES / NO
Problems with Learning? (problems with numbers, letters, words etc)	YES / NO
Problems with Hearing?	YES / NO
Problems with Vision?	YES / NO
Wears Glasses?	YES / NO
Problems with Behaviour? (very active, has a short attention span, behaves unacceptably)	YES / NO
Autism / Aspergers?	YES / NO
Palliative Care Needs? (has life limiting condition or requires care)	YES / NO
Any Special Dietary Needs?	YES / NO
If you have said YES to any of the above, please provide additional information:	

The information will be used by the school to improve the way that information on pupils' difficulties and disabilities is collected and used in schools to promote the wellbeing of children. No information will be published that would identify your child. The information will only be shared with those staff in the school that would support your child.

SELF HELP SKILLS

Age When Toilet Trained:		Any Toileting Problems:	YES / NO
Is Your Child Out of Nappies:	YES / NO	Eats Independently, using Utensils & Cup as Ability Allows	YES / NO
Can Dress Independently:	YES / NO	Can Change Shoes & Socks:	YES / NO
If you have said YES to any of the above, please provide additional information:			

Activities That The Child Enjoys At Home:

Any Problems That Will Prevent The Child Attending Punctually & Regularly?	YES / NO
If you have said YES, please provide additional information:	

DECLARATION

The information given on this form is correct and complete to the best of my knowledge.

I understand that my child must attend regularly and punctually and that they must be accompanied to and from the Nursery by a responsible adult.

NO CHILD WILL BE ABLE TO LEAVE THE NURSERY WITH ANOTHER ADULT UNLESS THE NURSERY STAFF ARE PRIOR INFORMED BY TELEPHONE OR LETTER.

I understand that my child will be required to wear clothing and footwear that are suitable for nursery activities.

Signature: _____ (Parent/Carer) **Date:** _____

ETHNICITY

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 county of birth.** The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary.

Please study the list below and tick **one box only** to indicate the ethnic background of the pupil.

WHITE		MIXED OR DUAL BACKGROUND		ASIAN OR ASIAN BRITISH		BLACK OR BLACK BRITISH			
White English		White & Black Caribbean		Indian		Black Caribbean		Black Somali	
White Welsh		White & Black African		Mirpuri Pakistani		Black Angolan		Black North American	
White Scottish		White & Asian		Kashmiri Pakistani		Black Congolese		Other Black	
White Irish		White & Pakistani		Other Pakistani		Black Ghanaian		Other Black African	
Traveller of Irish Heritage		White & Indian		Bangladeshi		Black Nigerian		Black Sudanese	
White Eastern European		White & any other Asian		African Asian		Black Sierra Leonean		Black European	
White Western European		Asian & any other Group		Kashmiri Other					
Albanian		Asian & Black		Nepali		ANY OTHER ETHNIC GROUP			
Bosnian-Herzegovinian		Asian & Chinese		Sri Lankan Sinhalese					
Croatian		Black & any other Group		Sri Lankan Tamil		Albanian		Lebanese	
Greek		Black & Chinese		Other Asian		Arab		Libyan	
Greek Cypriot		Chinese & any other Group				Egyptian		Malay	
Italian		White & Chinese				Filipino		Moroccan	
Kosovan						Iranian		Thai	
Portuguese						Iraqi		Vietnamese	
Serbian						Japanese		Yemeni	
Turkish		CHINESE				Korean		Any Other Group	
Turkish Cypriot		Hong Kong Chinese		Taiwanese					
White Other - Please Specify		Malaysian Chinese		Other Chinese					
Gypsy/Roma		Singaporean Chinese						REFUSED	

This information was provided by, tick one	Parent/Guardian	Pupil
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(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics.

We are required to supply details of ethnic origin, language and religion to Slough Borough Council Education Authority to enable them to make properly informed decisions about educational provision and re-sourcing to benefit all pupils. Would you please tick **ONE** box in each of the categories below.

RELIGION

Buddhist		Hindu		Muslim		Other	
Catholic		Jehovah's Witness		No Religion		Refused	
Christian		Jewish		Sikh			

LANGUAGE SPOKEN AT HOME

Albanian/Shqip		German		Pahari (Pakistan)		Somali	
Arabic		Gujarati		Pahari (Indian)		Tagalog/Filipino	
Bengali		Hindi		Pashto/Pakhto		Tamil	
Chinese		Italian		Polish		Telugu	
Croatian		Kashmiri		Persian/Farsi		Ukrainian	
Danish		Panjabi (Gurumukhi)		Romanian		Urdu	
Dutch/Flemish		Panjabi (Mirpuri)		Russian		Wolof	
English		Panjabi (Pothwari)		Serbian/Bosnian		Refused	
French		Panjabi (Other)		Shona		Other (Please State)	
Language if Other:							

Have you completed **ALL** the questions?

PLEASE READ AND SIGN THE SCHOOL STATEMENT OVERLEAF

SCHOOL STATEMENT of ADMISSION of PUPILS

We see the education of your child as a **partnership** between the School and parents. We want parents and children to be proud of the School and their achievements with us. The school seeks to establish a constructive working partnership between children, parents and staff that will help the School to ensure that every child realises his/her full potential.

1. **ACHIEVEMENT...** Each child will be helped to set and achieve his/her own individual educational goals.
2. **CODE OF CONDUCT...** The School's reputation and your family's rests in your child doing well and having a high standard of behaviour. Children are expected to come to School prepared to learn and pay attention to their teachers. Disciplinary procedures are based on the principles of fairness and the staff's control over children is the kind that would be exercised by a careful and reasonable parent. Parents will be informed of persistent unacceptable behaviour. Continued unacceptable behaviour could result in the child being suspended for a specified period. Every child has the right to be free of bullying. The School will take action to support this aim.
3. **ATTENDANCE...** Children are expected to attend School regularly and to arrive punctually for all lessons. **It is the legal responsibility of parents to ensure full attendance.** It is the responsibility of the child to make up any work missed by absence. Holidays should not be taken during school time.
4. **UNIFORM...** The School does have a uniform, details of which are set out in the School brochure. It is hoped that all parents will encourage their children to wear School uniform and that children will be sufficiently proud of the School to want to wear it. Parents are expected to send their children to School in suitable clothes and footwear.
5. **PARENTS...** Parents are expected to take the opportunity to discuss their child's progress with staff at Parents Evenings. If parents have any concerns about their child these should be discussed with the teacher and/or Headteacher in a calm and reasonable manner. It is hoped that parents will involve themselves in School functions and the School PTA. (FOJES)
6. **EQUAL OPPORTUNITIES...** Every member of the School is entitled to equal consideration and opportunity, regardless of race, gender, intellect, physique, religion or other beliefs.
7. **PROPERTY...** Everyone should respect each other's property and that of the School. Parents are asked to mark children's property so that it is easily recognisable and to ensure that valuable, illegal or dangerous items are not brought to the School. Parents may be held liable for damage caused through negligence or vandalism.

WE AGREE TO ADMISSION TO JAMES ELLIMAN ACADEMY ON THE TERMS OF THE AGREEMENT SET OUT ABOVE:

Signed (Parent/Carer)

DURING THE TIME MY CHILD IS ATTENDING JAMES ELLIMAN ACADEMY, I GIVE PERMISSION FOR MY CHILD TO:

Have supervised access to the Internet?	YES / NO
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Signed (Parent/Carer)..... Date.....

Responsible Internet Use Pupil's Agreement

**We use the school computers and Internet connection for learning.
These rules will help us to be fair to others and keep everyone safe.**

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not look at or delete other people's files.
- I will keep my logins and passwords secret.
- I will only email people I know, or whom my teacher has approved.
- I will ask for permission before opening an email or an email attachment sent by someone I do not know.
- The messages I send will be polite and sensible.
- I will not give my home address, phone number, send a photograph or video, or give any personal information that could be used to identify me, my family or friends, unless a trusted adult has given permission.
- I will never arrange to meet someone I have only previously met on the Internet, unless my parent/carer has given permission and I take a responsible adult with me.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or my email address.

Signed: _____ Date: _____

Parental/Carer Agreement

Please complete and sign

Parent / carer name: _____

Pupil Name: _____ Class: _____

Parents'/Carers' Consent for Internet Access and Use of Email

I have read and understand the school rules for Responsible Internet Use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials, while staff will employ appropriate teaching practice and teach e-safety skills to pupils. I understand that my child's teacher will review these rules and ask each child in the class to sign a class agreement to adhere to them. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

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.

Signed: _____ Date: _____

James Elliman Academy

Child's name:

Date:

Dear Parent/Carer,

At James Elliman Academy, we sometimes take images/photographs and videos of pupils. We may use these images/photographs and videos on the academy/federation website and parent app, in the academy's/federation's prospectus, in our academy/federation records, in newspaper articles and on internal display boards around the academy/federation.

We would like your consent to take images/photographs and videos of your child and use them in the ways described above. If you're not happy for us to do so, this will not be an issue – we will accommodate your preferences. Children's names will not be disclosed to the media unless with explicit consent for safeguarding reasons.

Please tick the relevant box (es) below and return this form to the academy.

	YES	NO
I am happy for the academy to take images/photographs/video of my child.	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for images/photographs/video of my child to be used on the academy and the federation website and parent app. <i>I recognise that persons outside the EU may see this image</i>	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for images/photographs/video of my child to be used in the academy and federation prospectus.	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for images/photographs/videos of my child to be taken by an external photographer (<i>Class photo/or Child photo which you would normally buy</i>)	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for images/photographs/videos of my child to be used in newspaper articles	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for images/photographs/video of my child to be uses on internal display boards around the academy	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for my child to be used on the academy and the federation social media platforms	<input type="checkbox"/>	<input type="checkbox"/>

If you change your mind at any time, you can let us know by writing to the academy or alternatively you can come into reception and we will record any changes.

If you have any other questions, please get in touch.

Why are we asking for your consent again?

You may be aware that there are new data protection rules (EU General Data Protection Regulation) which are coming in to effect from May 2018. To ensure we are meeting the new requirements, we need to re-see your consent to take and use photographs of your child. We really value using photographs of pupils, to be able to showcase what pupils do in our academy and to show what life at our academy/federation is like to others, so we would appreciate you taking the time to give consent again.

Parent/Carers signature: _____

Date: _____

Application Form

EARLY YEARS PUPIL PREMIUM

We would like to collect information about you and your child. This will help us to provide the best education and support for your child by making sure that if your child is eligible for the Early Years Pupil Premium (EYPP) that we receive this funding. We would be grateful if you could complete this form and return it to the Nursery. Please note that completion of this form is voluntary and non-completion will not affect your child's eligibility for their place at Nursery. However, if you do not complete this form, we may not be able to identify whether your child is eligible for the EYPP and we may not receive additional funding to support your child.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Nursery /Class Name
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/CARER DETAILS

	Parent/Carer 1						Parent/Carer 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 the rest of this section.

If you ticked no, please place an X in the box if you¹ are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee 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 £16190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have a net income from employment of no more than £7400 per year). For more information on how the government calculates your earnings from employment whilst claiming Universal Credit.

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 EYPP.

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 your 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 been granted an adoption order by the courts yet?

Yes No

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

Yes No

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/School using this information to enable my child's Nursery to claim the early years pupil premium for my child

Signature of parent/carer: Date:.....

Email Address:.....

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

About this form

All early years providers who deliver Government funded early education can 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
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee 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 £16190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have a net income from employment of no more than £7400 per year). For more information on how the government calculates your earnings from employment whilst claiming Universal Credit.

Three and four year olds will also be eligible if:

- they are currently being looked after by a local-authority in England or Wales
- they have left care in England or Wales through an adoption
- they have left care in England or Wales through a special guardianship order or a child arrangement order

Completing this form could result in extra funding for your child's early years provider

Completing this form allows us to check whether your child is eligible for the EYPP which 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 check whether your child is eligible for 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

How the information in this form will be used

Where you have indicated that you are in receipt of one of the listed welfare benefits or you would like us to check whether your child is eligible for the EYPP.

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 the information you have provided against the work benefit data provided by HMRC and DWP. We would like your consent to request the council to make this check.

The council will then confirm whether your child is eligible for the EYPP (but will not notify us of which benefits you are receiving). You are free to withdraw your consent so that your details are not used in future. Whether you provide your details or not will not affect any of the welfare benefits you may be entitled to. The data you provide may also be used to ensure accuracy of records across the local authority and to prevent fraud.

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 either to your local authority or your child's nursery or childminder to enable funding to be allocated. If you decide to return this information to the local authority, please ask your child's nursery/childminder for the most appropriate address.