

**Application to.....– Preschool/Nursery Class**

**\*\*Please return completed applications to: - Nursery@dmatschools.org.uk.\*\***

This form is only to be used by parents and carers when applying for a place at our preschool/Nursery. It is not an application for a school place (from reception to Year 6). Attending our preschool does not award or prioritise a place at our Primary Schools for your child when they are of school age.

**1 Pupil's details**

Legal surname\*  Legal forename

Gender  Male  Female Date of Birth  Middle names(s)

Preferred surname\* (If different)  Preferred forename (if different)

\* please see note under 'General Principles for Schools' on the S11/2 Contacts Information Form

**Please provide your child's birth certificate for us to copy.**

**2 Pupil's address**

Address & postcode

**3 Pupil's medical details**

**Emergency consent?** e.g. the school has permission to give/arrange emergency treatment  Yes  No

**Dietary needs:** please tick any that apply

- Artificial colouring allergy
- Gluten free
- Halal
- Kosher foods only
- No dairy produce
- No nuts of any type or quantity
- No pork
- Seafood allergy
- Vegetarian

Other (please specify)

## Medical practice

Doctor's name  Surgery name

Surgery address

Other medical information e.g. asthma, diabetes

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## Ethnicity/Religion/First Language/Nationality Details

**You have the right to decline to provide these data items.**

**Ethnicity\*** Ethnic information was provided by:  Parent  Pupil

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture and ancestry or family history. **Ethnic background is not the same as nationality or country of birth.** The Information Commissioner recommends that young people aged 11 years old or above 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 tick one box only**

### White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Greek/Greek Cypriot
- Turkish/Turkish Cypriot
- Western European <sup>1</sup>
- Eastern European <sup>2</sup>
- Other <sup>3</sup>

### Chinese

- Hong Kong Chinese
- Other Chinese <sup>4</sup>

### Black or Black British

- Caribbean
- African
- Any other Black background

### Any other ethnic background

- Afghan
- Arab <sup>5</sup>
- Filipino
- Iranian
- Japanese
- Malay <sup>6</sup>
- Thai
- Any other Ethnic group <sup>7</sup>

### Mixed

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

### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

**I do not wish an ethnic background to be recorded**

### Notes:

**1 Western European** includes: Italian, French, German, Spanish, Portuguese and Scandinavian

**2 Eastern European** includes: Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian, Montenegrin and Romanian.

**3 Other White Background** includes: any white category not previously mentioned e.g. Albanian, Australian, Bosnian- Herzegovinian, Canadian, Croatian, Kosovan, New Zealander, North American, Serbian/Yugoslavian.

**4 Other Chinese** includes: Mainland Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, any other non-Hong Kong Chinese.

**5 Arab** includes: Palestinian, Kuwaiti, Jordanian and Saudi Arabian.

**6 Malay** includes Malaysian other than Malaysian Chinese (see Note 4).

**7 Any other ethnic group** includes any ethnic group not previously mentioned e.g. Egyptian, Iraqi, Korean, Kurdish (inc. Kurdish pupils from Iraq, Iran and Turkey), Latin/South/ Central American (inc. Cuban and Belizean), Lebanese, Libyan, Moroccan, Polynesian (inc. Fijian, Tongan, Samoan & Tahitian), Vietnamese, Yemeni.

**Religious affiliation:** please tick one box only

- Baha'i       Christian       Jewish       Sikh       No religion  
 Buddhist       Hindu       Muslim       Other\*       **Decline to answer**

\* Please specify

**Pupil's first language:** What was the first language your child understood/spoke?

- English       Other, please specify        **Decline to provide**

**Asylum status** (please tick if either of the following apply)       this pupil is seeking asylum       this pupil is a refugee

<sup>1</sup> *The Department for Education advise that this information will help them understand a range of factors, allowing them to better plan to meet needs within the school system. We do not collect Nationality statistics or Country of Birth or Proficiency in English for the purposes of school census.*

It is important that all the agencies who are working with a child work together to ensure better outcomes for that child. In order to do that, please identify any other agencies working with your child, for example Social Care (i.e. Social Services) \*, Youth Offending Team, Child and Adolescent Mental Health Services. Please list any agencies below

**Special Educational Needs:** Please tick if your child has special educational needs (i.e. has an Education and Health Care Plan (EHCP) or is currently being assessed)

- Yes       No

**5 This is essential where children attend more than one provider.**

Please provide details of any other settings or childcare providers your child attends

Setting name

Setting address (if known)

Setting tel no.

**Siblings,** please give details of any other children in your family with their dates of birth.

Forename(s)	Surname	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**6 What we (the school) does with the information you have provided on this form (GDPR)**

Dartmoor Multi Academy Trust is committed to keeping your personal information safe and secure. We use this information in order to fulfil our official functions and meet legal requirements. Our Privacy Notice explains what information we collect and why. To read more, visit <https://www.dartmoorat.org.uk/policies-and-documents.html>

Surname  Forename(s)

Gender  Male  Female Title (eg, Mr, Mrs, Miss, Ms, Dr,Rev)

**Relationship to child** - please tick to indicate which of the following applies:

- Mother  Other family member  Foster mother  Other relative  
 Please specify..... Please specify.....  
 Father  Childminder  Foster father  Stepmother  Stepfather

Does this person have 'parental responsibility'? (see end of document for guidance)  Yes  No

Is there a Court Order relating to this child?  Yes  No

**Telephone numbers(s)**

(with STD numbers where appropriate)

please tick if  
this is a  
daytime  
number

Notes

	please tick if this is a daytime number	Notes
Home	<input type="checkbox"/>	<input type="text"/>
Work	<input type="checkbox"/>	<input type="text"/>
Mobile	<input type="checkbox"/>	<input type="text"/>
Other	<input type="checkbox"/>	<input type="text"/>

**Email**

Home

**Address** (if different from the address given for the child)

If English is not your first language, please state what is (this may include British Sign Language)

Do you need a translator / signer?  Yes  No

Place of work

**7.2 Other Parent / 2<sup>nd</sup> contact**

Surname  Forename(s)

Gender  Male  Female Title (eg, Mr, Mrs, Miss, Ms, Dr,Rev)

**Relationship to child** - please tick to indicate which of the following applies:

- Mother  Other family member  Foster mother  Other relative  
 Please specify.....  
 Father  Childminder  Foster father  Stepmother  Stepfather

Does this person have 'parental responsibility'? (see end of document for guidance)  Yes  No

**This person can collect my child from School**

Telephone numbers(s) (with STD numbers where appropriate)	please tick if this is a daytime number	Notes
Home <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Work <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Mobile <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="text"/>

**Email**

Home

Work

**Address** (if different from the address given for the child)

If English is not your first language, please state what is (this may include British Sign Language)

Do you need a translator / signer?  Yes  No

Place of work

Surname

Forename(s)

Gender  Male  FemaleTitle (eg, Mr, Mrs, Miss, Ms,  
Dr,Rev)**Relationship to child** - please tick to indicate which of the following applies: Mother Other family member Foster mother Other relative

Please

Please

specify.....

specify.....

 Father Childminder Foster father Stepmother Stepfather **This person can collect my child from School**Does this person have 'parental responsibility'? (see end of document for  
guidance) Yes No**Telephone numbers(s)**

(with STD numbers where appropriate)

please tick if  
this is a  
daytime  
number

Notes

Home

Work

Mobile

Other

**Email**

Home

Work

**Address** (if different from the address given for the child)If English is not your first language, please  
state what is (this may include British Sign  
Language)

Do you need a translator / signer?

 Yes NoPlace of  
work

Surname

Forename(s)

Gender

 Male FemaleTitle (eg, Mr, Mrs, Miss, Ms,  
Dr,Rev)**Relationship to child** - please tick to indicate which of the following applies: Mother Other family member Foster Other relativePlease  
specify.....

mother

Please  
specify..... Father Childminder Foster father Stepmother Stepfather **This person can collect my child from School**Does this person have 'parental responsibility'? (see end of document for  
guidance) Yes No

Please tick if this is a daytime number

Home

Work

Mobile

Other

**What is parental responsibility?**

Parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. A person with parental responsibility for a child has the right to make important decisions about their upbringing, for example,

- Decisions about where they live.
- Whether the child should receive medical treatment.
- What religion they should follow.
- Which school they should attend.

**Who has parental responsibility?**

Mothers and married fathers automatically have parental responsibility and will not lose it if they later get divorced. Unmarried fathers do not automatically have parental responsibility. An unmarried father can get parental responsibility by:

- Registering the birth jointly with the mother (born from 1<sup>st</sup> Dec 2003)
- Through a 'parental responsibility agreement' between him and the child's mother
- As the result of a court order

People other than a child's natural parents can acquire parental responsibility through:

- Being granted a residence order or a child arrangement order (from 2014)
- Being appointed a guardian
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- Adopting a child

In addition, a Local Authority can acquire parental responsibility if it is named in the care order for a child.

For further information please see: <https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility>.

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**General principles for schools**

Everyone who is a parent, whether they are a resident or non-resident parent, has the same right to participate in decisions about a child's education and receive information about the child.

School staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child have the same rights as natural parents, for example:

- To receive information e.g. pupil reports
- To participate in activities e.g. vote in elections for parent governors.
- To be asked to give consent e.g. to the child taking part in school trips.
- To be informed about meetings involving the child, e.g. a governors' meeting on the child's exclusion

We have received the following advice from the County Solicitor's office concerning pupil surnames:

- Where only one person holds parental responsibility for a child, he or she has the legal right to effect a change of the child's surname without any permission or consent.
- Where more than one person has parental responsibility for a child, the surname of a child can only be changed with the consent or agreement of all those having parental responsibility for a child.
- Where two or more people have parental responsibility for a child and there is in force either a residence or care order, then one of those people can only lawfully cause a change of the child's surname if all other people with parental responsibility consent in writing.

In any other situation it is necessary for the person seeking to change a child's surname to obtain an appropriate order from a court.

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**Sessions Attending**

State the times when you wish your child to attend. This will not impact on whether a place is available. Please choose from the following sessions.

	Morning	Lunch	Afternoon	All Day
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				



**IMPORTANT: We cannot offer you a funded place until confirmation of funding has been provided. Your child may start before funding has been confirmed but if this is the case you will be invoiced for these sessions.**

**Please provide this information to enable a funding claim to be made and avoid over claims.**

Sessions can be paid for, funded or a combination of the two. Please indicate how payment will be made.

Two-year-old funding – <b>please provide a screenshot, showing confirmation of funding start date and code.</b>	<input type="checkbox"/>
Payment via an invoice (we accept childcare vouchers and online payments)	<input type="checkbox"/>
Three and four-year old funding	<input type="checkbox"/>
15 hours	<input type="checkbox"/>
30 hours (please provide funding code below)	<input type="checkbox"/>
30-hour code:	Parents NI number:

## **Terms and Conditions**

- All sessions are booked for a full term. In the event you need to withdraw your child or change the hours attended we require a minimum of a half term's notice (6 weeks), you will be invoiced if notice is not given appropriately (dependent on circumstances).
- Fees are payable a term in advance. Invoices will be prepared and distributed on a termly basis.
- If, after an initial reminder, the bill remains unpaid then you will receive a letter informing you that your child will not be able to attend anything other than their funded sessions until the bill is paid.
- If payment is still not received the school finance officer will be notified and your child will be excluded from all non-funded sessions.
- All invoices apply to the parent or guardian they are addressed to and an outstanding invoice for one child's attendance will exclude any subsequent siblings from non-funded sessions until the invoice is paid in full.
- All non-funded sessions and lunch clubs booked must be paid for even if your child does not attend.
- If your child is sick or on holiday, then you will still be expected to pay your bill as these sessions are allocated for the term.
- In special circumstances such as broken bones or serious illness i.e. requiring hospitalisation the fees may be waived at the discretion of the governors.
- Any extra hours booked as "extras" on an 'ad hoc' basis that are not part of your child's normal sessions will be invoiced separately.
- In cases of severe weather or other instances beyond our control causing the closure of school and meaning we are unable to provide a service will not be charged for. However, if we are able to open and run a service and you are unable to get here then charges will still apply.
- I understand that my child's entitlement to early years education funding will not start until I have provided evidence of their date of birth and proof of eligibility for two- year- old as appropriate. If my child starts before funding has been confirmed I will pay for these sessions.
- I understand that I cannot be charged for the free entitlement to early years education funding.
- I will ensure that my child attends regularly and I will inform the school if my child is unable to attend.
- I understand that personal information on this form is held securely by the school to comply with the new data protection regulations.

**I confirm that I understand and agree with the above terms and conditions.**

**Signed .....**

**Date .....**

## Early Years Pupil Premium

**Early Years Pupil Premium** could bring funding to your provider to support your child. If you receive one of the benefits below you could attract this funding:

- Income Support
- Income-based Jobseeker's Allowance
- 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 they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit –parents must have an annual net earned income equivalent to and not exceeding £7,400 assessed on up to 3 of the most recent assessment periods.

The Early Years Pupil Premium is paid to the child's early years provider based on the number of universal entitlement hours that the child is attending at a rate of 53p for each hour. A child that takes the full 570-hour entitlement will attract just over £300 which will be paid to the provider to support that child's learning and development.

**We require the following personal information to check if you are eligible for Early Years pupil premium.**

	Parent 1	Parent 2
Name		
NI number		
Date of birth		

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## Consents

Please tick the boxes below to give consent for the following:

Local off-site visits	
Emergency Medical consent	
Photos in media/local publications/website/social media	
Sale of class photos	
Application of face paints and sun cream	
Online learning journal (Tapestry/Dojo) - please provide your preferred email address to receive notifications of your child's progress. .....	
Application of nappy cream	
Administer First Aid	

## General Data Protection Regulation and Consent

Your personal data is being used by Dartmoor Multi Academy Trust for the purposes of claiming Early Years funding and Pupil Premium funding from Devon County Council. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed here: <https://www.dartmoormat.org.uk/policies-and-documents.html>

The information provided will be shared with Devon County Council (DCC). For more details see [Devon County Councils Privacy Notice](#)

Please confirm that you give your consent to Dartmoor Multi Academy Trust for using your personal data as outlined in our privacy notice and Devon County Councils privacy notice, by completing the table below.

I give my consent for you to use my personal data as outlined in your privacy notice and <a href="#">Devon County Councils privacy notice</a> .
<b>Signed:</b>
<b>Print name:</b>
<b>Date of consent:</b>

You have the right to withdraw your consent at any time. Should you wish to withdraw consent or exercise any of your rights under the General Data Protection Regulations, please contact [support@gdpr.school](mailto:support@gdpr.school).