

Admissions Policy



Policy Document Status			
Date of Policy Creation	December	Chair of Governors	Gill Stubbs
Adoption of policy by Governing Board	13 December 2023	Executive Headteacher	Denise Garner
Inception of new Policy	14 December 2023	Governor/Staff Member Responsibility	Sara Griffiths
Date of policy review	September 2024	Day Care Manager	Shelley Thursfield

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'Love, Laugh, Learn'

Resourcefulness, Reciprocity (teamwork), Resilience, Reflectiveness

1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school.
- Set out the school's **arrangements for allocating places to the pupils** who apply (see appendix 1)
- Explain **how to appeal** against a decision not to offer your child a place.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by Telford and Wrekin home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- in the care of a local authority, or
- being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- became subject to a child arrangements order, or
- became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by Telford & Wrekin Local Authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Please follow the link to apply for a school place.

www.telford.gov.uk/info/20026/school_admissions/283/school_admission_arrangements

You will receive an offer for a school place directly from Telford and Wrekin local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Please note, pupils attending our school will not transfer automatically to Wrockwardine Wood Church of England Junior School a separate application must be made for a place.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

[Summer born children starting school: advice for parents - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of **70** pupils for entry in Reception with a local authority artificial cap of **60**.

6.2 Oversubscription criteria

This can be found on the Telford and Wrekin school admissions website.

6.3 Children below compulsory school age

Where children below compulsory school age is offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed by Telford & Wrekin Local Authority why admission was refused and given information about the process for hearing appeals.

9. Nursery admissions

The Governing Board is the admission authority for children to its nursery schools, Wrockwardine Wood Infant School Nursery and Oakengates Nursery.

9.1 Wrockwardine Wood Infant School's Maintained Nursery

Wrockwardine Wood Infant School & Nursery has 60 part time or 30 full-time nursery places, available to children aged 3 and 4.

Every 3 and 4-year-old is entitled to 15 hours free nursery education in a nursery class. The school currently offers 15 hours of free nursery education each week. This can be taken as 3 hours per day, 5 days per week, either for 5 mornings or 5 afternoons. There is the expectation that every child will attend all their allocated sessions after the agreed transition period. Nursery places are usually offered to parents for 3 terms across the academic year.

We also offer 30 hours government funded provision for eligible parents of 3- and 4-year-olds with the option of a school meal and childcare for the lunch period. Session time 8:45am-3:15pm 5 days per week. There is an additional cost for the school meal and the childcare at lunchtime. Please see our Charging and Remission Policy on our website.

Children will be able to start at the beginning of the term **after** their third birthday. The school may consider, if admission numbers are low, applications for earlier admission if parents are entitled to nursery funding for two-year olds. The nursery place continues until the end of the summer term prior to the September when the child starts school.

All parents / carers will need to complete an application form which is available from the school office. Completed application forms including any supporting documentation which includes birth certificate of the child needs to be handed in to the school office to confirm this has been seen (appendix 2 or 3)

Any applications received after **May 31 for September** admission, **October 31 for January admission or 31 January for April** admission will be deemed as 'late' and will only be considered after all on-time applications have been considered. The school maintains a waiting list for nursery admissions.

When making an application, parents are invited to express a preference for a morning or afternoon session. In making decisions, Governors are mindful of parental preference but cannot guarantee to meet these preferences in the event of over-subscription.

Once a place is offered the parent must accept or decline the offer within the time frame detailed in the offer letter. Once a family has accepted a place for either a morning or afternoon session, their child will be removed from the waiting list.

Should a family wish to change their allocated session, they must make a new application for a place. This application will be considered by the Governing Board and the admissions criteria will be applied.

There is no link between nursery admissions and admissions into the infant school. There are separate admissions criteria for both, and a separate application will need to be made via Telford & Wrekin Council for entry into the infant school reception class.

If there are more applications than there are places available in the nursery class, then all applications will be considered against the following over-subscription criteria:

1. Any children with Statements / EHCPs for Special Educational Needs, naming the school.
2. Children who are in the care of the local authority or provided with accommodation in that authority in accordance with The Children Act 1989
3. Children within the catchment area of Wrockwardine Wood Infant School **(Appendix 1 Note 1)** starting with oldest children first, then according to distance.
4. Who are eligible for the pupil premium or the service pupil premium whose parent has worked at the school for 2 years or more.
5. **(Appendix 1 Note 2)**
6. Other children starting with oldest children first, then according to distance. If there are insufficient places available for all the children and no distinction can be made between the applicants, a final decision will be made by the Governing Board.

Multiple Births – if there is only one place available and all the relevant over-subscriptions criteria applied and no distinction can be made, then the Governing Board will offer one place to the family and ask them to identify which child will take the place offered.

In this circumstance, the other ‘multiple birth’ children will be placed onto the waiting list and will be given priority for admission should any vacancies occur.

Should a place not be available, a parent may request that his/her child is placed on a waiting list for the nursery class.

The waiting list order of priority is as in the above categories 1-5 and is not based on the length of time on the waiting list, except in the case of multiple births (see above). There is no statutory right of appeal against the refusal of a place in the nursery class.

Parents who wish to challenge the decision of the Governing Board should write to the Chair of the Governing Board. The Governing Board will consider all challenges at their next termly meeting and the Clerk will respond in writing on their behalf.

Parents should note that all decisions regarding admissions remain the responsibility of the Governing Board and are not delegated to the Executive Headteacher or other members of staff.

Visits to the Nursery are warmly welcomed; interested parents should contact the school to make an appointment. Once a child has been allocated a place a home visit will be arranged with the parents.

Two-year-old children eligible for early education funding

We also offer free childcare places to 2-year-olds who are eligible for early education funding. We will follow our criteria for 3- and 4-year-old but in addition we will consider the following when offering places to children who are two-year-old.

- Offer places to children of an appropriate age to fill the vacancy to ensure a balance of places across the age range.
- 2-year-old children receiving early education funding to be prioritised under exceptional need criteria when allocating nursery places for 3-year-olds.

Annual reviews of admission for 2-year-olds will take place to respond to the changing needs of the community. The Governing Board will make any changes clear to parents when this policy is reviewed annually.

9.2 Oakengates Maintained Nursery School

Preschool has 60 part time or 30 full-time nursery places, available to children aged 3 and 4 years old. The admission criteria are the same as the school's-maintained nursery (see above).

The nursery also offers full day care facilities which includes a baby room which can accommodate 12 babies. Admissions are based on a first come first served basis. Each application will be carefully considered to ensure the nursery can meet the requirements for the child e.g., term time, full year contract.

The procedure for day care applications takes 10 working days and is set out below:

1. The parent completes an initial application form which can be collected from the office, this enables the nursery to be clear about the childcare requirements (appendix 2)
2. Availability of sessions requested is checked to ensure they can be accommodated.
3. If there are several applications for the same place this will be passed to the Admissions team (Executive Headteacher, Day Care Manager and School Business Manager) to review.
4. If a place is allocated parents are informed and asked to complete a registration form.
5. If a place cannot be allocated the parent will be asked if they wish to be put onto our waiting list **until a space becomes available for their chosen sessions.**

For admission criteria for the toddler room which can accommodate up to 24 two-year-olds please see section 9.1 Two-year-old children eligible for early education funding

Day Care

Parent complete an application form indicating sessions required, the date they want the place to start and whether term time or full year.

On receipt of the application form parents will be informed of the date of the next admissions meeting which is when their application will be considered.

Parents will be informed of the panel's decision by telephone and confirmed in writing within 5 working days after the meeting has been held.

10. Monitoring arrangements

This policy will be reviewed and approved by the Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

APPENDIX 1

Note 1

The home address is the child's normal home address at the time of the application being considered for a place. The Governing Board reserves the right to verify the address given if there is any doubt. Evidence would normally be the most recent Council Tax bill, parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.


Note 2

Members of staff are those staff who:

- a) are employed permanently and directly by the Governing Board and have been for at least two years at the time the application is made, or
- b) staff employed for 15 hours or more a week by contractors appointed by the Governing Board and work solely on the school site and have done so for at least two years or
- c) Any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment method

Application and Admission Forms

Wrockwardine Wood Application Form



Application Form

Name of Child:		Date of Birth:	
Name(s) and address(es) of parents making this application			
Name:		Name:	
Address:		Address:	
Post Code:		Post Code:	
Home Telephone:		Home Telephone:	
Mobile Telephone:		Mobile Telephone:	
Email address:		Email address:	

Please insert the date you would like your child to start attending nursery	Day	Month	Year

Does your child have any special or medical needs (Please tick)	Yes	No	If 'Yes', please add further information here.

Session Required (Please tick)			
15 hour funded sessions			
Mornings 8:45am to 11:45am Monday to Friday		Afternoon 12:15pm to 3:15pm Monday to Friday	
30 hour funded sessions			
Mornings 8:45am to 11:45am Monday to Friday		Afternoon 12:15pm to 3:15pm Monday to Friday	
Please note for 30-hour places there are lunch charges for childcare and a hot meal between 11:45am-12:15pm			
Nursery rising 3's (Talking Twos)	CODE		
Nursery 30 hours	CODE		

Signature of Parent/Guardian:		Date:	
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FOR OFFICE USE ONLY

Date application received		Date place Offered		Induction dates	
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Wrockwardine Wood Admission Form



Admission Form

Why are we collecting personal data belonging to you and your child and what will we do with it?

We are collecting personal data belonging to you and your child to enable us to register your child with the school in compliance with a legal requirement under the Education (Pupil Registration) (England) Regulations.

Personal information belonging to you and your child will be processed in accordance with the requirements of the Data Protection Act 2018 and will only be shared with third parties where we are required or allowed to do so by law. Please note that minimal amounts of personal data will be securely shared with Trafford & Wrekin Local Authority and the Department for Education in compliance with the regulations stated above.

Please view the privacy notice on our website <http://www.wrockwardinewoodinfant.org.uk/> to learn more about which personal data the school collects, why it is collected, and with whom it may be shared.

*Please note it is the parent/guardian's responsibility to notify the school or nursery immediately if any of the information on this admission form changes.

Childs Information

Child's First Name	
Child's Legal Surname	
Child's Chosen Name	
Child's Date of Birth*	
Gender	
Please bring your child's birth certificate to the office so that we can confirm date of birth.	
Date checked:	
Childs Home Address	
Post Code	

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Is your child adopted from care?	Yes	No
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Country of Birth		Date of UK Arrival of born outside UK			
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What is your child's ethnic origin - please tick applicable box below:

Asian (ABR)	White British (WBC)	Other Pakistani (OPK)	Chinese (CHN)
Iran (IRN)	White British Other (WBO)	English (ENR)	Japanese (JPN)
Number of first language (NFLT)	White & Asian (WAB)	Any Other Asian Background (AOA)	Korean (KOR)
White European (WEUR)	Any Other White Background (AOW)	Caribbean (CAR)	Religious (REL)
Black/Asian (BAC)	Other (ANC)	African (AFR)	Do not record if ethnic code (NRET)
Any Other White Background (AOWB)	Unborn Pakistani (UPAK)	Any Other Black Background (OBB)	

What is your child's religion - please tick applicable box below:

Anglican	Christian	Other Christian	Lutheran	Roman Catholic	No Religion
Other	Other	Other	Other	Other	Other
Other	Other	Other	Other	Other	Other

What is your child's First/Initial Language? Please tick applicable box below: This is the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community.

Asian (ABR)	English	Other	Other	Other	Other	Other
Other	Other	Other	Other	Other	Other	Other

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What is your child's Level of Spoken English? Please tick applicable box below

Fluent	Competent	Not competent
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Previous school / nursery details:

Name of School	Phone Number
Address	

Parents/Family Information

Mother/Guardian	Father/Guardian
Step-parent - Yes/No	Step-parent - Yes/No
Parental/step Responsibility - Yes/No	Parental/step Responsibility - Yes/No

Access to Childs School Information - Please Tick Below:

Mother/Guardian	Father/Guardian
Contact Information	Contact Information
Pupil Report	Pupil Report
School Letters/Newsletters	School Letters/Newsletters
Parent Consultation Meeting	Parent Consultation Meeting

Who else lives in the family home e.g. stepparent, partner, brothers, sisters?

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Contact Details for Mother/Guardian:

Address (if different from above)	
Home Telephone	Mobile Telephone
Place of Work	Work Telephone
Email Address	

Contact Details for Father/Guardian:

Address (if different from above)	
Home Telephone	Mobile Telephone
Place of Work	Work Telephone
Email Address	

Please indicate if either mother or father works in the British Armed Forces:

Mother	Yes	No	Father	Yes	No
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Please indicate if you meet one of the following criteria:

Income Support	Job Seekers Allowance	Employment and Support Allowance
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If you are in receipt of any of the above your child may be entitled to additional funding called a Pupil Premium Grant (PPG). This is additional funding to help with their education and wellbeing. Please complete the eligibility form included in your pack.

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Please detail below if there are any custody arrangements the school needs to be aware of: e.g. does your child live with one parent, are you the child's legal guardian, any legal access arrangements, etc. Please supply a copy of the legal documents relating to these arrangements e.g. Special Guardianship Order (SGO), Prohibited Steps Order

Additional Emergency Contact Information	
Mr, Mrs, Miss, Ms, Name	Last Name
Relationship to child	
Contact phone number if different from above	
Email Address	

Mr, Mrs, Miss, Ms, Name	Last Name
Relationship to child	
Contact phone number if different from above	
Email Address	

Name of Doctor	Tel. No.
Address	

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Does your child have any medical conditions, allergies or take regular medication?

Yes	No
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If yes, please specify allergy, medication, or medical condition:

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N.B. We will also ask you to complete an Individual Health Care Plan for your child.

Does your child have asthma?

Yes	No
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If yes, please specify medication taken:

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N.B. We will also ask you to complete an Individual Health Care Plan for your child.

Does your child have any dietary requirements for religious purposes?

Yes	No
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If yes, please specify e.g. Halal

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Please tick to confirm whether your child has any Special Needs and has been referred to any specialist services e.g., hearing, sight (sensory inclusion service), Early Help services, Princess Royal Hospital assessment group, Steppingsones

Special Educational Need	Yes	No	Please give details of services involved
Communication and interaction e.g. Speech Difficulties, Autism			
Cognition and learning e.g. dyslexia			
Social, emotional, and mental health e.g. ASD, ADHD			
Sensory and/or physical needs e.g. Visual or hearing impairment			

Disability Living Allowance (DLA)

Are you in receipt of Disability Living Allowance (DLA)	Yes	No
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Has your child had the following immunisations:

Immunisation	Yes	No
Polio and Hib (PV7/8)		
MMCV (Measles, Mumps, Rubella) (MMR)		
MMCV (Measles, Mumps, Rubella) (MMR)		
Influenza		

Please tick if you receive support from the following agencies:

Service	Yes	No	Details (e.g. name of support/social worker)
Family Connect			
Health Visitor			
Early Help, Strengthening Family Worker			
Social Services			

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Multi Consent Form

Consent for: Please insert child's name

Please indicate whether you have given your consent in each case by ticking the box on the right-hand side against each statement below. Please then sign and date this form on the last page.

If in future, you wish to remove your consent for any of the actions below you can do so by contacting the school office on 01952 337360.

Use of name/image (including photographs and video recordings)

I give my permission for my child's name to be used on the school website, printed publications, and media which could be viewed by external parties and potentially worldwide	YES	NO
Image to be used on the school/nursery website and/or media e.g. celebration assembly, newsletter		
Image to be used within school, e.g. on schoolbooks, nursery and reception assessment profiles, wall displays, etc.		
Image to be used in printed school publications e.g. policies, promotions, and reports		
Image to be taken and used for miscellaneous circulation, e.g. images taken at school events for displays and to share with visitors		
Image to be displayed in non-public positions (staff room, school office, etc.) if child has a medical condition or allergy to inform staff		
Please note that the school will never publish an individual photograph of a child with their name to avoid identification.		

Medical matters

I give my permission for my child:	YES	NO
To be given first aid by a trained member of staff during any on-site or off-site activity		
To be given medication, by a trained member of staff e.g. prescribed medication, paracetamol, and/or plasters/bandages where required.		
To use anti-bacterial hand gel if required on educational visits.		

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Emergency Medication and equipment which can be accessed by the school and nursery in an emergency. Please complete a separate salbutamol permit form

Emergency Epilepsy Medication	ADDITIONAL INFORMATION FROM THE EMERGENCY SERVICES
Salbutamol Inhaler	PERMISSION TO USE
Emergency Epilepsy Medication	PERMISSION TO USE

If your child requires emergency/life-saving medical treatment, trained school staff will liaise with the emergency services to ensure treatment can be given. We will make every effort to obtain your agreement for this prior to any arrangements being actioned.

If you have any concerns about this, please detail them below:

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Educational Visits

I give my permission for my child:	YES	NO
To attend educational visits in the local area e.g. sporting events, the library, local shops		
To attend educational visits on a coach further away e.g. Ironbridge, Chester Zoo.		

Parents will be asked to sign a separate permission slip and provide up to date contact details for residential or higher risk Educational Visits. The school and nursery follow Trafford and Wrekin Educational Visits policy and guidance. Parents will be asked to accompany nursery age children if they can.

All actions will be taken in accordance with the school/nursery's duty of care under 'Keeping Children Safe in Education' (KCSIE) which is reviewed each year.

Parent/Carer Signature:
Parent/Carer Print Name:
Date:

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Oakengates Nursery Application Form



Application Form

If you would like to register your child for a place at the nursery, please fill out the form below to start the process. Once the form has been submitted, we will be in touch to confirm availability of sessions requested.

Name Of Child:		Date Of Birth:	
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Name(s) and address(es) of parents making this application	
Name:	Name:
Address:	Address:
Post Code:	Post Code:
Home Telephone:	Home Telephone:
Mobile Telephone:	Mobile Telephone:
Email address:	Email address:

We would like my/our child to start attending these sessions from: (insert date)	
Does your child have any specific medical or other needs e.g., SEND which will need to be considered? Please tick	Yes No
If 'Yes', please add further information here.	

Daycare Baby Room Sessions (Non-Funded)					
We would like my/our child to attend the following sessions. (Please tick the appropriate boxes)					
Session	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day	7:30am – 6:00pm				
Short Day	8:30am – 3:30pm				
Full Morning	7:30am – 12:30pm				
Full afternoon	12:30pm – 6:00pm				
Term Time Only (✓)		Full Year (✓)			

Daycare Toddler Room Sessions (Non-Funded)					
We would like my/our child to attend the following sessions. (Please tick the appropriate boxes)					
Session	Monday	Tuesday	Wednesday	Thursday	Friday
Full Day	7:30am – 6:00pm				
Short Day	8:45am – 3:30pm				
Full Morning	7:30am – 12:30pm				
Full afternoon	12:25pm – 6:00pm				
Term Time Only (✓)		Full Year (✓)			



Pre-School and Toddler Sessions (Funded term-time only)					
We would like my/our child to attend the following sessions. (Please tick the appropriate boxes)					
Session	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (Funded)	8:45am – 11:45am				
Afternoon (Funded)	12:30pm – 3:30pm				
Breakfast (Payable)	7:30am – 8:45am				
Lunch (Payable)	11:45am – 12:30pm				
Tea (Payable)	3:30pm – 6:00pm				

We reserve the right to change session times and charges, these changes would follow a consultation period. You will be given one month's notice of any changes. Should you no longer require a place, please ensure you give a month's notice, as stated in your contract.

Toddlers Talking Two's Code	
Pre School 30 Hour (Please tick)	Term Time Stretched Code

Signature of Parent/Guardian:	Date:
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FOR OFFICE USE ONLY	
APPLICATION RECEIVED	
PLACE OFFERED	
INDUCTION DATES ARRANGED	

Oakengates Nursery Admission Form



Admission Form

Why are we collecting personal data belonging to you and your child, and what will we do with it?

We are collecting personal data belonging to you and your child to enable us to register your child with the school in compliance with a legal requirement under the Education (Pupil Registration) (England) Regulations.

Personal information belonging to you and your child will be processed in accordance with the requirements of the Data Protection Act 2018 and will only be shared with third parties where we are required or allowed to do so in law. Please note that minimal amounts of personal data will be securely shared with Telford & Wrekin Local Authority and the Department for Education in compliance with the regulations stated above.

Please view the privacy notice on our website www.oakengatesnurseryschool.co.uk to learn more about what personal data the school collects, why it is collected, and with whom it may be shared.

*Please note it is the responsibility of parents/guardians to notify the school or nursery immediately if any of the information on this admission form should change.

Child's Information

Child's First Name

Child's Legal Surname

Child's Chosen Name

Child's Date of Birth* Gender

*Please bring your child's birth certificate to the office so that we can confirm date of birth.

Child's Home Address

Post Code

Is your son/daughter adopted from care? – Yes or No

Country of Birth Date of UK Arrival (if from outside UK)

What is your child's ethnic origin? Please tick applicable box below:

White (UK)	White (EU)	White (Other)	Black (African)	Black (Caribbean)	Black (Other)	Chinese	Other
White (Irish)	White (Asian)	White (Other)	Black (Asian)	Black (Other)	Black (Other)	Chinese	Other
White (Other)	White (Asian)	White (Other)	Black (Asian)	Black (Other)	Black (Other)	Chinese	Other
White (Other)	White (Asian)	White (Other)	Black (Asian)	Black (Other)	Black (Other)	Chinese	Other

What is your child's religion? Please tick applicable box below:

None	Other	Other	Other	Other	Other	Other	Other
None	Other	Other	Other	Other	Other	Other	Other
None	Other	Other	Other	Other	Other	Other	Other
None	Other	Other	Other	Other	Other	Other	Other

What is your child's first/initial language? This is the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community.

Please tick applicable box below:

None	Other	Other	Other	Other	Other	Other	Other
None	Other	Other	Other	Other	Other	Other	Other
None	Other	Other	Other	Other	Other	Other	Other
None	Other	Other	Other	Other	Other	Other	Other

What is your child's level of spoken English? Please tick applicable box below:

Fluent Competent Not fluent

Previous school/settings details:

Name of School Phone Number

Address

Parental/Family Information

Mother/Guardian Father/Guardian

Step-parent – Yes/No Step-parent – Yes/No

Parental/Carer Responsibility – Yes/No Parental/Carer Responsibility – Yes/No

Access to Child's Nursery School Information – Please Tick Below:

Parental/Carer	Parental/Carer
Parental/Carer	Parental/Carer
Parental/Carer	Parental/Carer
Parental/Carer	Parental/Carer

Who else lives in the family home e.g. step-parent, partner, brothers, sisters?

Contact Details for Mother/Guardian:

Address (if different from above)

Home Telephone Work Telephone

Mobile Telephone

Email Address

Contact Details for Father/Guardian:

Address (if different from above)

Home Telephone Work Telephone

Mobile Telephone

Email Address

Please indicate if either mother or father works in the British Armed Forces:

Mother Yes No Father Yes No

Please indicate if you meet one of the following criteria:

Income support Job seekers allowance Employment and support allowance

If you are in receipt of any of the above your child may be entitled to additional funding called Talking 2's. Please apply through the Telford and Wrekin Talking 2's parent portal.

If you are in receipt of any of the above your child may be entitled to additional funding called Early Years Pupil Premium grant. This is additional funding to help with your child's education and wellbeing. Please complete the eligibility form in your pack.

Please detail below if there are any custody issues that we need to be aware of, e.g. does your child only live with one parent, are you the child's legal guardian, any legal access arrangements, etc. Please supply a copy of the legal documents relating to these arrangements, e.g. Special Guardian Order, Prohibited Steps Order.

Additional Emergency Contact Information

Mr, Mrs, Miss, Name First Name Last Name

Relationship to child

Contact phone number if different from above

Email Address

PLEASE PROVIDE A PASSWORD if you are unable to collect your child, we will require a password from the nominated person to collect them. To safeguard your child we will be unable to release them to the care of others without notification from you and the password.

PASSWORD that a responsible person will use when collecting your child

Contact Doctor

Name of Doctor Tel. No.

Address

Does your child have any medical conditions, allergies or take regular medication?

Yes No

If yes, please specify allergy, medication, or medical condition.

Does your child have asthma?

Yes No

If yes, please specify medication taken.

Does your child have any dietary requirements for religious purposes?

Yes No

If yes, please specify e.g. halal meat

Please tick to confirm if your child has any Special Educational Need and if they been referred to any specialist services e.g. hearing, sight, sensory inclusion services) Early Help services, Princess Royal Hospital assessment group, Steppingstones.

Special Educational Need

Communication and interaction (e.g. Speech Difficulties, Autism)	Yes	No	Please give details of services involved.
Cognition and learning (e.g. dyslexia)			
Social, emotional and mental health (e.g. ASD, ADHD)			
Sensory and/or physical needs (e.g. Visual or hearing impairment)			

Disability Living Allowance

Are you in receipt of Disability Living Allowance (DLA) Yes No

Please confirm that your child has received the following immunisations:

MM2 (Measles, Mumps, Rubella)	Yes	No
MM3 (Measles, Mumps, Rubella, Pertussis)		
MM4 (Measles, Mumps, Rubella, Pertussis, Polio and Hib)		
MM5 (Measles, Mumps, Rubella, Pertussis, Polio and Hib)		
MM6 (Measles, Mumps, Rubella, Pertussis, Polio and Hib)		
MM7 (Measles, Mumps, Rubella, Pertussis, Polio and Hib)		
MM8 (Measles, Mumps, Rubella, Pertussis, Polio and Hib)		
MM9 (Measles, Mumps, Rubella, Pertussis, Polio and Hib)		

Please tick if you receive support from the following agencies.

Service	Yes	No	Details (e.g. name of support/social worker)
Family Connect			
Health Visitor			
Early Help			
Strengthening Families			
Social Services			

Multi Consent Form

Consent for: Please insert child's name

Please indicate whether you have given your consent in each case by ticking the box on the right-hand side against each statement below. Please then sign and date this form on the last page.

If in future, you wish to remove your consent for any of the actions below you can do so by contacting the school office (01925 337316)

I give my permission for my child's:

Names to be used on the school website, printed publications, and media (this could be viewed by external parties and potentially worldwide)	YES	NO
Images to be used on school website and/or media (e.g. newsletter)		
Images to be used within school, e.g. in schoolbooks, nursery assessment profiles, wall displays.		
Images to be used in printed school publications, e.g. policy, promotions, and reports.		
Images to be taken and used for miscellaneous circulation, e.g. images taken at school events for display and to share with visitors.		
Images to be displayed in non-public positions (staff room, school office, etc.) if child has a medical condition/allergy to inform staff.		
Please note that the school will never publish an individual photograph of a child with their name to avoid identification.		

Medical matters

I give my permission for my child:

To be given first aid by a trained member of staff during any on-site or off-site activity.	YES	NO
To be given medication by a trained member of staff, e.g. prescribed medication, paracetamol, and/or plaster/bandages where required.		
To use anti-bacterial hand gel if required on educational visits.		

Emergency Medication and equipment which can be accessed by the school and nursery in an emergency.

Emergency Inhaler I give my permission for my child to use their inhaler at school.

Emergency Epipen Administered with authorisation from the Emergency Services

Defibrillator Resuscitation First Aider (RFA) has been trained on its use.

If your child requires emergency or life-saving medical treatment, trained school staff will liaise with emergency services to ensure treatment can be given. We will make every effort to obtain your agreement for this prior to any arrangements being actioned.

If you have any concerns about this please detail below:

Educational Visits

I give my permission for my child:

To attend Educational Visits in the local area (e.g. the library, local shops)	YES	NO
To attend Educational Visits on a coach further away (e.g. Severn Valley Railway)		
Parents will be asked to sign a separate permission slip and provide up to date contact details for higher risk Educational Visits. Parents will be asked to accompany nursery age children if they can. The school and nursery follow Telford and Wrekin's Educational Visits policy and guidance.		

All actions will be taken in accordance with the school's duty of care under 'Keeping Children Safe in Education' (KSCE) which is reviewed each year.

Parent/Carer Signature:

Parent/Carer Print Name:

Date: