

BENTFIELD PRIMARY SCHOOL – NURSERY APPLICATION FORM

We must have sight of a copy of your child's birth certificate before we can agree a place at our nursery.

Office use	Birth cert number	initials	Date seen

CHILD'S SURNAME			
CHILD'S FORENAME(S)			
DATE OF BIRTH		GENDER	
CHILD ADOPTED?		CHILD LOOKED AFTER?	

HOME ADDRESS *(This must be the child's normal place of residence)*

POSTCODE		HOME TELEPHONE NUMBER	
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MOTHER'S INFORMATION

FULL NAME		Parental Responsibility?	
ADDRESS <i>(if different from above)</i>			
Mobile number		Email address	

FATHER'S INFORMATION

FULL NAME		Parental Responsibility?	
ADDRESS <i>(if different from above)</i>			
Mobile number		Email address	

PARTNER / STEP PARENT NAME DETAILS (if applicable)

PARENTAL RESPONSIBILITY?

OTHER EMERGENCY CONTACT NUMBERS *(please list other contacts who can be called after Parent/Carers)*

Name	Daytime and mobile numbers	Relationship to child

What language(s) does your child speak at home?

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OTHER RELEVANT INFORMATION (please give any relevant medical details, special diet, special educational needs etc.)

(If you require our school or kitchen to provide food to your child, any special dietary requirements will need to be applied for on the Hertfordshire Catering Allergy website - <https://specialmenu.hcl.co.uk/>)

Please tick under which criterion you are applying for a nursery place:**30 hours of Free Early Education****Monday, Tuesday, Wednesday, Thursday, Friday – starting at 8:45am to 3:15pm**

The Nursery day finishes at 3:15pm which is ½ hour more than the 6 hours free education entitlement for the day – this half hour is chargeable (2½ hours for the whole week) please contact the school office for current hourly charges

<https://www.childcarechoices.gov.uk>

Part time place: 15 hours*Monday to Friday - 8:45am – 11:45am OR Monday to Friday – 12:15pm - 3:15pm**

*<https://www.essex.gov.uk/Education-Schools/Early-Years-Childcare/Help%20for%20childcare/Pages/Early-Years-Pupil-Premium.aspx>

***Please note although we will endeavour to accommodate requested preferences this may not always be possible**

I wish to apply for a place at Bentfield Primary School Nursery and I have indicated the criterion under which I am applying for that place. I certify that I am the person with parental responsibility for the child named in this application and that the information given is true to the best of my knowledge and belief.

I understand that I give any false or deliberately misleading information on the form and/or supporting documents this may lead to withdrawal of a Nursery school place for my child. I understand that the school reserves the right to amend its Nursery provision.

I understand that completing this application form does not guarantee a place.

Signature of Parent/Carer:**Date:**

****Please complete the ethnicity & photo permissions forms on the next pages**

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White

- ☐ British
☐ Irish
☐ Traveller of Irish Heritage
☐ Gypsy /Roma

Any other white background

- ☐ Albanian (excluding Kosovan)
☐ Italian
☐ Turkish / Turkish Cypriot
☐ White Eastern European
 (Including Bulgarian, Czech, Latvian, Lithuanian, Polish, Romanian, Russian, Slovak, Ukrainian)
☐ White Western European
 (including French, German, Spanish, Portuguese, Scandinavian)
☐ White other (not included in the categories above)

Black or Black British

- ☐ Caribbean
 (including Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Jamaica, St Kitts and Nevis, St Lucia, St Vincent and Grenadines, Trinidad and Tobago)
☐ African
☐ Nigerian
☐ Other Black African
 (including Angola, Black South African, Ethiopian, Ghanaian, Rwandan, Sierra Leonean, Somali, Sudanese, Ugandan, Zimbabwean)
☐ Any Other Black background
 (other pupils of Black background not included in the categories above including Black Canadian, Black European, Black North American.

Mixed/dual background

- ☐ White and Black Caribbean
☐ White and Black African
☐ White and Asian
 (including White and Bangladeshi, White and Pakistani, White and any other Asian background)
Any other mixed background
☐ White and any other ethnic group
☐ Other mixed background
 (other mixed race pupils not represented in the categories above, including Asian and Black, Asian and Chinese, Asian and other ethnic group, Black and Chinese, Black and other ethnic group, Chinese and other ethnic group.

Asian or Asian British

- ☐ Indian
☐ Pakistani
 (including Mirpuri Pakistani and other Pakistani)
☐ Bangladeshi

Any other Asian background

- ☐ Nepali
☐ Other Asian
 (other Asian pupils not represented in the categories above, including East African Asian, Kashmiri, Sinhalese, South African Asian, Sri Lankan, Tamil)

Chinese

- ☐ Hong Kong Chinese
☐ Other Chinese
 (other Chinese pupils not represented in the category including Malaysian Chinese, Singaporean Chinese, Taiwanese)

Any other ethnic background

- ☐ Afghanistan
☐ Filipino
☐ Thai
☐ Any other ethnic group not represented in the categories above including Palestinian, Kuwaiti, Jordanian, Saudi Arabian, Egyptian, Iranian, Iraqi, Japanese, Korean, Kurdish (from Iraq, Iran, Turkey), Central American, South American, Cuban, Belize, Lebanese, Malaysian (other than Malaysian Chinese), Moroccan, Polynesian, Fijian, Tongan, Samoan, Tahitian, Yemeni.

☐ I do not wish an ethnic background category to be recorded

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Photograph and filming consent

Name of child:	
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Occasionally, we may take photographs of or film the children at our school. We use these images as part of our school displays, in school based or other printed publications, on our website and sometimes on social media.

If we use photographs or film clips of individuals or groups of pupils, we will not use the name of the child/ren in the accompanying text or caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

Records of Achievement are used to celebrate your child's progress throughout school. Photographs or film clips of individuals, groups or classes of children may appear in these records. Photographs and film clips in our Early Years assessment in our Nursery and Reception class form a crucial part to record your child's progress through the Foundation stage.

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on websites or in our school newsletter.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any film recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

Please choose your answer

I give permission for my child's image or a film clip which they are part of to be used within school for display purposes or to form part of my child's record e.g. photo to use in a birthday display in class etc.	
I give my permission for my child's image or a film clip which they are part of to be used in Tapestry/Learning Journeys/Records of Achievements belonging to other children e.g. a group of children will have a photo taken to demonstrate a learning goal – this would be shared only with the parents of that group of children using the Tapestry website where each parent has their own login to view pictures or film clips that involve their child	
I give permission for my child's image or film clip to be used on our school website e.g. Newsletter; School Performances; School Visits; Sports Day etc.	
I give permission for my child's photo or a film clip to appear in the published media or associated external websites e.g. Local or National Newspapers and their websites	
I give permission for my child's image or film clip to be used on Social Media associated with the school e.g. the school's YouTube channel or the school's Facebook page etc.	
I give permission for my child to have a group school photograph taken. I understand this printed/digital photograph can be purchased & viewed by other parents	

I have read and understood the conditions of use below.

Parent/guardian signature: _____ Date: _____ Print name: _____

Conditions of use

- This form is valid from the date you sign it. You do have the right to amend your decisions. This must be done in writing to the school by email or by letter
- We will not re-use any photographs or recordings a year after your child leaves this school
- Historic photographs will remain on our school website
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or film clip, on our website or in any of our other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption
- If we name a pupil in the text, we will not use an individual photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or film clips with very general labels, such as 'a science lesson' or 'sporting events.'
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.

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