

Woodseaves CE Primary Academy
Nursery Provision Admissions
Dicky's Lane
Woodseaves
ST20 0LB



Admission Pack

Please complete all pages and return, together with a copy of your child's Full Birth Certificate.

Please return completed admission packs to:

Laura Steele
Woodseaves CofE Primary Academy
Dicky's Lane
Woodseaves
Staffordshire
ST20 0LB

Please be aware that attendance in the nursery provision does not automatically guarantee your child a place at Woodseaves CofE Primary Academy. You must apply for their Reception place in accordance with the Staffordshire County Council School Admission Procedure.

In accordance with the General Data Protection Regulation Act 2018 (GDPR), all documentation, provided by yourselves will be held for a maximum time of 21 years and 3 months, after which your personal documentation will be disposed of, in accordance with the GDPR guidelines.

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Admission Pack Contents

Your admission pack contains the following, which must be completed and returned prior to your child starting Woodseaves CofE Primary Academy. Please check that you have completed and included all forms and return slips together with this page.

It is essential that we have a copy of your child's Birth Certificate before your child starts

- Sessions Timings
- Woodseaves CofE Primary Academy Requirements
- Application form – child's details
- Parent's details
- Emergency contact details & Security password
- Health information
- Requested sessions
- Partnership setting information
- Permissions
- Parental Permissions
- Home school agreement

I acknowledge all of the above, and understand that all school policy documents are available to me at any time on Woodseaves CofE Primary Academy website under the category 'parents'

Child's Name:

Signed:

Parent/Carer

Please print name:

Date:

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Session Times and Prices

Monday to Friday during term time only

Mornings: 8.45am – 11.45am (3 hours - £15.00)

Lunchtime period: 11.45am – 12.20pm (£3.00)

Afternoons: 12.20pm – 3.20pm (3 hours - £15.00)

All day: 8.45am – 3.20pm (£33.00)

Hourly charge: (£5.00)

Cost of lunchtime meal (£2.83)
(Lunches are purchased through the school catering service)

Late Collections will be charged at
£5 up to 30 mins for first non collection
£10 for over 30 mins of non collection
£10 for any repeat non collections.
If nappies/wipes are not provided, parents will be billed separately.

All 3-4 years olds in England are eligible for National Education Funding (NEF), entitling each child to 570 hours education per year. At Woodseaves, funding can be used as 15 hours per week over 38 weeks of the year.

In addition your child may be eligible for a further 15 hours of Government Educational Funding.

For information on all of the above funding options please visit www.childcarechoices.gov.uk

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Woodseaves CofE Nursery Booking Requirements

1. Fees must be paid by the 1st of each month, one month in advance via Parent-Pay. Fees are based on the sessions booked, not on sessions attended.
2. Arrangements must be made for the punctual arrival and collection of children.
3. All possessions must be named.
4. We will support the toilet training of children, parents/carers of children must provide disposable nappies, wipes, etc.
5. One month's notice is required prior to leaving – if under school age.
6. Woodseaves CE Primary Academy can take no responsibility for damaged clothing caused by activities (e.g. paint, glue) children are required to wear the school uniform <https://www.woodseaves.staffs.sch.uk/uniform>
7. Children require soft pumps and spare clothes, to be kept in a bag.
8. Our School is a nut free environment and therefore no nuts or nut derivatives are allowed in the building.
9. Children are welcome from 3 years of age.
10. A copy of the child's full birth certificate must be submitted before starting date.
11. Parents must complete and return all admission and permission forms signed before child's starting date.
12. Parent/carers must inform the school of their child's absence daily by telephone or email to the school office. This is working in partnership with yourself, to ensure that your child is safe at all times.
13. All parents/carers must agree to abide by the policies and procedures of Woodseaves CofE Primary Academy
14. All lunch requests, notification of existing injuries, general messages and enquires must be sent to the main school office email. woodseavesoffice@stbartsmat.co.uk or by telephone 01785 284 212

Signed

Name

Dated

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Application Form

Child's full name:

Child's preferred Name (by which he/she is known).....

Child's date of birth:

Address (including post code):

.....

.....

Child's gender: Male / Female

Please indicate your child's ethnicity:

White - British

Black - British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any other white background

Other

Mixed – White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

Other

Child's first language:

Child's religion:

Parents/ Carers Details

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Parent one name:.....

Relationship to child..... Parental responsibility Yes/No

Parent one address:

.....

Tel No: Mobile Tel No:

Email address:.....

Occupation:

Place of work & telephone no:

Date of Birth: National Insurance No:

Parent two Name:

Relationship to child..... Parental responsibility Yes/No

Parent two address (If different to above):.....

.....

Tel No:

Email address:.....

Tel No:

Occupation:

Place of work & telephone no:

Date of Birth: National Insurance No:

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Emergency contact details

If your child needs to go home, parents/carers will be contacted in the first instance. However, in the event that we cannot contact either parent can you please provide details of 3 additional adults who we can contact in an emergency.

1st Emergency contact name:

Relationship to child:.....

Telephone no:

Mobile no:.....

2nd Emergency contact name:

Relationship to child:.....

Telephone No:

Mobile no:.....

3rd Emergency contact name:

Relationship to child:.....

Telephone no:.....

Mobile no:.....

Security password

If your child is being collected by someone other than yourself please let us know who will be coming, and provide them with the password noted above. We will not release your child without this for safety reasons. If there is a regular person who will be collecting your child, please email into the office with your written consent.

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Health information

Child's name:

Child's Doctor:.....

Address.....

.....

Tel No:

Does your child suffer with any special diet, allergies, health problems, etc.: Yes/No
If yes, please indicate below;

.....

Will your child need to take regular medication (eg Inhaler for asthma) Y / N
If yes, please collect a medication form to complete from the school office, before your child starts.

Is your child up to date with the relevant vaccines for their age? Y / N
We are asking for this information so that we can manage any risks to your own child or other children/staff/parents in the best way possible. This does not have an impact on your child's place.

Health Visitor's name & address:

.....

...

.....

...

Tel No:.....

Has your child had their Two Year Progress Check? Yes/No If yes, please enclose a copy.

Do you give permission for the school to administer first aid, including the use of medical wipes? Y/N

Do you give permission for the school to contact the doctor/emergency services in an emergency? Y/N

Do you give your consent for a member of staff to apply suncream to your child throughout the day, to enable them to go outside? Y/N

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Requested Sessions

Child's name:

Woodseaves CofE Primary Academy Nursery Provision

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am – 11.45am (3 hours)					
11.45am – 12.20pm (0.70 hours)					
12.20pm – 3.20pm (3 Hours)					
Total hours					

(Please tick preferred days and times)

My child is entitled to:

NEF funding (15 hours)	
DERN (additional 15 hours)	
None of the above	

Department of Education Reference Number (DERN)

Start date:

Proposed Start date

Does your child attend another setting? Yes/No

Partnership setting

How many hours does your child attend this setting?

Is your partnership setting funded by: NEF? Yes/No

DERN Yes/No

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Working in Partnership with another setting

Does your child attend another setting: YES / NO

If YES:-

Name of Partnership Setting:.....

Manager's Name:.....

Key person's Name:

Address of Partnership Setting:.....

.....

Telephone No:.....

Start Date at Partnership Setting:

Days your child attends:

I agree to my child's key person contacting their Partnership Setting key person.

Child's Name:

Signed :.....

Parent/Carer

Please print name:

Date:



Any Other Permissions

It is your responsibility to let us know if you want to withdraw or change your consent at any time.

- **Learning Journey Photographs**

Learning Journey's are used to showcase your child's development whilst they are with us a Woodseaves CofE Primary Academy. In these journals we use photos, of the children completing and showing off their work. There maybe times when your child is in group photo which will be used in other children's books as well as their own. We will also use these photos on display within the school. Alongside photos, we will also take videos that will be included in your child's digital portfolio. These are not photos or videos for use in the public domain, unless separate permission has been given.

- **Photograph and Video consent**

This is a separate consent to allow us to include photos/videos of your child on different domains such as; social media, YouTube, the school website and weekly newsletters. This is so that we can update parents as to what we get up to during the week showing the broad spectrum of activities that the children get involved in. Some are on the public domain, however we do use applications that are specifically designed for schools and parents such as ClassDojo and seesaw. You are able to consent to individual platforms to enable you flexibility to your wishes.

- **Local Educational Visits**

To enhance and broaden your child's school experience and education, we like to take their learning outside of the classroom. For visits that take us outside of Woodseaves we will issue separate consent forms. However, for some of our visits we use the local village. As these can be planned at short notice due to weather conditions, we ask that you give your consent for your child to visit the local village. You will be notified for each visit either via email or the class communication app dojo. By giving your consent you agree to your child taking planned walks around the village, at any point you can tell the school if you do not wish your child to take part in any particular school trip or activity.

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Parental Permissions

Child's Name

To give your consent then please tick, if you do not give your consent then please leave blank. If you have any comments or concerns regarding permissions, please note them in the box at the bottom.

- **Learning Journey photographs/Videos**
 - I consent to photographic images of my child to be taken, to be included in their personal learning journeys.
 - I consent to photographs of my child being displayed within the school setting
 - I consent to group photographs being included in other children's learning journeys.
- **Photograph and Video consent**

I consent to my child's photo/video being used on;

 - SeeSaw/ClassDojo – An online platform that teachers, parents & children use for homework and giving parents access to their child's learning journey.
 - The school website
 - Newsletter
 - Facebook page
 - Instagram page
 - Twitter feed
 - Video sharing platforms ie. YouTube
 - Other social media outlets/publications
 - Parish Newsletter
- **Local Educational Visits**
 - I consent to my child taking part in local educational visits around Woodseaves and give permission for my child to receive first aid if needed.

Comments

Signed Date

Name Relationship to child

Woodseaves CofE Primary Academy School-Home Agreement

Woodseaves CofE Primary Academy recognises and values the important role parents play in their children's early educational development.

We believe that a positive nurturing relationship between home and nursery is vital for all children. By supporting your child and taking an interest in nursery matters, you can actively enhance your child's motivation and enjoyment of learning. We want your child's experience at nursery to be of the highest standard. We believe that

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for this high standard to be achieved, the home-nursery partnership must work with a real and lively common sense of purpose, cultivating the highest expectations between the Pre-School and the parents.

Nursery will:-

- Encourage children to do their best at all times and begin to take responsibility for their own organisation
- Encourage children to take care of and respect their surroundings and others around them
- Inform parents and carers of their child's progress and of any concerns about their child
- Keep parents informed of what their child is being taught through regular newsletters and open sessions
- Provide rich learning opportunities, high expectations and challenge
- Provide a safe and supportive learning environment

Parents/Carers will:

- Having chosen Woodseaves CofE Primary academy will accept the school's values and objectives and will positively support the nursery.
- Make sure my child arrives on time to the nursery sessions and is collected on time
- Read nursery letters and reply as and when necessary
- Attend parents evening to discuss my child's progress
- Find out about my child's life at nursery by supporting school events such as Church Services, assemblies, and productions whenever possible
- Support the nursery's positive behaviour code of conduct
- Keep us informed of where to contact you in the case of an emergency

Please discuss our school's behavioural expectations with your child

- I will treat others how I would like them to treat me
- I will listen when adults and other children are speaking
- I will keep my hands and feet to myself
- I will always do my best
- I will be honest
- I will be kind and helpful
- I will follow instructions
- I will take good care of the equipment and building
- Inside our building I will always walk

Together we will:-

- Enable children's learning so that they can achieve their potential
- Support any Additional or Special Needs
- Encourage the children to follow our behavioural expectations
- Endeavour to make a child's experience at Pre-School happy and positive

Signed Date

Name Relationship to child.....