



# Admissions Paperwork

**Child's known name** (This is the name to appear in nursery on pegs, drawers etc and what the staff will use verbally to address the child)

Please complete all yellow boxes in this booklet

Return this booklet, with the child's birth certificate and £10 registration fee to the office to secure your place

## Parental Contract for Funded Early Education Entitlement (FEEE)

This contract is for the early years provider to collect information from the parent/carer of the funded child to enable a claim to be made for Funded Early Education Entitlement (FEEE). This parental contract **must** be made available to Derby City Council for audit purposes. This is important as we have a data protection responsibility to inform parents why we need their information and how we are going to use it. All fields must be completed on this contract where applicable to ensure the relevant eligibility checks can be performed and the child receives all funding they are entitled to. The retention period for a parental contract is the current year plus 6 years.

*Are you a working parent who needs help with your childcare costs? Speak to your childcare provider to see if they offer the Tax-Free Childcare and visit <https://www.childcarechoices.gov.uk/> to check if you qualify.* For every £8 you pay to your childcare provider, the government will pay them an extra £2. You can get up to £2,000 off your childcare bills per child per year, or £4,000 for disabled children. And this can be used alongside the 30 hours Free Childcare and for children from 0 to 11 years. If you do not qualify for Tax-Free Childcare, you may be eligible for other offers of support with your childcare costs, Check what help you could get with childcare costs - GOV.UK ([www.gov.uk](http://www.gov.uk))

### SECTION 1 – CHILD’S DETAILS

Legal Forename:	
Legal Surname:	
Date of Birth:	
Gender:	
First Language:	
Address:	
Postcode:	Religion

### SECTION 2 – CHILD'S ETHNIC BACKGROUND

This information will assist the local authority in compiling statistics on early education from different ethnic backgrounds to help ensure that all children have the opportunity to fulfil their potential

Please tick to state your child’s ethnicity:

<b>White</b>	WBRI	White British	
	WIRI	White Irish	
	WIRT	White Traveller of Irish Heritage	
	WROM	White Gypsy/Roma	
	WOTH	Any other White background	
<b>Black or Black Caribbean</b>	BCRB	Caribbean	
	BAFR	African	
	BOTH	Any other Black background	
<b>Other Background</b>	CHNE	Chinese	
	OOTH	Any other ethnic background	

<b>Asian or Asian British</b>	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	AOTH	Any other Asian background	
<b>Mixed</b>	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	

<b>I do not wish an ethnic background to be recorded</b>	
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### SECTION 3 – CHILD SPECIAL EDUCATIONAL NEEDS

Please tick if your Child has any of the below Special Educational Needs:

D00229	Pupil SEN Provision	Please Tick
N	No Special Educational Need	
S	Statement of Special Education Need	
E	Education, Health and Care Plan	
K	SEN Support	

If you have ticked 'N' in the above table skip to Section 4. If not please describe which type of Special Educational Needs your child has using the abbreviations detailed below

D00237	Pupil SEN Type	Please tick
SPLD	Specific Learning Difficulty	
MLD	Moderate Learning Difficulty	
SLD	Severe Learning Difficulty	
PMLD	Profound & Multiple Learning Difficulty	
SEMH	Social, Emotional and Mental Health	
SLCN	Speech, Language and Communication Needs	
HI	Hearing Impairment	
VI	Visual Impairment	
MSI	Multi-Sensory Impairment	
PD	Physical Disability	
ASD	Autistic Spectrum Disorder	
OTH	Other Difficulty/Disability	
NSA	SEN support but no specialist assessment of type of need	

### SECTION 4 PARENT/CARER DETAILS

Please note the parent details you supply **must** be the parent who created the childcare services account on the HMRC website.

Are you a lone parent?    Yes    No		
	Parent / Carer Details 1	Parent / Carer 2
Title		
Legal Forename		
Legal Surname		
Address		
Postcode		
Date of Birth		
Telephone number		
Mobile number		
Email address		
National Insurance (NI) Number or National Asylum Support Service (NASS) Number		
Your relationship to the child named on this claim		

## SECTION 5 – FLYING START FOR 2 YEAR OLDS FUNDING

If you have applied and been issued a 2-year-old voucher code to claim flying start for 2-year-old funding, please enter the voucher code below

<b>2 year old voucher code</b>	
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Please state if the child is:

<input type="checkbox"/> In receipt of DLA	<input type="checkbox"/> A looked after child	<input type="checkbox"/> Adopted	<input type="checkbox"/> Has a residence order / special guardianship
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If you have ticked yes to any of the above your provider will ask you to produce evidence to process your 2 year old funding.

## SECTION 6 – 3&4 YEAR OLD EXTENDED ENTITLEMENT (EE)

Please enter the child's 30-hour eligibility code issued by HMRC from your Childcare Choices account: **Don't forget your code needs to be re-validated every 3 months with HMRC to continue to receive 30-hour extended funding, and you must have received your 30-hour eligibility code before 31 August to use in autumn term, 31 December to use in spring term and 31 March to use in summer term.**

<b>EE 30 hour eligibility code</b>	
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If your child is eligible to receive extended entitlement and is splitting their funding across more than one childcare provider, you will need to nominate the provider you want to receive the universal hours. If your child falls out of eligibility for extended entitlement, Derby City Council will continue to fund the universal hours at the provider you have nominated to receive the universal hours at below:

<b>Name of Childcare Provider offering 3 and 4 year old universal funding (up to 15 hours):</b> <b>EYPP funding only paid to this Provider</b>	
<b>Name of Childcare provider offering 3 and 4 year old extended entitlement (up to 15 hours):</b>	

## SECTION 7 – DISABILITY ACCESS FUNDING (DAF)

All 2, 3 and 4 year old children who are in receipt of DLA and are receiving the funded entitlement are eligible for DAF. DAF is paid to the child's childcare provider at a fixed annual rate of £828 per eligible child. Payment is made when the child starts with the provider and can only be claimed once a year from the initial claim.

Is your child eligible and in receipt of DLA and have you provided evidence of your DLA statement to the provider?	Yes	
	No	

If your child is splitting their free entitlement across two or more providers please nominate the main setting where the Local Authority should pay the DAF:

<b>Main setting</b>	
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**SECTION 8 – CHILD’S ATTENDANCE PATTERN**  
**NOT IN USE - see session booking requests**

Childcare Provider Name(s)	Please enter the total Funded Early Education Entitlement (FEEE) hours only attended per day							Total number of FEEE hours per week	Total number of child care hours attended per week	Number of FEEE funded weeks per year /38
	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
A										
B										
C										
<b>Total Hours Attended</b>										

**SECTION 9 – PROVIDER DECLARATION**

I confirm the above attendance pattern is correct and the child is not exceeding 570 universal hours and/or 570 extended hours per academic year September to August, at my provision and across any others stated above.		Please tick <input type="checkbox"/>
I confirm if the child above has started a stretched model at my provision in the spring or summer term their hours have been pro-rated accordingly using 'Derby City Council's Stretched Funding Pro Rata Guidance' to ensure yearly maximums are not exceeded.		<input type="checkbox"/>
I confirm I have seen original copies of at least one of the child's following forms of identification:  <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other, please state:		<b>child's Identification reference number:</b>
<b>Authorised Signatory Name</b>		
<b>Authorised Signatory Signature</b>		
<b>Date</b>		

## SECTION 10 – PARENT DECLARATION

	Please Tick
I understand my child is entitled to a maximum of 570 universal hours per year and/or a maximum of 570 extended hours per year (if eligible for 30 hours), on either a stretched or term time model and can only take this funding at a maximum of 2 sites in any one day.	<input type="checkbox"/>
I have received charges information upfront from my childcare provider/s and fully understand any charges for additional services and hours of childcare that can be taken by my child. I understand that I should not be charged in advance for my child's funded place and providers cannot insist I take and pay for additional services as a condition of accessing my child's funded place.	<input type="checkbox"/>
I understand it is not good practice to move my child during a term, but if I do choose to do this, my child's FEEE funding can be moved to another childcare provider with immediate effect. If my previous childcare provider/s have stated they require a notice period in my private contract with them, and I choose to move my child's FEEE without giving the required notice, I will be liable to pay for my child's funded sessions until the end of the notice period.	<input type="checkbox"/>
I understand that my child's attendance should be regular. If my child cannot attend their sessions for any reason (due to illness, appointments, or holidays) I will telephone my childcare provider/s to inform them of my child's absence and understand that consistent poor attendance and any unauthorized non-attendance may result in my child's funding being withdrawn.	<input type="checkbox"/>
I understand that if I do not qualify for extended entitlement or fail to keep up with re-validating my 30-hour voucher code I will then only be able to access my universal funded hours of 570 hours per year.	<input type="checkbox"/>
I understand that if the childcare provider takes a retainer fee to reserve my child's 3-and-4-year-old funded place this will be refunded within 4 weeks of my child starting at the provider. I understand that this <b>cannot</b> be taken if my child is only accessing a free two-year-old funded place with no other additional hours taken on top of this.	<input type="checkbox"/>
I understand that my Early Years Provider and the Local Authority must follow the strict rules called 'data protection principles' within the Data Protection Act 2018 to comply with the General Data Protection Regulation (GDPR) to ensure my child's personal information is used fairly, lawfully, and transparently and not revealed to a third party unless the law allows them to. For further information about how the Council and / or DfE store and use of this data please go to the following websites: <a href="http://www.gov.uk">Data protection: The Data Protection Act - GOV.UK (www.gov.uk)</a> <a href="http://www.derby.gov.uk/privacy-notice">http://www.derby.gov.uk/privacy-notice</a> <a href="http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/a0064374/pn">http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/a0064374/pn</a>	<input type="checkbox"/>
I confirm that the information on this contract is accurate to the best of my knowledge, and I authorise Derby City Council to exchange information I have provided on this contract with my child's childcare provider and other local authorities if my address is outside of Derby City to ensure funding is not being exceeded across local authorities.	<input type="checkbox"/>
I understand that the information I have provided can be shared with the local authority and Department for Education (DfE) and HMRC, who will access information from other government departments to confirm my child's eligibility.	<input type="checkbox"/>
My childcare provider has made me aware of the 'Tax Free Childcare' and how to apply for this to reduce my childcare costs by 20% if I meet the eligibility criteria and made me aware of the childcare costs calculator to find out how much help I can get towards my childcare costs, please see the link below: <a href="http://www.gov.uk">Check what help you could get with childcare costs - GOV.UK (www.gov.uk)</a> <a href="https://www.childcarechoices.gov.uk/">https://www.childcarechoices.gov.uk/</a>	<input type="checkbox"/>
I am aware that private childcare providers work to the same Early Years Foundation Stage (EYFS) Curriculum as nursery schools, and if my child enrolls at a school nursery unit, they will not be guaranteed a school place at the same school.	<input type="checkbox"/>

	Please Tick
I authorize for Derby City Council to use my information to perform an eligibility check and process my 3- or 4-year-old child's claim for extended funded hours of Free Early Years Education Entitlement (FEEE) and this information will need to be retained by Derby City Council for 6 years for audit purposes.	<input type="checkbox"/>
I authorize for Derby City Council to use my information to perform an eligibility check and process my 3- or 4-year-old child's claim for Early Years Pupil Premium (EYPP) and this information will need to be retained by Derby City Council for 6 years for audit purposes.	<input type="checkbox"/>

<b>Parent / Carer Name</b>	
<b>Parent / Carer Signature</b>	
<b>Date</b>	

Emergency Contacts		
Parent / Carer 1 details		Parent / Carer 2 details
Place of work		Place of work
Mobile number		Mobile number
Work phone number		Work phone number
Additional contacts (Minimum 2)		
Name	Relationship to child	Telephone number
Please note that it is your responsibility to inform the persons named above that you have provided us with their contact details.		
If we don't recognise the person picking up we will ask for the password. Reasons for this include someone different coming to collect your child, or a member of staff not recognising you. Even if you are the parent you may be asked the password so please remember it. You could choose a place name or pets name		
<b>Password</b> (see above)		

Sibling details		
Sibling names	Sibling dates of birth	Sibling school or nursery

Has your child been at any other nurseries, childminder or other childcare provider
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Who has parental responsibility for the child?	
What is the <b>name of your social worker</b>	Is there any social care involvement within the family (including "Looked after children")
Are there any Early Help Assessments within the family?	

GDPR and DPA 2018 – consent to processing of personal data
The information you have provided will enable us to respond appropriately to your child's needs. I understand that this data will be processed in line with the above acts and the school's GDPR data protection policies. I give consent for the school to hold personal data provided by me.
Parent/Carer's signature _____ Date _____

Doctors Information	
Doctors Surgery	<b>Immunisations</b>
	Up to date
Contact number	None given

### Medical Information

Medical conditions including allergies, disabilities and history of illnesses

Signs and symptoms

Action needed

Health Visitor name

Does the child have Speech and Language Therapy?

Does the child have a Paediatrician?

Details of other professionals involved

How many weeks pregnant were you when the child was born?  
Were they premature, on time, late?

### First Aid Consent

In the event of an accident or illness where your child requires first aid treatment we need your permission to take appropriate action to protect / help your child.

I give consent for a trained first-aider to administer first aid to my child.

Parent/carer's signature \_\_\_\_\_ Date \_\_\_\_\_

### Medical Consent

In the event of an accident or illness where your child requires emergency medical treatment (including anaesthetic as considered necessary by the medical authorities) we need your consent as parent/carer.  
**Please note that emergency treatment cannot be given and information required from the child's GP cannot be obtained without the parent's consent.**

A member of staff can accompany my child to hospital in the case of an accident or illness.

Parent/carer's signature \_\_\_\_\_ Date \_\_\_\_\_

Information can be obtained by the hospital from my child's GP.

Parent/carer's signature \_\_\_\_\_ Date \_\_\_\_\_

Emergency medical treatment can be given to my child.

If there is any treatment you would not wish your child to be given on cultural or religious grounds please give details here.

Parent/carer's signature \_\_\_\_\_ Date \_\_\_\_\_

Dietary or Religious requirements		
Vegetarian (no fish)		Please tell us about your child's cultural, religious and/or dietary needs
Vegetarian (can have fish)		
No pork		
No beef		
Other please state		
Accessibility		
Do you have any accessibility requirements we should be aware of?		

Consent - Please circle Yes (Y) or No (N)		
<p><b>Outings</b> On occasions we may take children on local trips or outings so they can learn about their community and environment. If we are planning a trip further afield then we will inform you and ask for separate permission. Risk assessments and a policy are adhered to by the staff for this. <b>I give permission for the Nursery to take my child on local outings</b></p>	Y	N
<p><b>Photographs and Video Clips</b> Photographs and video clips will be taken of your child and used for creative work, displays and their development record. <b>I give consent for the Nursery to take photographs and record videos of my child to use as part of their 'Learning Journey' and photograph books.</b></p>	Y	N
<p><b>Published Photographs and Video Clips</b> Some photographs and video clips may be used on newsletters, the school website, as part of information materials about the school and on the schools social media page in line with the school's retention policy. <b>I give permission for photographs and video clips including my child to be published in this way.</b></p>	Y	N
<p><b>Sensory Room</b> This is for the flashing lights in the sensory room. Your child will not miss out on opportunities to explore the sensory room as there are many other items that do not have flashing lights. <b>I give permission for flashing lights to be used in the sensory room whilst my child is in there.</b></p>	Y	N
<p><b>Sun Cream</b> During sunny weather please put sun cream on your child before they come to school. We will apply sun cream to children at lunchtime. A separate information sheet for details of brand and contents will be issued during sunny weather. <b>I give permission for my child to have sun cream applied by the nursery staff.</b></p>	Y	N
<p><b>Animals</b> <b>I give my permission for my child to undertake supervised handling of school animals</b></p>	Y	N
Parent/carer's signature _____ Date _____		

Terms and conditions
<b>Your Responsibilities as a Parent/Carer are:</b>
To pay a registration fee at the time of completing paperwork. This will be refundable off the first month's charges.
Payment methods available include: Online payments though ScoPay, cash at reception, cheques, made payable to Derby City Council, childcare vouchers, Tax Free Childcare, Childcare Grant Payment Service,. All transactions received at school will be receipted.
To collect your child promptly after their session. Late charges will be added in the event of you not adhering to this. Charges are detailed in the latest charging policy.
Children are not to wear jewellery to school. For children who have pierced ears then small, stud earrings are the only type acceptable. No bangles or bracelets, or necklaces should be worn.

Children are not to wear jewellery to school. For children who have pierced ears then small, stud earrings are the only type acceptable. No bangles or bracelets, or necklaces should be worn.
To give four weeks written notification if you wish to do any of the following terminate your child's place reduce your child's contracted hours (unless transferring to primary school, or other funded entitlement at Central Nursery or Ashgate Nursery School)
To give written notification if you wish to request an increase in your child's hours. Funded hours cannot be increased after a certain date near the end of each term; this will occur from the start of the following term.
Children accessing extended entitlement who are in the 'grace period' will have their funded hours reduced to the universal entitlement following the end of the grace period.
To pay in full for contracted hours above your government entitlement during periods of absence including sickness, holidays or early collection.
If necessary, to pay in full for any additional sessions that you request. Payment will be due at the time of approval.
To inform the school of any financial difficulties you are experiencing.
To adhere to the obligations in the School Social Media code of conduct (on school website)
Parent/carer's signature _____ Date _____

<b>Our Responsibilities as a Parent/Carer are:</b>
Safeguarding: we have a duty of care to your child. If we have a concern about the safeguarding of your child, including their attendance, the school will follow policy. We will contact all named adults on your child's admission form. In some circumstances there may also be the need to contact social services or the police
To provide early education for our published weeks of the year (term dates can be found on the school website from the school office) 7.30am – 6pm daily. Subject to availability
Sessions are not available on inset days. This is essential for whole school staff training. Notice will be given of all inset days prior to the start of the school year.
To inform and discuss payment options available to you.
To provide you with four weeks written notification of any increase in your fees.
To provide you with a monthly invoice on request setting out fees payable by you.
To review the fee structure in September & April.
To give notice of any unexpected closures that the provision may need to take due to unforeseen circumstances. In the unlikely event of this taking place then all fees paid for such sessions will be reimbursed.
To do our utmost to accommodate any requests to change your contracted sessions or provide additional sessions wherever possible.
In circumstances where fees remain unpaid for one month or more then we reserve the right to terminate your child's paid hours at the school. Your entitlement to government funding will be unaffected.
For health and safety reasons and to assist your child in their personal and/or intimate care members of staff will be required to handle your child appropriately.
Your child's information will be shared with agencies that need it. This will be in line with data protection regulations 2018.
<b>I understand that Central Community/Ashgate Nursery School will adhere to the responsibilities stated above and should I feel they are not being met I will raise my concerns with a member of staff.</b>
Parent/carer's signature _____ Date _____

Session Request - Please tick the session pattern you would like						
Set session patterns						
15 hours of funding – Flying start for 2 year olds or universal funding for 3/4 year olds						
15hr funding 5 mornings – 9am to 12pm		15hr funding 5 afternoons – 1pm to 4pm				
30 hours of funding – Extended Entitlement for 3/4 year olds						
5 short days – 9am to 3pm		3 long days – 8am to 6pm	Mon	Tue	Wed	Thu
			Fri			

Flexible session patterns							
30 hours of funding or are paying for your childcare, please tick below a start time and finish time you would like on each day							
	Start times				Finish times		
	7.30am	8am	9am	1pm	12pm	4pm	6pm
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Weekly Costs			
Please see school information, the website or a member of office staff for prices			
Paid hours	Meals	Learning Enrichment	Weekly total
Parent/carer's signature _____		Date _____	

Is there anything else you wish to tell us about your child, family circumstances, or other information that we may need to know

Return, with the child's birth certificate and £10 registration fee to the school office to secure your place.

Confirmation of details - to be signed on the child's first day at nursery
I can confirm that all information collected on this form is accurate and up to date.
Parent/Carer Signature _____ Date _____



## Checklist for office use

Name	DoB
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Monday	Tuesday	Wednesday	Thursday	Friday	
2 year old	3/4year old	Universal	Funded	Extended	Paid
Room	Key Worker				

Home visit date, time, who	
Play visit date and time	
Start date and time	

<input type="checkbox"/> Copy of Birth Certificate	Awaiting
<input type="checkbox"/> Confirmation email sent	
<input type="checkbox"/> Integris	
<input type="checkbox"/> Class List Spreadsheet	
<input type="checkbox"/> ScoPay	
<input type="checkbox"/> Tapestry	
<input type="checkbox"/> Database	
<input type="checkbox"/> Print Student Information Card - Integris	

Notes
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