



St Simon and St Jude CofE Pre-School

Registration form



This data is being collected for the purpose of essential school information to comply with legal requirements and is in accordance with the Data Protection Act 1998. Data on this form will be shared with the LA where necessary

SCHOOL USE ONLY	
Role no:	
Admission date:	

Please provide as much information as possible about your child.

Legal Surname: _____ Legal Forename: _____

Gender (M/F): _____ Date of Birth: _____

Preferred Surname: _____ Preferred Forename: _____

Middle Name(s): _____

Postcode: _____

Home Address: _____

Home Telephone Number: _____

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Please them in the order that you wish for them to be contacted in an emergency.

Contact Information :	Parent / Guardian	Priority
Title: _____ Surname: _____ Forename: _____		
Daytime Tel.No: _____ Day Place: _____		<input type="checkbox"/>
Home Phone : _____ Mobile: _____		
Email: _____		
Address (if different to above): _____		
_____ Post Code: _____		

Relationship to Pupil: _____ Parental Responsibility: Yes/No	
Contact Information : Parent / Guardian	
Title: _____ Surname: _____ Forename: _____	Priority
Daytime Tel.No: _____ Day Place: _____	<input type="checkbox"/>
Home Phone : _____ Mobile: _____	
Email: _____	
Address (if different to above): _____	
_____ Post Code: _____	
Relationship to Pupil: _____ Parental Responsibility: Yes/No	

Contact Information : Non - Parental	
Title: _____ Surname: _____ Forename: _____	Priority
Daytime Tel.No: _____ Day Place: _____	<input type="checkbox"/>
Home Phone : _____ Mobile: _____	
Email: _____	
Address: _____	
_____ Post Code: _____	
Relationship to Pupil: _____	

Contact Information : Non - Parental	
Title: _____ Surname: _____ Forename: _____	Priority
Daytime Tel.No: _____ Day Place: _____	<input type="checkbox"/>
Home Phone : _____ Mobile: _____	

Address: _____

 _____ Post Code: _____

 Relationship to Pupil: _____

MEDICAL INFORMATION:

Dietary Requirements:

Artificial Colouring Allergy	<input type="checkbox"/>	No Pork	<input type="checkbox"/>	No Dairy Produce	<input type="checkbox"/>
Gluten Free	<input type="checkbox"/>	Halal	<input type="checkbox"/>	Kosher Foods Only	<input type="checkbox"/>
No nuts of any type/quantity	<input type="checkbox"/>	Vegetarian	<input type="checkbox"/>	Seafood Allergy	<input type="checkbox"/>

ANY OTHER NON FOOD ALLERGIES? _____

Medical Practice: _____

Medical Practice Address: _____

_____ Tel.No: _____

Doctor: _____

Does your child have any medical conditions that the school should be aware of?

CULTURAL INFORMATION:

Ethnicity:

White		Mixed	
<input type="checkbox"/> British		<input type="checkbox"/> White & Black Caribbean	
<input type="checkbox"/> Irish		<input type="checkbox"/> White & Black African	
<input type="checkbox"/> Traveller of Irish Heritage		<input type="checkbox"/> White & Asian	
<input type="checkbox"/> Gypsy/Roma		<input type="checkbox"/> Any other mixed background	
<input type="checkbox"/> Any other white background			
Asian or Asian British		Black or Black British	
<input type="checkbox"/>		<input type="checkbox"/>	

<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	African
<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any other Black background
<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>	Any other ethnic background
<input type="checkbox"/>	Chinese		
<input type="checkbox"/>	I do not wish an ethnic background category to be recorded		

A **First language** other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.

First Language: _____

Other Languages spoken: (in order of importance)

- 1.
- 2.

Religion:

Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Other religion	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	No religion	<input type="checkbox"/>		

Additional information

How does your child travel to school?

Cycle	<input type="checkbox"/>	Car share	<input type="checkbox"/>	Car/van	<input type="checkbox"/>	Public bus service	<input type="checkbox"/>
Train	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Other	<input type="checkbox"/>

Registering for School
 You will not automatically be registered at school .
 First time admissions are done online at www.leics.gov.uk/admissions Applications close during January of the year when your child is due to transfer to school.
 Which school do you wish to apply for: _____
 (This information is voluntary)

Please use this space to give us any information about your child that you feel we should know about and which has not already been covered by this form: -

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____

Date : _____



ST SIMON & ST JUDE CofE PRIMARY SCHOOL

St Simon and St Jude CofE Pre School

Session Request Form

Name of Child:	
Date of Birth:	

Please tick the sessions you require

Session Required	Session Time	Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8.30am-11.30am	3					
Afternoon	12.00noon – 3.00pm	3					
Lunch	Chargeable at £5 per week						

Costings:

Hours in addition to the free eligible hours will be charged at £21 per half day and £42 for a full day.

If your child will stay for lunchtime they can bring a packed lunch, there is also an additional lunchtime fee of £5 per week to cover lunch supervision.

Parent Name	
Parent Email	
Parent Telephone Number	
Date	

This is an agreement between the provider and parent outlining the terms and conditions for the take up of the Free Early Education Entitlement (FEEE) – (government funded childcare).

Dear Parent/Carer,

The Free Early Education Entitlement (FEEE) is 570 hours of government funded childcare for all children 3 and 4 year olds and eligible 2 year olds for a minimum of 38 weeks of the year. You may want to discuss with your provider if they offer stretched government funding for more than 38 weeks. (Stretched funding is taking less government hours over more weeks).

2 Year Old Funding

Some 2 Year Old children are eligible for 570 government funded hours for 38 weeks of the year. If your child is eligible you need to give your provider your 2 Year Old code along with the email stating that your child is eligible.

15 Hours Universal Entitlement

All 3 & 4 year olds (the term after their 3rd birthday) are eligible for 15 hours per week of government funding for 38 weeks of the year (this is known as the Universal Offer). This offer equates to a maximum of 570 hours per year.

30 Hours Extended Entitlement

Eligible working parents may be able to access an additional 15 hours per week (for up to 38 weeks) of government funded childcare, equating to a total of 1140 hours per year. If you believe you may qualify for the extended entitlement you should check your eligibility by visiting www.childcarechoices.gov.uk. If you are eligible you will receive a 30 hour Code from HMRC. You need to provide this code along with this form to enable your provider to validate your code and claim the government funding on your behalf.

To continue to receive the 30 hour extended entitlement, you will need to re-confirm with HMRC that you are still eligible every 3 months. **Please be aware that it is your responsibility to do this and failure to do so could leave you liable to pay any fees for the hours your child is in the setting.**

Check with HMRC	1 st Check date by	2 nd Check date by	3 rd Check date by	4 th Check date by
<i>Provider insert estimated dates</i>				

Accessing your funding

Please ensure you discuss with your chosen provider(s) about how and when you can access your government funding before agreeing to your child attending the setting. To enable settings to be viable businesses, it is childcare provider's responsibility to set their FEEE policy and how parents can access government funded hours. Please ensure you read these policy documents.

Please fill in the details below and return them to your provider with a copy of your child's Birth Certificate prior to your child's start date.

Provision name:	Child's legal name:		
Child's date of birth:	Child's start date:		
Child's address:			Child's postcode:
Parent / Carers name:	Relationship to child:		
Contact Tel No:	Email address:		
Parent / Carer National Insurance / NASS Number):			

Early Years Pupil Premium (EYPP)

and you would like this provider to receive it, please input your date of birth in the box below. If you are authorising your childcare setting to conduct an EYPP check.

If your child is eligible to receive EYPP and would like this setting to receive it, please input your DOB:

Disability Access Fund (DAF)

If your child is eligible for Disability Living Allowance (DLA) your provider can access additional funding called Disability Access Funding (DAF). The DAF supports childcare providers in making reasonable adjustments to their settings to enhance access and inclusion for all 3 & 4 year old children – this funding is not available for 2 year olds. If you think you may be eligible for DLA and would like support to complete the form, the local authority can help with this. Please ask your provider to contact the local authority and we will arrange support.

You can only nominate one provider for the DAF. Your chosen provider will ask you to provide evidence of your access to DLA for the child (usually a letter).

If your child is eligible to receive DAF and would like this setting to receive it, please tick here:

	Reference Number		Date of check(s)	Validity end date
30 hours reference number (DERN) if applicable:				
2 year old reference number if applicable				n/a
EYPP <i>To be completed by the provider. Please tick yes if eligible.</i>	Yes	No		n/a

If your child is claiming funding at more than one provider, you need to discuss with your setting how the hours will be split between the provisions - you cannot exceed your allocated government funded hours.

Name of other Provision(s) you child is attending	Start date	Number of government hours intended to be taken at another setting(s)	Please tick if you stretch your funded hours at the setting(s)

If you are eligible for the 30 hours Extended Entitlement, and your child is attending more than one provider, you will need to decide which provider receives the Universal hours and who will get the Extended Entitlement. If you fall out of eligibility for the 30 hours or do not reconfirm in time, the local authority will need to know which provider they must continue funding the Universal hours. Please ensure that you complete the boxes below, to enable the provider to forward this information to the local authority.

	Universal Hours	Extended Entitlement
Provider Names:		

Record of hours claimed per week

Please complete the below table to show how many hours your child will be using at the setting. On the second row, you should include either the total FEEE hours claimed per week if your child attends term time only **or** the total hours claimed per week if they are stretching their hours, meaning one box should be left empty. Stretched funding means taking less hours over more weeks. Your provider will discuss with you how they offer the government funding at their setting.

If stretching hours, please tick here

Total number of hours to be attended at the setting:	Mon	Tue	Wed	Thu	Fri	Total Hrs per week	
Total number of FEEE hours to be funded by the LA:	Mon	Tue	Wed	Thu	Fri	FEEE hours claimed per week if term-time	FEEE hours claimed per week if stretched

Additional to your funded hours

- You may want your child to attend the setting more than the allocated government funded hours. Any additional hours will have to be paid for at the providers published rate, you may be able to ask your provider for a breakdown of costs per month/year.
- As well as additional hours, government funding does not cover meals, snacks, consumables, trips, other services or extras. You will need to discuss these additional charges with your provider.
- Additional extras can include the following (this list is not exhaustive) nappies, sun cream, daily online observations, forest schools, sports & music sessions led by external providers, cooking & other specialist activities, specialist resources and offsite outings including transportation.

Invoicing

Invoices and receipts should be clear, transparent and itemised. This allows parents/carers to see that they have received their government funding completely free of charge and clearly shows costs for additional hours and extras.

- If your funded day falls on a Bank Holiday, the provider should try to offer you an alternative session, however, that may not always be possible.
- The hourly rate for additional hours may fluctuate depending on the day of the week and the number of hours that you require – your invoice will not exceed the daily rate.
- A daily rate is only applicable if your child is attending a session for a full day without any funded hours being taken.
- FEEE hours are completely free of charge for childcare, however, there may be charges for additional hours, meals, extra-curricular activities and consumables etc. Please refer to your settings charging policy.

If your child's hours change, please **ensure you complete a new PSOU form immediately**. If your child leaves prior to the end of a period, and you intend to claim elsewhere, please ensure you inform the setting as soon as possible to allow continuation of funding.

Parent / Carer declaration

I (name)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (name of provider) to claim the FEEE and other funding (as applicable) as agreed above on behalf of my child.

I understand that the information I have provided must be shared with the local authority and the Department for Education, who will access information from other government departments to confirm my child's eligibility and enable this provider to claim the government funded hours on behalf of my child.

The local authority's notice can be found by clicking this link [LCC's Fair processing notice](#)

Parent / Carer / Guardian with legal responsibility		Childcare provider	
Signed		Signed	
		Print name	
Date		Date	