



## ADMISSION FORM

Please complete all sections except Section B which is for Office Use Only

**CONFIDENTIALITY:** The information given below will be maintained on the Academy's data base to which no unauthorised person shall have access and will be subject to strict control under current Data Protection law.

**Name of Parent/s**.....  
(Full individual details to be included in the contact area of Section D)

### Section A - Basic Pupil Details

Legal Forename: ..... Legal Surname .....

Middle Name(s): ..... Preferred Surname: .....

Preferred Forename:: ..... Date of Birth: .....

Age at Admission: ..... Gender: *Male/Female*

Previous Surname: .....

Brothers/Sisters (including half/step brothers and sisters)

*Please list in age order any siblings who are currently at this Academy.*

Surname	Forenames	Gender	Date of Birth	Same Address
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗

### Section B - Registration

Before children can be enrolled we need to see their Birth Certificate.

Birth Certificate Seen: ☐ Signed by .....Date seen .....

If there has been any legal name change, we will need to see the Deed Poll Document

Name Change Documents Seen: ☐ Signed by .....Date seen .....

Place has been offered:

Date of offer:.....by Cornwall Council to start in Year.....on.....

## Section C - Pupil Address

Postcode: ..... House Number/Name: .....

Street: ..... Town/City: .....

## Section D – Family/Home

Note on Parental Responsibility: A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he's either married to the child's mother or listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in).

### **Contact 1 E-mail.....**

Title: ..... Forename: ..... Surname: .....

Postcode: ..... House Number/Name: .....

Street: ..... Town/City: .....

☐ **Parental Responsibility**

☐ Court Order

Relationship: ☐ Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Grandparent  
☐ Other Relative ☐ Neighbour ☐ Other Contact ☐ Guardian ☐ Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home: .....Main.☐ Work: .....Main.☐

Mobile: .....Main.☐ Other .....Main.☐

### **Contact 2 E-mail.....**

Title: ..... Forename: ..... Surname: .....

Postcode: ..... House Number/Name: .....

Street: ..... Town/City: .....

☐ **Parental Responsibility**

☐ Court Order

Relationship: ☐ Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Grandparent  
☐ Other Relative ☐ Neighbour ☐ Other Contact ☐ Guardian ☐ Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home: .....Main.☐ Work: .....Main.☐

Mobile: .....Main.☐ Other: .....Main.☐

### **Contact 3 E-mail.....**

Title: ..... Forename: ..... Surname: .....

Postcode: ..... House Number/Name: .....

Street: ..... Town/City: .....

☐ Parental Responsibility

☐ Court Order

Relationship: ☐ Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Grandparent  
☐ Other Relative ☐ Neighbour ☐ Other Contact ☐ Guardian ☐ Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home: .....Main.☐ Work: .....Main.☐

Mobile: .....Main.☐ Other: .....Main.☐

## Section E - Pupil Medical Information:

Medical Practice: ..... Dietary Needs: ☐ Artificial colouring allergy  
(if applicable) ☐ Gluten Free  
Practice Address: ..... ☐ Kosher foods only  
..... ☐ No dairy produce  
☐ No nuts of any type/quantity  
Telephone: ..... ☐ No pork  
☐ Ramadan  
Doctor's Name: ..... ☐ Seafood allergy  
☐ Vegetarian

I am happy for my child's dietary needs to be shared with our catering provider ☐

Medical Conditions/Information: Please include details of any allergies/medical conditions e.g. asthma, and medications regularly taken. (If you require more space please give full details on a separate sheet).

**If none, please state NONE.**

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**If your child has a permanent diagnosed medical condition which requires ongoing treatment, or if there are religious considerations which may affect medical care for your child, the school will work with you to create an individual healthcare plan. Please contact the school office to make an appointment.**

## Section F - Pupil Ethnic/Cultural Information:

The school is required by law to provide the information you give in this section to the DfE. The school will not use this information for any other purposes. (Data Source: ☐ Parent ☐ Pupil ☐ Other)

Country of Birth: .....

National Identity:

- |                                  |                                   |                                  |                                  |
|----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Welsh   | <input type="checkbox"/> Scottish | <input type="checkbox"/> British | <input type="checkbox"/> Refused |
| <input type="checkbox"/> English | <input type="checkbox"/> Irish    | <input type="checkbox"/> Other   |                                  |

Ethnicity:

- |                                                      |                                                     |                                                       |
|------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> White – Cornish             | <input type="checkbox"/> Other White British        | <input type="checkbox"/> White – Irish                |
| <input type="checkbox"/> Traveller of Irish Heritage | <input type="checkbox"/> Gypsy/Roma                 | <input type="checkbox"/> Any Other White background   |
| <input type="checkbox"/> White and Black Caribbean   | <input type="checkbox"/> White and Black African    | <input type="checkbox"/> White and Asian              |
| <input type="checkbox"/> Any Other Mixed Background  | <input type="checkbox"/> Indian                     | <input type="checkbox"/> Pakistani                    |
| <input type="checkbox"/> Bangladeshi                 | <input type="checkbox"/> Any Other Asian Background | <input type="checkbox"/> Black Caribbean              |
| <input type="checkbox"/> Black – African             | <input type="checkbox"/> Any Other Black Background | <input type="checkbox"/> Chinese                      |
| <input type="checkbox"/> Any Other Ethnic Group      | <input type="checkbox"/> Refused                    | <input type="checkbox"/> Information Not Yet Obtained |

First Language: ENGLISH ☐ or OTHER (please specify).....

Asylum Seeker: ☐ Refugee Status: ☐ Traveller Status: ☐

Religion:

- |                                         |                                      |                                         |
|-----------------------------------------|--------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Anglican       | <input type="checkbox"/> Buddhist    | <input type="checkbox"/> Christian      |
| <input type="checkbox"/> Hindu          | <input type="checkbox"/> Jewish      | <input type="checkbox"/> Methodist      |
| <input type="checkbox"/> Muslim         | <input type="checkbox"/> No Religion | <input type="checkbox"/> Other Religion |
| <input type="checkbox"/> Roman Catholic | <input type="checkbox"/> Sikh        |                                         |

## Section G - Pupil School History:

Please ensure you give details of any previous schools including Nursery, Overseas or Private education

Name & Address of Previous School: .....

Telephone: ..... Dates Attended: .....

## Section H – Court Orders

If the pupil is subject to any Court Orders please specify the Court Order terms below. This information is CONFIDENTIAL but will help the school understand the pupil's position. We need to see the Court Order documentation

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.....

## Section I – Pupil Premium

We collect this data to check whether your child is eligible for the Pupil Premium – an additional source of funding for the school. This data is shared with the local authority as part of the checking process. The data is held securely and is deleted when your child leaves the school.

### Parent One:

Parent Name: .....

Parent D.O.B: .....

NI Number: .....

### Parent Two:

Parent Name: .....

Parent D.O.B: .....

NI Number: .....

**Child of Service Personnel** (i.e. parent serving regular military units of all forces (Royal Navy, Army or RAF)

Yes      No

**Adopted**

Yes      No

*This data is collected as part of the school census. In addition, these children are eligible for the Service Pupil Premium/Pupil Premium Plus*

## Section J- Use of Images Consent

We sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website and on display boards around school.

We would like your consent to take photos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

For further information please talk to the Head of School.

I am happy for the school to take photos and videos of my child.

I am happy for images of my child to be used on the school/trust website.

I am happy for images of my child to be used in school/trust promotional literature.

I am happy for images of my child to be used for internal displays.

☐  
☐  
☐  
☐  
☐

I am happy for images of my child to be used on school/trust social media platforms, such as Facebook, Twitter and Instagram.

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I am happy for images of my child to be used in media/press articles

If you change your mind at any time, you can let us know by contacting the school office.

Note: We would only ever give first names when sharing an image publicly.

## Section K-Film Clips

As part of our topic or English work, we sometimes show clips from children's films that are rated P.G. We check the clips are suitable for the children and contain no strong language or violence.

As the films are P.G. rated, we need permission from parents.

**I agree that my child can be shown clips from P.G. films as part of the school's topic work**

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## Section L -Local Visit Consent

As part of the National Curriculum work undertaken at the Academy, it is necessary to take groups of children, or the whole class, out of the Academy for visits in the nearby locality. The trips undertaken refer to visits made where children can walk the short distances involved and may include local walks/stream surveys/visits to local playgroups/local community involvement/to observe traffic, buildings and excavational work etc.

Signing this form constitutes your consent for your child to participate in trips during your child's time with us. **If you do not wish your child to go on these trips, then please put this in writing and pass to the school office.**

PLEASE NOTE – where travel by coach is involved then the appropriate letter and trip/medical form will be sent to you

**Please tick** for consent for local visits i.e., local Church, local park

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## Section M – School Photography

You child will regularly have the chance for their photo to be taken by a professional photographer in both whole class and individual photos. As the photos are taken by a third party, and the ongoing use and purchase of these images will be bound by the terms and conditions of the photography company, you can choose whether to consent to your child being photographed.

I am happy for the school photography company to take and store photographs of my child. ☐

*Further information about the photography company that we use and the way that they handle personal data about your child can be found on the school website.*

## Section N – Who is likely to collect your child on a regular basis. ( EYFS/KS1 only)

We require this information for safeguarding reasons. We will only allow children to go home with those listed below. Please can you inform the school office if someone else will be collecting your child.

### Adults Name and contact details.

Name ..... Relationship..... Tel No.....

Name ..... Relationship..... Tel No.....

Name ..... Relationship..... Tel No.....

Name ..... Relationship..... Tel No.....

Name ..... Relationship..... Tel No.....

**Safe Word** to be used if anyone else is to collect your child.....

This will be a word that anyone, who is not listed above, must be able to repeat to the teacher before a child is released from school.

### Section O –Pupil allowed to walk home alone. (KS2 only)

Some of our KS2 pupils (year 3-6) walk home alone or arrange to meet their parents at certain areas outside of the school premises.

If you consent (unless phoned into the office to inform us) for your son/daughter to walk home alone, please tick here.

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### Section P –Parent Code of Conduct

We value our strong relationship with parents and carers. Together this helps us achieve the very best for the children in a mutually supportive partnership between parents, class teachers and the school community.

You will find on our website our Parent/Carer Code of Conduct which outlines the basic principles of care, integrity and mutual respect within our school environment. Signing this form constitutes that you have read this. If you would like a hard copy then please come to the office and request a copy.

### Section Q

I confirm that the above information is true and accurate. I undertake to inform the school if any of the above details change. I understand that this form does not constitute an offer of admission by the school.

**Signed:** ..... **Date:** .....

#### Policies:

All policies can be found on the Treverbyn Academy website or in or policy folder in the nursery foyer. Please sign below as confirmation that you have been made aware of/read all relevant policies and have been informed of where they are for future reference.

Signed..... Date.....

**Sun Cream:** It is your responsibility to ensure your child attends sessions in the summer with a high protection sun cream already applied. However because outdoor play is a large part of nursery life and we may feel it is necessary to re-apply sun cream, we need your permission to do so. Please sign below that you have read the sun cream policy and that you agree with it

Signed..... Date.....

**Pricing Policy:** Details of payments, holiday entitlements and sickness procedures are outlined in our pricing policy. Please sign below to say that you have read our policy and that you agree to it.

Signed..... Date.....



### Pricing policy from 28/10/19

We are closed on **Bank Holidays** and **INSET** days and all payments should be by Parent pay

<b>Nursery 8am-5pm</b>	<b>Times</b>	<b>Cost</b>
<b>Breakfast</b>	8.00-9.00	£5.00
<b>Morning session</b>	9.00-12.pm	£15
<b>Afternoon session</b>	12pm-3pm	£15
<b>After school#1</b>	3pm-4pm	£5.00
<b>After school#2</b>	4pm-5pm	£5.00
<b>Late collection charge</b>	£10.00 per hour	

#### Extras

<b>Hot or cold school lunch</b>		£2.30
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**All pre-booked sessions must be paid for in full, including sick days and holidays.**

We require two week's notice to amend, add or change sessions between the hours of 9-3 however, breakfast & after school club we can amend on the day as long as space is available. A form must be completed and signed by the manager/deputy before this is actioned - forms can be collected from the nursery or school office. Please note if there are fees outstanding we may not be able to sanction additional sessions. We reserve the right to cancel your child's sessions if fees remain outstanding for 30 days or more. If you should fall behind with your payments we will contact you to set up a payment plan.

**All cash payments to be made in the school office. You can pay for your child's nursery fees by Parent Pay, standing order (bank details are on invoice), card machine, or cash.**

**We reserve the right to refuse your child's attendance at Trailblazers if payment is not received.**

### Nursery Agreement 2019-2020

Welcome to Treverbyn Trailblazers Nursery. Accepting a place at our nursery is giving your child a fantastic start on their educational journey. We will ensure that your child gets the best possible teaching and learning opportunities to ensure that they grow and develop into confident learners ready for their Reception Year. This agreement covers the expectation for your child during their time in the Nursery.

Your child will be required to attend the Nursery regularly. Our expectation is that they should have an attendance of 96% or above. We ask that you notify the office in advance and fill out a leave of absence form for any holidays that you wish to take during term time. If your child is absent, through illness or medical appointments, then, this should be reported to the office. Failure to attend for more than two weeks at a time or poor attendance lower than 90% will result in your child losing their funded place. This will mean that the place will be offered to the next child on the waiting list.

We understand that in the initial few weeks your child may want to gradually build up their hours to full sessions. We will gladly support you with this as we want to ensure that the children's transition to our nursery is smooth and enjoyable.

Failure to attend in the first two weeks will result in your child losing their funded place. If you would like to cancel your nursery place, you will be asked to sign a form to verify this.

### **30 hours funding**

If you have stated that you are eligible for 30 hours of funding then the following will apply: You must supply us with your child's 30 hours eligibility code and complete the Ey2c form with any changes each term.

If you become unemployed or out of work you must inform us straight away. In this case, the government will continue to fund your child's nursery place for the grace period as stated on your code before the funding is removed. After this, your child will then only be eligible for 15 funded hours unless you gain re-employment. This unfortunate circumstance will result in us offering the additional 15 hours to the next child on the nursery waiting list. You must check your eligibility every three months using the government website and inform us of any changes in circumstances or eligibility.

### **Our promise to you is that:**

- our environment promotes safeguarding through experienced, well qualified staff
- we will encourage all children to gain independence and social skills
- we will encourage all children to learn through play in all areas of EYFS
- we will meet the individual needs of all children eg, through key person system ,etc
- your child will be regularly observed/monitored/tracked in line with EYFS
- we will feedback to you all information about your child and about the setting
- we will regularly review our pricing structure to keep it as competitive as we can
- we can signpost you onto other professionals/partners

### **What we require from you is:**

- the history/background of your child (likes/dislikes)
- sharing information eg, if your child attends another setting, other professional involvement
- that you keep us up to date with new information eg, phone numbers, allergies etc
- your assistance with your child's Learning Journey, eg comments on Tapestry, next steps discussions
- that you adhere to drop off/collection times that you have pre –booked to ensure the efficient running of the nursery
- that you support the setting and your child through their development
- that your child is suitably clothed for nursery e.g., closed toe footwear, sun hat, coat etc
- that spare clothes/nappies are provided

Please sign and date to confirm that you have read and agree to the above criteria.

Signed\_\_\_\_\_Date\_\_\_\_\_

If you have any questions please speak to a member of the admin staff.