

Queensbridge Primary School



NURSERY APPLICATION FORM

Official Use Only

Place Offered Date: _____

Offer Letter Sent Date: _____

Birth Certificate/ Passport Date: _____

Proof of Address Date: _____

Class: _____

Start Date: _____

Basic Details

Legal Forename: _____ Legal Surname: _____

Middle Name(s): _____ Preferred Forename: _____

Date of Birth: _____ Sex (Circle One): Male Female

Current Home Address: _____

Post Code: _____

Nursery Timing (Circle One): AM Full Time PM

30 Hour Code (Details for Full Time Placement of Parent/ Carer Applying)

Full Name: _____

Date of Birth: _____ NI Number: _____

30 Hour Code (11 Digits): _____

Family and Home

Parent/Guardian Contact 1

Parent/Guardian Contact 2

Full Name: _____ Full Name: _____

Relationship to Pupil: _____ Relationship to Pupil: _____

Contact Number 1: _____ Contact Number 1: _____
Contact Number 2: _____ Contact Number 2: _____
Email Address: _____ Email Address: _____
Do you live with the Pupil (Circle One): Yes No Do you live with the Pupil (Circle One): Yes No
If No, Home Address: _____ If No, Home Address: _____
_____ Post Code: _____ _____ Post Code: _____

Please provide details of two people we can contact in an emergency IN ADDITION to the parent/
guardians above

Emergency Contact 1

Emergency Contact 2

Full Name: _____ Full Name: _____
Relationship to Pupil: _____ Relationship to Pupil: _____
Contact Number 1: _____ Contact Number 1: _____
Contact Number 2: _____ Contact Number 2: _____

Dietary and Meals

Please Tick for the Pupils Dietary Needs

- | | | | |
|---|---|----------------------------------|---------------------------------------|
| <input type="radio"/> Artificial Coloring Allergy | <input type="radio"/> Gluten Free | <input type="radio"/> Halal | <input type="radio"/> Kosher |
| <input type="radio"/> Nil by Mouth | <input type="radio"/> No Beef | <input type="radio"/> No Chicken | <input type="radio"/> No Pork |
| <input type="radio"/> No Dairy Produce | <input type="radio"/> No Eggs | <input type="radio"/> No Fish | <input type="radio"/> No Meat |
| <input type="radio"/> No Milk | <input type="radio"/> No Nuts of Any Type | <input type="radio"/> No Peanuts | <input type="radio"/> Seafood Allergy |
| <input type="radio"/> Vegetarian | <input type="radio"/> Other (Including Fruits): _____ | | |

Does your child have Free School Meals (Circle One): Yes No

So that we can assess all Pupil's eligibility for Free School Meals and some in-school and extra curricula support we ask that all parents/guardians complete the Free School Meals form.

<https://education.hackney.gov.uk/content/apply-free-school-meals>

Medical Information

Surgery Name: _____

Surgery Phone Number: _____

Surgery Address: _____

Medical Dietary Needs: _____

Any Known Current or Historic Medical Condition: _____

Any Known Current or Historic Allergies*: _____

Is the Pupil Registered as Disabled (Please Provide Details, if Yes)? _____

*You must provide the school office with an epi-pen and/or anti-allergy medication if prescribed for your child

**If pupils have an ongoing medical need that will impact on attendance, please ensure you provide the appropriate supporting documents (i.e. letters from doctors)

Ailments

Please Tick All That Apply

Exzema

Migranes

Diabetes

Allergies

Asthma

Epilepsy

Sight Problems

Hay Fever

Any other condition not listed: _____

Disability

Is your child in receipt of DLA (Circle One): Yes No

If so, what is their DLA reference number: _____

Ethnicity and Cultural Information

Please mark the ethnic background that best describes you

Asian	Indian		Chinese	Chinese	
	Pankistani		Mixed	White and Black Caribbean	
	Bangladeshi			White and Black African	
	Any other Asian background (please state)			White and Asian	
Any Other Ethnic Group	Afghan			Any other mixed background (please state)	
	Kurdish		White	Albanian	
	Latin/South American/Central American			English	
	Vietnamese			Greek/Greek Cypriot	
	Any other ethnic group (please state)			Gypsy/Roma	

Black or Black British	Caribbean		Irish		
	Angolan			Scottish	
	Congolese			Traveller or Irish Heritage	
	Ghanaian			Turkish	
	Nigerian			Turkish Cypriot	
	Sierra Leonian			Welsh	
	Somali			White Eastern European	
	Sudanese			White Western European	
	Other Black African (please state)			White Other (please state)	
	Any other black background (please state)			Any Other Ethnicity	

Languages Spoken

Primary: _____ Secondary: _____ Tertiary: _____

Is English an Additional Language (Circle One): Yes No

Pupils Religion

- | | | |
|---------------------------------|-----------------------------------|-------------------------------|
| <input type="radio"/> Buddhist | <input type="radio"/> Jewish | <input type="radio"/> Sikh |
| <input type="radio"/> Christian | <input type="radio"/> Muslim | <input type="radio"/> Other |
| <input type="radio"/> Hindu | <input type="radio"/> No Religion | <input type="radio"/> Refused |

Additional Information

Mode of Travel

- | | | |
|---------------------------------|---|----------------------------|
| <input type="radio"/> Car Share | <input type="radio"/> London Underground/Overground | <input type="radio"/> Taxi |
| <input type="radio"/> Car/Van | <input type="radio"/> Public Bus | <input type="radio"/> Walk |
| <input type="radio"/> Cycle | <input type="radio"/> Other: _____ | |

Traveller Status

- | | |
|---|--|
| <input type="radio"/> Gypsy/Roma (Housed) | <input type="radio"/> Occupational (Traveller) |
| <input type="radio"/> Gypsy/Roma (Travelling) | <input type="radio"/> Traveller (Other) |

Asylum Status

Are you an Asylum Seeker (Circle One): Yes No

Are you a Refugee (Circle One): Yes No

Pupil Welfare

Is the Pupil in Care (Circle One): Yes No If Yes, Which Authority? _____

Has the Pupil Previously Been in Care (Circle One): Yes No If Yes, What are the Current Arrangements? _____

Please provide details of any social worker involvement, court order, or access arrangements relating to your child _____

School History

Previous School	Start Date	Leaving Date	Reason for Leaving

Emergency Consent Section

In case of an emergency, the school will try to contact parents/carers and any emergency contacts given. However, given unforeseen circumstances where we are unable to reach you, we may need to contact emergency services. During this time, we will continue to try and reach you and update you.

I give full permission for members of school staff to administer minor first aid if needed and a contact emergency services such as 111 or 999 if they are unable to reach us.

I understand that this will be valid for the whole time that my child is in school, unless I inform the school otherwise in writing. I understand that I have the right to withdraw or amend this consent at any time and can do so by notifying the school in writing.

Parent/Carer Name: _____

Signature: _____

Pupil Name: _____

Parent/Carer Consent Form and E-Safety Rules

All pupils use Information and Communication Technology (ICT) equipment, including Internet access, as an essential part of learning, as required by the national Curriculum. Both pupils and their parents/carers are asked to sign agreements to show that the E-safety rules have been understood and agreed.

Parent/Carer Name: _____

Pupil Name: _____

As the parent or legal guardian of the above pupil, I understand the general E-safety rules as documented on the attached Information & online resources sheet and grant permission for my daughter or son to have access to use the Internet, school email system, learning platform and other ICT facilities at school.

I know that my daughter or son will be asked to sign an E-safety agreement form and that they have a copy of the school E-safety rules. The teacher will discuss this document in school and my daughter or son should agree to follow the E-safety rules and to support the safe and responsible use of ICT at Queensbridge Primary School.

I accept that ultimately, the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching E-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their E-safety or e-behaviour that they will contact me.

I understand the school is not liable for any damages arising from my child's use of the Internet facilities.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's E-safety.

Parent/Guardian Signature: _____ Date: _____

Photographs in School

I declare that I am the legal parent/guardian of the above child. Please tick the type of media you give consent for.

- Print Media
- School App
- School Displays
- School Website
- Social Media

I understand that my child's photograph or video image may be used, this will be for school and curriculum purposes only and may be used for displays, promoting a positive image of the school, newsletters, press releases etc., and that my child's name will not be included in published images.

Signed: _____ Date: _____

OR

I understand that my child's photograph will be used for internal school displays but

I DO NOT GIVE MY CONSENT FOR MY CHILD'S PHOTOGRAPH TO BE USED IN ANY OF THE ABOVE:

Signed: _____ Date: _____

School Trips

There are numerous occasions during the school year when teachers wish to take their pupils out of school to investigate various aspects of our environment.

The trips are carefully planned and may involve walking to local place of educational interest. I hope you will agree that visits outside the classroom are an essential aspect of your child's education.

I agree to my child taking part in local trips whilst my child is at Queensbridge Primary School.

I certify that as far as I am aware my child is medically fit to undertake such visits and there are no health reasons why he/she should not do so.

I authorise medical treatment to be provided should this become necessary during the course of the visit. I understand that those supervising my child are in loco parentis and must exercise a standard of care that would be expected of a parent.

Signed: _____ Date: _____

The School's Promise

- To aim to provide a safe and secure environment.
- To welcome and encourage parents' interest and involvement in school life and take account of your views about your child's needs.
- To ensure that there is a planned programme of work and homework suitable to the needs of your child.
- To mark work regularly and give your child positive constructive feedback.
- To provide a written report about your child's progress each year and provide opportunities for you to discuss that report, as well as general progress, with your child's teacher throughout the year.
- To deal with problems calmly and fairly having listened to your child's point of view.
- To inform you by letter or telephone about any problems or difficulties of a more serious nature.
- To inform you about set homework tasks.
- To inform you about school life via the school app, Twitter and the school website.
- To maintain the quality of the environment of Queensbridge Primary School.

The Parent's Promise

Parent's Signature: _____

- To ensure that my child attends punctually for school unless prevented from doing so by illness or other agreed reason.
- To dress my child in the agreed school uniform and PE kit, ensuring that all items are named.
- To attend the two open evenings with the class teacher and to attend other such meetings called by the school to discuss the welfare, discipline or work of my child.
- To inform verbally or by letter the reason for any child's absence.
- To support my child in the organisation of their homework tasks as outlined by the homework policy.
- To provide the school with emergency contact telephone numbers.
- To inform the school in writing when my child needs to take medication in school.
- To tell the school as soon as possible if there are significant problems which might affect my child at home or at school.
- To support the school in its stand against intimidation, bullying and inappropriate or racist language and where necessary discuss this with my child.
- To support extra curricular and social events and parent workshops where possible.
- To keep the school's 'No Smoking' policy when I am on site.
- To abide by the Queensbridge Primary School Code of Conduct.

The Pupil's Promise

Pupil's Signature: _____

- To attend school regularly and on time, wearing the correct school uniform.
- To bring all the equipment I need for school every day, including my PE kit.
- To do all my class work and homework to the best of my ability.
- To be polite and helpful to all adults and other children at all times.
- To avoid any form of intimidation or bullying and to take action to prevent others from bullying by telling an adult.

DATA PROTECTION/GDPR NOTICE

Under data protection law/GDPR, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices. This privacy notice explains how we collect, store and use personal data.

Personal Data We Hold

The personal data that we may hold, use and share (when appropriate) includes, but is not restricted to:

- Contact details, dates of birth, identification documents
- Results of internal assessments and externally set tests
- Characteristics such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions
- Attendance information
- Safeguarding information
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools and the local authority.

Why We Use This Data

We use this data to

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare

How We Store This Data

We keep personal information about pupils secure. We keep the information about pupils while they are attending our school, and we may also keep it beyond their attendance at our school if it is necessary.

Data Sharing

We do not share information about pupils with any third party without consent unless the law or our policies require us to do so. Where it is required, we may share personal information about the pupils with:

- Hackney Learning Trust (Our Local Authority)
- The Department for Education
- The pupil's family
- Educators and examining bodies
- Ofsted
- Our auditors
- Health authorities
- Professional advisors

National Pupil Database

We are required to provide information about pupils to the Department for Education (DfE) as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database. This database provides evidence and statistics to inform research on school performance.

Contact Us

If you have any questions or concerns about anything mentioned in this privacy notice, please do not hesitate to contact us by emailing admin@queensbridge.hackney.sch.uk, or calling the school on 0207 254 1186