

## ADDITIONAL INFORMATION FOR NURSERY APPLICATION



Melton Primary School Nursery class is a pre-school provision for eligible 3 and 4 year-olds. Applications for places must be made directly to the school.

### About Nursery School Classes and Funding

All children are entitled to free part-time early education from the beginning of the term following their 3<sup>rd</sup> birthday.

The entitlement is for up to a maximum of 15 hours per week for 38 weeks of the year. The 15 free hours can be claimed for the morning or afternoon sessions but must be claimed at the beginning of each term. Funded hours are then fixed for the whole term and cannot be changed.

You may be entitled to 30 hours free early years education, you will need to check your eligibility and apply through [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Your child can stay in a nursery school class until the September following their 4<sup>th</sup> birthday.

NB: Admission to Nursery Class does not guarantee a full-time place in the school to which the nursery is attached. A separate application for a full time place in the school must be made.

### Application to Melton Primary School Nursery

From January 2022, Melton Primary School Nursery is open Monday – Friday from 7.45am to 5.30pm, during term time.

To apply for a place at Melton Primary School Nursery, please complete the attached PAF form and send with a copy of your child's birth certificate<sup>^</sup> to the school office.

<sup>^</sup>All birth certificates will be returned

If you have any queries please do not hesitate to contact us, either by telephone or e-mail.

### SESSIONS REQUIRED

Please indicate below, which sessions you require.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning session 9.00am to 12.00pm					
Afternoon session 12.30 to 3.30pm					
Lunch session* 12.00 to 12.30pm (£2 per day)					

\* Lunch sessions cannot be included in your funded hours as they are not part of the educational offer.

*Any parents booking their child in for a lunchtime session will have the option to buy a cooked school meal, (unless your child is entitled to a Free School meal) or to provide a healthy packed lunch – full details will be provided once a place is confirmed.*

## ADMISSION INFORMATION FORM



**Melton  
Primary  
School**

The school collects and processes personal data relating to its pupils in order to successfully carry out its functions. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

We collect and use pupil information under section 537A of the Education Act 1996 and section 83 of the Children Act 1989. We also comply with Article 6 (1) (c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR) See Pupil Privacy notice.

We share pupils' data with the Department of Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department of Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### Child's details

Legal surname (as it appears on birth certificate)			
Legal forenames: (as they appear on birth certificate)			
Name you would like your child to be known by:			
Gender:		Date of birth:	
Home address:			
Post code:		Telephone number:	

### Contacts (in priority order):

1.	Forename:		Surname:			
	Relationship to the child:			Parental responsibility	YES	NO
	Telephone numbers:	Home:				
		Mobile:				
		Work:				
	Address:					
	email address:					

2.	Forename:		Surname:			
	Relationship to the child:			Parental responsibility	YES	NO
	Telephone numbers:	Home:				
		Mobile:				
		Work:				
	Address:					
	email address:					

3.	Forename:		Surname:			
	Relationship to the child:			Parental responsibility	YES	NO
	Telephone numbers:	Home:				
		Mobile:				
		Work:				
	Address:					
	email address:					

Previous school/Nursery or Early Years provider:

Name:					
Address:					
Telephone number:					

**SERVICE CHILDREN IN SCHOOL**

Schools are now required to indicate whether a child has a parent(s)/guardian(s) currently serving in regular military units of any of the armed forces, and designated as Personnel Category 1 or 2. Please indicate if your child is a 'service child in education' by ticking one of the boxes below.

Service child:	Yes	No
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**CHILD'S MEDICAL DETAILS**

Doctor's Name			
Practice Name			
Address			
Post code:		Telephone number:	

**Medication details – does your child take any medication, use any physical aids or require any special diet or supplements –please give details below**

Medication	
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**Has your child seen a professional such as a paediatrician, psychologist or speech and language therapist? If so please give details**

Y/N	
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**Does your child have any medical conditions eg Asthma, allergies/dietary intolerances etc. If so please give details and any medication required**

Asthma	
Allergies	
Dietary need Eg: Vegan/dairy free etc	

**Does your child have an Education, Health and Care plan or Special Need – if so please give details**

Need detail	
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**Is your child in Local Authority Care Y/N or is a “Looked After Child” Y/N or “Post Adoption”: Y/N**

Care Authority name	
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**PERSONAL INFORMATION**

**Child’s Ethnic details – see attached list**

Ethnicity	
English as a second language	Y/N
First language	
I do not wish an ethnic background to be recorded (tick box)	

**Local visits**

**As part of their education at Melton School and to support and reinforce certain areas of study, the children are occasionally taken to various locations around Melton and Woodbridge. Please confirm your permission.**

I give permission for my child to be taken on walks in the local area	Y/N
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**Internet permission**

**As part of the schools Information and Communication Technology (ICT) programme the children have supervised access to the Internet. At Melton all Internet access is filtered against items that are deemed illegal, defamatory, inaccurate or potentially offensive. Please confirm below your consent for your child to access the internet at school.**

I give permission for my child to access the internet	Y/N
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**Photo Permission**

**There are many occasions in the school year when we take photographs/recordings of school events, trips, plays, sports days etc. These images may appear on the school website, be displayed around school, appear on Seesaw or in the local press. All images are taken and stored within the limitations of the Data Protection Act. Please confirm below if you are happy for your child to be photographed.**

I am happy for my child to be photographed and to appear on the website/Seesaw/Media etc	Y/N
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**Do you already have a child at Melton Primary School – Y/N**

Name	
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Have you applied for Free School Meals if relevant. (visit <a href="http://www.suffolk.gov.uk/freeschool">www.suffolk.gov.uk/freeschool</a> meals to see if you are entitled)	Y/N
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**Please indicate how your child will travel to/from school**

Eg Walk/car/bus	
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**SEPARATED PARENT INFORMATION**  
**For parents not living with the child**

Name			
Relationship to child			
Parental responsibility		Y/N	
Address including postcode			
Email		Telephone numbers:	
Court case		Y/N	
Address can be disclosed		Y/N	

The above information is true to the best of my knowledge and belief.

Parent or Carer's signature..... Date.....

**By giving us this data you are ensuring that the individual has been made aware.  
 Further information can be found in our parents' privacy notice available on our website. If you wish to withdraw your consent to any of the above, you can do so at any time by contacting the school office.**

**FOR OFFICE USE ONLY**  
**Birth certificate verification**

Country of issue	
Date of issue	
Reference number	
Name verified	
DOB verified	

Date of verification: ..... Carried out by:.....