

All schools are required by law to keep on record details of children admitted. We should therefore be grateful if you would complete this form in **BLOCK CAPITALS** and hand it into the school office when your child is admitted.

PUPIL DETAILS

Legal Surname:	Legal Forename:
Gender: Male / Female <i>(delete as applicable)</i>	Date of birth:
Middle name(s):	
Preferred Surname:	Preferred Forename:

ADDRESS DETAILS

	Home		Other
* House No/Name:		House No/Name:	
* Street:		Street:	
* Town/City:		Town/City:	
* County:		County:	
* Postcode:		Postcode:	
*required fields		Type:	Term Time / Overseas / Other

If the child's residence at the present address (whether living with parents or any other person) is not permanent, please state the reason and probable duration of the stay, and give the name address of the person with whom the child normally resides:

Reason:	Dates Applicable:
Name:	
Address:	

FOR SCHOOL USE ONLY

Registration Group:	House:
* NC Year Group:	* Year Taught in:
* Enrolment Status:	Boarder Status:
* Admission Date:	Admission No:
UPN:	Attendance mode:
Birth Certificate/Passport seen: ☐ <i>(Infant/Combined Schools only)</i>	*required fields for SIMS

CONTACTS

Parent/Carer 1 (name):		Parent/Carer 2 (name):	
Relationship to child: Do you have parental responsibility? ☐ Yes ☐ No		Relationship to child: Do you have parental responsibility? ☐ Yes ☐ No	
Address (if not home address above):		Address (if not home address above):	
Post Code:		Post Code:	
Contact Numbers	Home: Mobile:	Contact Numbers	Home: Mobile:
e-mail:		e-mail:	
Work: (for emergency use) Address:		Work: (for emergency use) Address:	
Tel No:		Tel No:	
With whom does the child live?			

Please attach a copy of any court orders relating to your child. Please tick if attached ☐

OTHERS WITH PARENTAL RESPONSIBILITY AS DEFINED BY CHILDREN ACT 1989

Parental responsibility may be shared between a number of people beyond the child's natural parents. Married parents have equal parental responsibility; on separation or divorce both parents continue to have responsibility. In such circumstances the school will forward copies of school reports, etc. to the separated parent if requested. Please give details below:

Name (and relationship to child):			
Home Address:		Work Address:	
Post Code:		Post Code:	
Contact Numbers	Home: Mobile:	Contact Numbers	Work: Mobile:

Is the child resident with foster parents: Yes ☐ No ☐
 If 'yes'; which Authority is financially responsible for maintenance? _____

From time to time it may be necessary to contact someone during the school day, e.g. in the case of a child's sickness. Please list below (in order of preference) the details of any person we can contact on such an occasion.

No.	Name and relationship to the child <i>(Grandparent, relative, neighbour etc)</i>	Known to the child as? <i>e.g. Gramps, Nana</i>	Daytime address and telephone number <i>(if same as home address please write home)</i>
1			Address: Phone:
2			Address: Phone:
3			Address: Phone:

MEDICAL INFORMATION

Knowledge about your children's health is vital if we are to help them to achieve their potential educationally. Would you please supply the following medical information about your child? This information will only be shared with relevant professionals within education and health who need to know in order to support your child in school. If you wish to discuss your child's health confidentially, please contact the School Nurse.

DOCTOR

Doctor's Name:

Surgery Name:

DIETARY NEEDS

- | | | | |
|---|---|---|---|
| ☐ Artificial colour allergy | ☐ Gluten Free | ☐ Kosher food only | ☐ No dairy produce |
| ☐ No nuts of any type/quantity | ☐ No pork | ☐ Seafood allergy | ☐ Vegetarian |
| ☐ Halal | ☐ Other (please specify) _____ | | |

MEDICAL INFORMATION

- | | | | |
|--|---|--|--|
| Does your child suffer from? | ☐ Asthma | ☐ Epilepsy | ☐ Diabetes |
| ☐ Bowel or bladder problems | ☐ Serious allergies | ☐ Any other medical condition _____ | |
| Does your child have any? | ☐ Vision problems | ☐ Hearing problems | ☐ Speech problems |
| ☐ Mobility problems | ☐ Behavioural problems | ☐ Medications | |

Does your child attend any medical clinics? - Yes / No

If Yes, please give details in the box below

If you have ticked any of the above boxes, please give further details below:-

If your child is on medication, does it need to be given during school hours? – **Yes / No**

If Yes please discuss with the Headteacher.

ETHNIC/CULTURAL INFORMATION

The Department for Education (DFE) has asked for the collection of information on ethnicity, first language and religion of all pupils.

ETHNICITY

- | | | |
|--|---|--|
| White
☐ British
☐ Irish
☐ Traveller of Irish Heritage
☐ Gypsy/Roma
☐ Any other white background | Mixed
☐ White & Black Caribbean
☐ White & Black African
☐ White & Asian
☐ Any other mixed background | Other
☐ Chinese
☐ Any other ethnic group

☐ I do not wish an ethnic background category to be recorded |
| Asian or Asian British
☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background | Black or Black British
☐ Caribbean
☐ African
☐ Any other Black background | |

FIRST LANGUAGE – *The language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community.*

- | | | | | |
|----------------------------------|---|---|---|--|
| ☐ Arabic | ☐ Bengali | ☐ Chinese Cantonese | ☐ Chinese Mandarin | ☐ Dutch |
| ☐ English | ☐ French | ☐ German | ☐ Greek | ☐ Gujarati |
| ☐ Hindi | ☐ Italian | ☐ Japanese | ☐ Panjabi (Gurmukhi) | ☐ Panjabi (Mirpuri) |
| ☐ Pashto | ☐ Polish | ☐ Portuguese | ☐ Shona | ☐ Spanish |
| ☐ Swahili | ☐ Tagalog/Filipino | ☐ Tamil | ☐ Thai | ☐ Turkish |
| ☐ Urdu | ☐ Vietnamese | ☐ Other (Please specify) _____ | | |

RELIGION

- | | | | | |
|-----------------------------------|--|-----------------------------------|------------------------------------|--|
| ☐ Anglican | ☐ Baptist | ☐ Buddhist | ☐ Christian | ☐ Church of England |
| ☐ Hindu | ☐ Jehovah's Witness | ☐ Jewish | ☐ Methodist | ☐ Mormon |

- ☐ Muslim
 ☐ Plymouth Brethren
 ☐ Quaker
 ☐ Roman Catholic
 ☐ Sikh
☐ United Reform Church
 ☐ No Religion
 ☐ Other (Please specify) _____

ADDITIONAL INFORMATION

NURSERY PROVISION

If Grendon Underwood Nursery is not your child's only childcare provision, please give details of other providers, including number of hours, below.

DEVELOPMENT OF SKILLS (please delete as appropriate)

Dominant hand: Right / Left / Ambidextrous

My child can:

Eat with a spoon:	Yes / Needs help	Put on own coat:	Yes / Needs help
Use a knife and fork:	Yes / Needs help	Put on own shoes:	Yes / Needs help
Drink out of a cup:	Yes / Needs help	Do up buttons:	Yes / Needs help
Go to the toilet:	Yes / Needs help	Do up buckles:	Yes / Needs help
Wash and dry hands:	Yes / Needs help	Blow his/her nose:	Yes / Needs help

Is there anything else you would like us to know about your child? E.g. interests, particular words or phrases for example for toilet etc.

PARENTAL DECLARATION

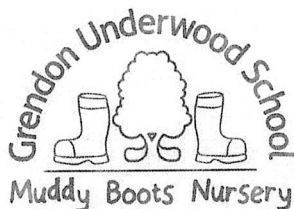
DATA PROTECTION STATEMENT: *The purpose of this form is to collect data for further processing within the school/Local Authority/Health Authority systems. Your signature on this form implies your consent for the school/Local Authority/Health Authority to process the data. The data will be processed in accordance with the purposes notified by the school/Local Authority/Health Authority to the Data Protection Commissioner's office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the School's database.*

DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:

*I declare the above information to be correct to the best of my knowledge at the time of completion.
I agree to notify the school of any change in my child's circumstances.*

Signed: _____ Date: _____

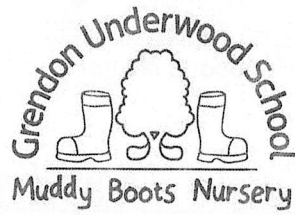
Print Name



Starting nursery profile - Muddy Boots Nursery

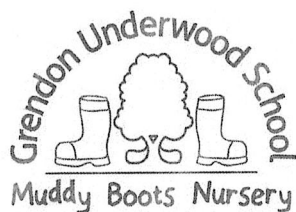
Please complete the nursery profile as accurately as possible so we can ensure a smooth and happy transition for your child to Muddy Boots, Many thanks Team Muddy Boots

Name	
Preferred name or nicknames	
What makes your child happy?	
What are your child's interests or favourite things?	
Is your child scared or frightened of anything?	
Does your child have any family or friends they play with regularly?	
How does your child respond to new people and situations?	
Does your child enjoy playing outside?	



Does your child enjoy messy play such as painting, water play, mud kitchen?	
---	--

Does your child have any food likes and dislikes?	
Does your child enjoy stories and singing?	
Can your child communicate their needs through either speech, gestures or motioning an adult?	
Do you have any concerns or have any been raised about your child's behavior or development?	
Does your child wear nappies, currently potty training or toileting independently?	
Has your child attended another setting or childminder? If so please provide contact details here.	
Was your child's birth normal?	



Did you child meet their milestones such as crawling and walking as expected?	
Have any external agencies been involved with your child since birth such as speech and language, occupational therapy or family support. If so please give as much detail as possible.	
Please share any other information including any familiar routines, details from your home life or anything else you may think we need to know that will help your child's transition to Muddy Boots.	



Grow Flourish Care Aspire

Grendon Underwood Combined School
Main Street, Grendon Underwood, Aylesbury, HP18 0SP
01296 770388
grendonunderwood.bucks.sch.uk

Please let us know below the sessions you would like for your child at Muddy Boots, while we will do our best to accommodate these we cannot guarantee them.

We also need to know if your child is eligible for any funding, please indicate below, please include any codes you have relevant to your child:

2 year old funding

☐

code: _____

Universal 15 hour for 3 & 4 year olds (term after they turn 3)

☐

Extended hours for 3 & 4 year olds (up to 30hrs)

☐

Childs Name _____

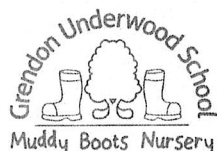
Preferred start date _____

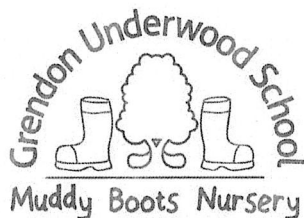
Please tick all that apply

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 11:30am (3 hrs)	Am	Am	Am	Am	Am
11:30 -2:30pm (3 hrs)	Pm	Pm	Pm	Pm	Pm
2:30 – 3:15pm Wrap Around					

We offer a 3 stage settling in session, should you feel your child would benefit from this. The first session is 45 minutes, the second 1.5hrs and the third is a full session.

Please note: Payment of invoices should be paid a month in advance, by the date stipulated on the invoice via Parentpay (preferred) or Childcare/Tax Free childcare vouchers. Failure to do so will result in a late payment charge of £5 per day, after this time, children will then be excluded from nursery until payment is settled.





Permission to collect form

Please provide details of who is able to collect your child from Muddy Boots.

Contact Name	Relationship to child	Contact Number

In the instance of an emergency or when you can not collect your child please provide a password that we can use for your child to safely be collected from Muddy Boots

.....

Signed..... Print name.....

Relationship to child.....Date.....



Grendon Underwood Combined School
Main Street, Grendon Underwood, Aylesbury, HP18 0SP
01296 770388
www.gucs.org.uk



Dear Parent/Carers,

Here at Grendon Underwood school we use Parentmail to communicate with all our parents. This system allows us to send emails and forms about general school information to parents, including school newsletters, trip letters and much more.

Parentmail offer a free parent App. This can be downloaded for both Apple and Android mobile and tablet devices through the relevant store.

In order for us to communicate effectively with you at all times, please would you kindly complete the registration section below with your email and phone contact details

Childs name _____ Class _____

Parent/Carer Name (1) _____

Relationship to child _____

Email Address _____

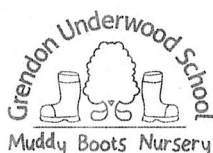
Mobile Phone Number _____

Parent/Carer Name (2) _____

Relationship to child _____

Email Address _____

Mobile Phone Number _____





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01296 770388
www.gucs.org.uk

Permission for visits in the local area of Grendon Village

All teachers seek opportunities to enhance their curriculum planning with out of school visits which are an integral part of learning for each class – they give children important insights and experiences they cannot always have in the classroom. Grendon Village has a whole wealth of geographical and historical aspects that our children can benefit from and as they are in the vicinity of the school then they are free!

When a child joins us at Grendon the parent / guardian is now asked to complete an overall consent form which covers visits in the local area of Grendon during their entire time at the school. Existing children will also need this permission given.

Below you will find a permission slip regarding local area visits around Grendon.

Please could you sign the below permission slip to give 'blanket' permission for your child to take part in these local visits during their time at Grendon Underwood School.

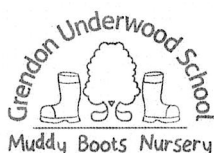
Child's Name _____ Class _____

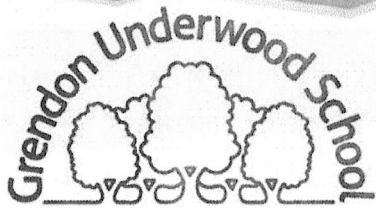
Local Area Visits

I give permission for my child to visit sites in and around Grendon Underwood School during his/her time at Grendon for the duration of their time at school.

Signed _____ Date _____

Name _____ Date _____





Kindness. Courage. Responsibility.

Grendon Underwood School
Main Street, Grendon Underwood, Aylesbury, HP18

In School, we sometimes take photographs of pupils. We use these on the schools' website, in the school's

newsletter and on social media to share our learning.

We would like your consent to take photos of your child and use them in ways described below. If you're not

happy for us to do this that's no problem- we will accommodate your preferences.

Please tick the relevant boxes below.

I consent to photos of my child being in the newsletter and very occasionally school website ☐

We use social media widely to share the learning with our school community but never display children's faces ☐

I consent to Photos/Videos of my child being used on class/whole school Dojo stories (access to Dojo is only via a login provided and cannot be accessed by the public.) ☐

We occasionally use webcam facilities to join other local schools for joint curriculum activities. I consent to my child being included. ☐

Children First names are only ever used in newsletters/school website, if you do not want your child named, please advise the school office.

Using children's name on education platforms.

For your information children are given pseudonyms on TTRS (times table rock star) and no data of your child is stored or visible to the public.

There may be instances when your child represents the school externally and you will be required to choose photo preferences.

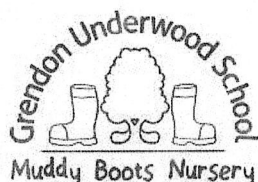
This will be for the duration of your child's schooling at Grendon Underwood however you may withdraw at any time by contacting the office.

Childs Name:

Date:

Parent or Carer's Signature:

Print Parent or Carer name:

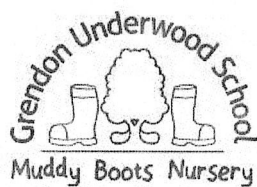




Kindness. Courage. Responsibility.

Grendon Underwood School

Main Street, Grendon Underwood, Aylesbury, HP18



Muddy Boots Nursery
Conditions of Provision.

Please read the Conditions of Provision carefully, sign them and return a copy to the school. They reflect the custom and practice of nurseries providing full/part time day care and are the basis of our contract with you. Abiding by these conditions enables us to provide and maintain the highest standards of care for your child and he/she will not be able to attend nursery until these signed conditions are returned. The rules about notice and payment of fees are designed to promote stability and assist the forward planning and the proper resourcing of the nursery. Nothing within these terms and conditions affects the parent/guardian's statutory rights.

1. REGISTRATION:

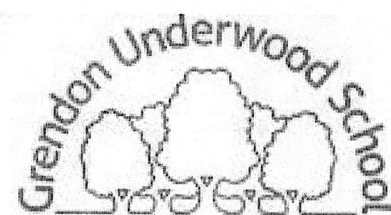
- 1.1. To register your child at the nursery, contact the office for information.
- 1.2. A registration does not guarantee that a place will be available.
- 1.3. If you delay taking up a place once one becomes available, you will be liable for the fees for that period.

2. CONTRACTS:

- 2.1. All contracts run for school terms only. Fees are not payable during school holidays.
- 2.2. A months' notice is required if you no longer need your child's place. Fees are payable during the notice period.

3. SESSIONS AND BOOKINGS:

- 3.1. Care is provided from 8.30am to 3.15pm, 38 weeks of the year apart from weekends and public holidays.
- 3.2. Session times and prices cannot be adjusted to suit individual needs. We are unable to accommodate fluctuating shift patterns and bookings must be the same sessions every week.
- 3.3. Likewise we do not offer part session, if you decide to collect your child early full payment for the session is required.
- 3.4. Bookings cannot be altered mid-term nor swapped for other sessions, this includes as a result of illness or holiday. We will require a months' notice for any alterations. In exceptional circumstances, (e.g. bereavement, unexpected hospitalisation) we may take an extra booking if we can accommodate the child within the existing child ratios. These exceptional sessions must be booked on an official form and paid for in advance. An email is not sufficient. Please contact the muddy boots email (muddyboots@gucs.org.uk) if you think you qualify as being in exceptional circumstances.



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4. LATE COLLECTION OF A CHILD:

Please collect your child promptly at the end of their session. Extra charge for children who are collected late, or who arrive early, will be charged £10 for every 15 minutes (or part) outside the booked session. The nursery has to be vacated by the closing time and we are not insured to take children outside of their booked hours. If you are going to be unavoidably delayed, please let us know. If a child is not collected on time, we will telephone you on your emergency contact. If we cannot reach you after 30 minutes of trying, we will follow OFSTED procedure and contact social services.

5. FEES AND EXTRA CHARGES

- 5.1. Fees are calculated on the basis of the weekly charge for the sessions booked.
- 5.2. Nappies, wipes, nappy sacks and sun cream must be provided from home.
- 5.3. All fees are charged monthly in advance and must be paid within 7 days of the invoice. Invoices will be addressed to the person(s) named on the registration form. Payments should be made through your school Parentmail account or the government Tax Free Childcare scheme
- 5.4. We do except Childcare vouchers if we are registered with the company, please check with the school office.
- 5.5. Fees are due during periods of absence from nursery, including sickness and personal holidays. Cases of long term sickness will be considered by the Governors on an individual basis.
- 5.6. The nursery reserves the right to charge a rate of £5 a day (up to 5 days), for late payments after this time, children will then be excluded from nursery until payment is settled. For re-presented payments, a charge of £20 is applied. If you are having difficulty meeting your nursery payments, please talk to the office about setting up a payment plan. In this event, of invoices not being paid legal action will be taken and the costs added to the outstanding fees. Any default on payment will incur an administration fee. Accounts in debt will be informed by email and SMS text.

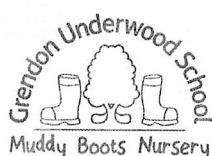
6. FUNDING

- 6.1 Under current government legislation, your child will be eligible for a grant-funded place for a maximum of five 3 hour sessions per week for up to 38 weeks each year from the term following their 3rd birthday, cut off dates are as follows:

6.2 Flexible offer in relation to 2, 3 & 4 Year Funding is set out as below:

- Children are entitled to 3 & 4 year old funding in the term following their 3rd birthday (see table above). 2 year old funding is dealt with on an individual basis

Child's birthday	When you can start claiming
1 January to 31 March	Summer Term (from 1 April)
1 April to 31 August	Autumn Term (From 1 September)
1 September to 31 December	Spring Term (From 1 January)

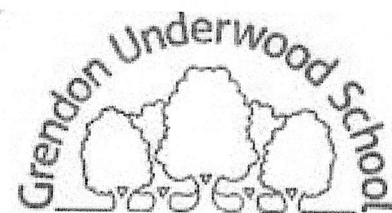


- Children can attend either 5 mornings, 5 afternoon or a combination of 5 sessions over mornings and afternoons under the funding.. Any additional sessions will be charged at the current session rate.
- The parents of the children who are entitled to 3 & 4 year old funding must complete the necessary paperwork which will be provided by us, and they are also required to provide proof of their child's date of birth.
- Your child is expected to attend for the hours claimed for. If your child does not attend regularly, without a valid reason, funding may be withdrawn.
- Any changes to your funded hours must be made on the correct form, please see the school office. If you are not claiming the full number of hours and wish to increase your funded hours, you can only do this from the beginning of each half term.
- If the full 15 hours are not already being claimed, we will in exceptional circumstances, claim for the lunch fees. This is on a case by case basis.
- We run 5 x 3 hour morning sessions (08.30 – 11.30), 5 x 3 hour afternoon sessions (11.30 – 14.30) plus 5 x 45 minute wrap around care cover (14.30 – 15.15)
- We cannot guarantee that we will be able to provide the sessions that you request, but we will try our best to accommodate everyone's requests for funded sessions.

6.3 30 Hours Funding It is the parents responsibility to check if they are eligible for 30 hour and this can be done by visiting www.childcarechoices.gov.uk, if eligibility is confirmed you must provide the school office with your National insurance number and the eligibility code (staring 100 or 500). It is then your responsibility to check eligibility again before the expiry date of the code, which would have been given at the time of registration. Please note the 30 hours can be shared between 2 providers.

7. SICKNESS AND SPECIAL REQUIREMENTS

- 7.1. If your child becomes ill during a nursery session, a member of the nursery team will contact the parent/guardian or the emergency contact given on the registration form. Please choose your emergency contacts carefully to be sure they are likely to be available if you are not. In an emergency, we will seek medical advice. Please note that we are unable to administer non-prescription medicines. This includes calpol and other fever-reducing medicines.
- 7.2. If your child is suffering from a communicable illness, he or she should not be brought into nursery until completely better. Although your child may seem well, please consider our children with reduced immune systems and do not bring your child back until the infection is cleared – current policy is to allow 48 hours for this.
- 7.3. Please inform the nursery manager before the session start time if your child is absent through illness or any other reason.
- 7.4. Fees are due during periods of absence including sickness. Cases of long term sickness will be considered by the Governors on an individual basis.
- 7.5. We will work with parents/guardians to provide suitable food for children who have special dietary needs on medical (diagnosed in writing by a medical practitioner) or ethical grounds.



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8. SAFETY

- 8.1. The nursery is based within a busy school site. Please park respectfully on the road outside the school and do not use the school car park unless agreed with the school beforehand.
- 8.2. The nursery operates a Child Protection Policy, in line with the main school policy. Copies are available on the website or from the school office.
- 8.3. **Muddy Boots Nursery is obliged to report to OFSTED/Child Protection any incident where we consider a child may be abused or neglected. This may be done without informing the parent or guardian.**

9. OTHER CONDITIONS OF PROVISION

- 9.1. Muddy Boots Nursery does not accept responsibility for accidental damage to or loss of property. The nursery does maintain those insurances required by law. Details of these are available from the office, along with copies of Employer's Liability and Public Liability insurance policies.
- 9.2. If a member of staff, within six months of leaving employment at Muddy Boots Nursery, is employed by a parent/guardian to care for a child who was previously registered at the nursery, then the parent/guardian will be liable to pay the nursery a sum equivalent to six months salary for the employee at the time their employment with the nursery ended.
- 9.3. Your child's encrypted personal data will be entered on our computerised system to enable efficient administration and swift access to vital information. The data is stored in the U.K. The nursery staff take photographs within the nursery to monitor your child's progress. Sometimes, we may wish to use these photos in training and promotional material. You will be asked to complete a Photographic Consent Form to indicate if this publication is acceptable.

DECLARATION

I have read and understood the above Conditions of Provision and agree to abide by them.

Name.....

Signature.....

Date

