



St Francis CofE Primary School and Nursery
Teazel Avenue, Bournville, Birmingham, B30 1LZ
Nursery Admission Form 2026-27



Full time <small>(Please note, your preference cannot always be given)</small>	Part time	AM	PM	Date Received (Office Use)	Application Reference (Office Use)
Childs Legal Surname:				Legal Forename:	
Preferred Surname:				Preferred Forename:	
Middle Name (s):				Date of Birth:	
Address:				Postcode:	
Gender:				Ethnicity:	
Religion:					
We are required to record the names and addresses of every person with parental responsibility for the child under the Children's act					
Parent (s)/ Legal Guardian Details 1					
Full Name:				Mr/ Mrs/ Miss/ Ms/ Dr	
Relationship to child: Mother/ Father/ Guardian					
Address:				Postcode:	
Mobile Number:				Home Number:	
Work Number:				Email:	
National Insurance Number:				Parental responsibility:	
Do you have parental responsibility:					
Parent (s)/ Legal Guardian Details 2					
Full Name:				Mr/ Mrs/ Miss/ Ms/ Dr	
Relationship to Child: Mother/ Father/ Guardian					
Address:				Postcode:	
Mobile Number:				Home Number:	
Work Number:				Email:	
National Insurance Number:				Parental responsibility:	
Do you have parental responsibility:					
General Details					
Do you have any other children attending St Francis:					
Home Language:				Stage of speaking English: Early / Developing/ Fluent	
Status in Country: Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Refugee <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Traveller <input type="checkbox"/>					
Are you new to the Country:				If yes, what date did you arrive to the UK:	
GP Surgery Name:				Health Visitor:	

GP Address:
Medical Conditions/ Disabilities:
Agencies involved or referral made to: Children's Hospital <input type="checkbox"/> Speech Therapy <input type="checkbox"/> Child Development Centre <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Educational Psychologist <input type="checkbox"/> Specialist support services <input type="checkbox"/> Children's social care <input type="checkbox"/>

Are you entitled to 30 hours free childcare?

Eligibility for the 30 hours free childcare (please tick the appropriate boxes)

Is your child 3 years old – Please state your child's date of birth

Are you a joint parent family with both parents working a minimum equivalent to 16 hours at National Minimum wage or National Living Wage

Are you a joint parent family with one parent working (a minimum equivalent to 16 hours at National Minimum wage or National Living wage), and one parent unable to work as they are an official carer or in receipt of disability benefit

Are you a lone parent who is working a minimum equivalent to 16 hours at National Minimum wage or National Living Wage

Do you live in England

If you think you may be entitled to the free 30 hours then we are urging families to use the online calculator checker. Please go to <https://www.beststartinlife.gov.uk/eligibility-checker>. The process takes about 10 minutes, and it will give you an indication at the end of the process to whether you are eligible or not. If you are eligible, you will be able to click on 'Apply now'.

I/ We have completed the online 'Childcare Calculator' and it indicates we are eligible to apply.

I have applied and been successful in securing an eligibility code <input type="checkbox"/>	Please write your eligibility code here:
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Which days are you looking to apply for?

Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parent/ Guardian Signature:	Date:
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ADMISSIONS FORM
ST FRANCIS CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY



Teazel Avenue, Bournville, Birmingham, B30 1LZ T: 0121 459 5548 E: Parents.stf@fioretti.co.uk

OFFICE USE ONLY

Original birth certificate seen & checked (date & initial)

Original proof of current address seen & checked (date & initial) Council Tax/ Water Bill

Year Group Start Date House group

About your child – parents to complete

Childs Legal Surname:	Legal Forename:
Preferred Surname:	Preferred Forename:
Middle Name:	Date of Birth:
Address (where child lives):	
Gender:	Postcode:
Ethnicity:	Religion:

We are required to record the names and addresses of every person with parental responsibility for the child under the Children Act 1989/2004

Parent(s)/ Legal Guardian(s) Details

Parent/ Guardian 1

Name:	Mr / Mrs / Miss / Ms/ Dr
Relationship: Mother / Father / Guardian	Date of Birth:
Address:	
Postcode:	Home Number:
Mobile Number:	Work Number:
National Insurance Number:	Email:
Are you a member of the Armed Forces? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give details:

Parent/ Guardian 2

Name:	Mr / Mrs / Miss/ Ms / Dr
Relationship: Mother / Father / Guardian	Date of Birth:
Address:	
Postcode:	Home Number:
Mobile Number:	Work Number:
National Insurance Number:	Email:
Are you a member of the Armed Forces? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give details:

Child lives with:

Legal Parental Responsibility (Please Circle):
Both Parents / Mother / Father / Other (Please specify).....

Details of Siblings who Attend St Francis

Name	Year Group

Emergency Contact Details

Emergency Contact 1

Name:	Mr / Mrs / Miss / Ms / Dr
Relationship to Child:	Email:
Address:	
Post Code:	Home Number:
Mobile Number:	Work Number:

Emergency Contact 2

Name:	Mr / Mrs / Miss / Ms / Dr
Relationship to Child:	Email:
Address:	
Post Code:	Home Number:
Mobile Number:	Work Number:

Additional Emergency Contacts

Name and Relationship to Child:	Contact Number:
Name and Relationship to Child:	Contact Number:
Name and Relationship to Child:	Contact Number:

Contact Priority

If the school needs to make contact, please list below the contact priority order

1	
2	
3	
4	
5	

Dietary Needs

Please use the space below to provide any dietary needs that your child has, for example, vegetarian, allergy, vegan, etc.
If your child is vegetarian, please specify whether they can eat fish and/or eggs.

Does your child have an allergy/ intolerance to any food?	
Is your child vegetarian?	
Can your child eat beef?	
Can your child eat pork, gammon or ham?	

Medical Needs

Please use the space below to provide any medical needs, any relevant birth history or conditions that your child has, for example, allergies, asthma, etc.

Does your child have asthma?	YES / NO
Does your child have an inhaler? (Please note that you will need to provide the school with an inhaler and spacer clearly labelled for your child)	
If your child suffers with Asthma, are they a brittle asthmatic?	
Does your child have any other medical conditions we should be aware of?	
Does your child take any prescribed medication we should be aware of?	
Is your child an epi-pen user? (Please note that you will need to provide the school with an epi-pen for your child)	YES / NO
Does your child have any physical or mobility difficulties? (Please provide details)	
Does your child have a care plan?	YES / NO If yes, we will contact you to arrange a separate meeting

Allergies

Has your child been formally diagnosed with an allergy through GP allergy testing?	YES / NO
If yes, what allergic reaction usually happens? i.e. rash, swelling	
If yes, what medication has been prescribed for your child? (Please note that you will need to provide the school with prescribed allergy medication to keep in class for your child)	
Is your child allergic to plasters?	
Is your child allergic to face paint?	
Is your child allergic to animals?	

I can confirm that the above information is accurate

Parent/ Guardian Name- Please Print	
Parent / Guardian Signature	

GP Details	
Surgery Name:	GP Name:
Address:	
Telephone Number:	NHS Number:
Welfare	
Are there any linked agencies working with your child? (If yes, please provide details)	
Agency Name:	
Contact Name:	
Address:	
Telephone Number:	
Looked After Children	
Is your child in care?	
If yes, please provide details below.	
Post Looked after Children	
Is your child adopted?	YES / NO
If yes, are you happy for a meeting in school to discuss support available?	YES / NO
Previous School Information	
School Name:	
Address:	
Telephone Number:	
Special Educational Needs	
Please indicate below if your child has any special educational needs. For example, an Education and Health Care Plan, a Send Support Provision Plan or have they been referred to any external outside agencies e.g. Child Health, The ADHD service, Speech and Language Therapy or Occupational Health.	
School Meals	
I would like my child to have a school dinner	YES / NO
I will provide my child with a healthy packed lunch	YES / NO
My child is entitled to a free school meal due to income	YES / NO

Ethnic Monitoring

Child's full name.....

Section 1 – Ethnic Origin

(Please tick one box which best describes your child's ethnic group)

White

WENG	English
WSCO	Scottish
WWEL	Welsh
WOWB	Other White British
WIRI	Irish
WIRT	Traveller of Irish Heritage
WCOR	Cornish
WROM	Gypsy/Roma

Mixed Dual Background

MWBC	White & Black Caribbean
MWBA	White & Black African

White & Asian

MWAP	White & Pakistani
MWAI	White & Indian
MWAO	White & any other Asian background

Any Other Mixed Background

MAOE	Asian & any other ethnic group
MABL	Asian & Black
MACH	Asian & Chinese
MBOE	Black & any other ethnic group
MBCH	Black & Chinese
MCOE	Chinese & any other ethnic group
MWOE	White & any other ethnic group
MWCH	White & Chinese
MOTM	Mixed any other background

Asian or Asian British

AIND	Indian
ABAN	Bangladeshi

Pakistani

AMPK	Mirpuri Pakistani
AOPK	Other Pakistani
AKPA	Kashmiri Pakistani

Any Other Asian Background

AAFR	African Asian
AKOA	Kashmiri Other
ANEP	Nepali
ASNL	Sri Lankan Sinhalese
ASLT	Sri Lankan Tamil
ASRO	Sri Lankan Other
AOTA	Other Asian

Chinese

CHKC	Hong Kong Chinese
CMAL	Malaysian Chinese
CSNG	Singapore Chinese
CTWN	Taiwanese
COCH	Other Chinese

Black or Black British

BCRB	Caribbean
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Black African

BANN	Angolan
BCON	Congolese
BGHA	Ghanaian
BNGN	Nigerian
BSLN	Sierra Leonean
BSOM	Somali
BSUD	Sudanese
BAOF	Other Black African

Any Other Black Background

BEUR	Black European
BNAM	Black North American
BOTB	Other Black

Any Other White Background

WALB	Albanian
WBOS	Bosnian-Herzegovinian
WCRO	Croatian
WGRK	Greek
WGRC	Greek Cypriot
WITA	Italian
WKOS	Kosovan
WPOR	Portuguese
WSER	Serbian
WTUK	Turkish
WTUC	Turkish Cypriot
WEEU	White Eastern European
WWEU	White Western European
WOTW	White Other

Any Other Ethnic Group

OAFG	Afghan
OARA	Arab
OEGY	Egyptian
OFIL	Filipino
OIRN	Iranian
OIRQ	Iraqi
OJPN	Japanese
OKOR	Korean
OKRD	Kurdish
OLAM	Latin/South/Central American
OLEB	Lebanese
OLIB	Libyan
OMAL	Malay
OMRC	Moroccan
OPOL	Polynesian
OTHA	Thai
OVIE	Vietnamese
OYEM	Yemeni
OOEG	Any Other Ethnic Group

REFU	I DO NOT WANT ETHNIC ORIGIN TO BE RECORDED
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Section 2 – Please complete both boxes	
Additional Information	
National Identity	
Country of Birth	

Section 3 – Religious Affiliation

BUD	Buddhist
CHR	Christian
ROC	Christian – Roman Catholic
HIN	Hindu
JEW	Jewish

MUS	Muslim
NON	No Religion
SIK	Sikh
OTH	Any Other (Please describe)

REF	Refused
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Section 4 – First/Home Language

(Please indicate the main language used in home or the community. Please note the list below is of the most commonly spoken languages in Birmingham and is for guidance only. School can record almost every language on their system. If your language is not listed below, please tick the 'Any Other' box and describe it in the space provided)

AFK	Afrikaans
ALB	Albanian/Shqip
ARAI	Arabic (Iraq)
ARAY	Arabic (Yemen)
ARAA	Arabic (Any Other)
BNGS	Bengali (Sylheti)
BNGA	Bengali (Any Other)
SCBB	Bosnian
BSL	British Sign Language
CCE	Caribb. Creole/Patois
CHIC	Chinese (Cantonese)
CHIK	Chinese (Hakka)
CHIM	Chinese (Mandarin)
CHIA	Chinese (Any Other)
SCBC	Croatian
CZE	Czech
DAN	Danish
DUT	Dutch/Flemish

ENG	English
TGLF	Filipino
FRN	French
GER	German
GRE	Greek
GUJ	Gujarati
HIN	Hindi
HDK	Hindko
HGR	Hungarian
IGB	IGBO
ITA	Italian
KAS	Kashmiri
KOR	Korean
KUR	Kurdish
LIN	Lingala
MLY	Malay/Indonesian
MLN	Malayalam
NOR	Norwegian

PHR	Pahari (Pakistani)
PNIG	Panjabi (Gurumukhi)
PNIM	Panjabi (Mirpuri)
PNIP	Panjabi (Pothwari)
PNJA	Panjabi (Any Other)
PAT	Pashto/Pakhto
PRS	Farsi/Dari/Persian
POL	Polish
POR	Portuguese
RMN	Romanian
RUS	Russian
SAM	Samoan
SCB	Serbian
SHO	Shona
SLO	Slovak
SOM	Somali
SPA	Spanish
SWA	Swahili/Kiswahili

SWE	Swedish
TGLG	Tagalog
TAM	Tamil
TEL	Telugu
THA	Thai
TGR	Tigrinya
TUR	Turkish
URD	Urdu
VIÉ	Vietnamese
CYM	Welsh/Cymraeg
WOL	Wolof
YOR	Yoruba
ZUL	Zulu
	Any Other (Please describe)

Are you an Asylum Seeker or Refugee	Yes/No
If yes, please provide details below.	
If yes, please provide details	

Parental Consent

At St Francis we sometimes take photographs of pupils to assess their learning. We may use these photos in the school's prospectus, on the 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 are not happy for us to do this, that is not a problem – we will accommodate your preferences.

Please indicate whether you give consent in each case by circling the appropriate answer on the right-hand side; sign and date the form also.

Child Name _____

Class _____

Photo consent/ Parental permission

I give permission for the following:

My child's photo to be displayed in school	YES / NO
My child's photo to be included in the newsletter	YES / NO
My child's photo to be displayed on the school website	YES / NO
My child's photo to be used on Twitter/X and other social media <i>i.e. events at school, local newspaper, school prospectus</i>	YES / NO
My child's photo or videos being published by press	YES / NO
I give permission for my child to watch U or PG certificate content in school	YES / NO

Off-site activities

I give my permission for my child to attend:

Supervised visits to local destinations away from the main school site <i>i.e. swimming baths, park, library visits, sporting events, St Francis Church</i>	YES / NO
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Medication consent

I give permission for:

My child receiving basic and/or emergency first aid by a trained first aider <i>i.e. to include cuts cleaned with non-alcohol Medi wipes, non-allergenic plasters.</i>	YES / NO
My child being changed by a member of staff (if applicable)	YES / NO

- Parents have the right to change the conditions of consent in writing to the Head Teacher at any time
- Photographs are defined as being identifiable images of your child's face
- Children's names will not be used with images unless separate prior consent has been gained
- We will only use images of children who are suitably dressed
- All information will be used in conjunction with the Data Protection Act 1998
- As a parent/ carer I agree that if we take photographs or video recordings of our child/ren they will not include other children they will only be used for personal and family use. I understand that where consent has not been obtained from other parents I would be in breach of the Data Protection Act 1998 if I were to take and/or use photos of other children.
- School internet has a filter to prevent any unacceptable or restricted sites
- Parents will be notified of events which require payments and or packed lunches by letter, email or newsletter

Name of parent/ Carer:

Signature of Parent/ Carer:

Date:

Authorised Persons with Permission to collect my child

Full Name of Child

Collection Password

There may be occasions when you need your child to be collected from school by someone unfamiliar to our staff. We use a family password system in this situation – you will give this password to the person collecting on your behalf.

The following adults are authorised to collect my child from school:

(Please write the persons full name and relationship to the child, i.e. Aunty, Family friend)

PLEASE INCLUDE PARENTS/ CARERS DETAILS ALSO

Name Relationship to Child

Name Relationship to Child

Name Relationship to Child

Name Relationship to Child

Name Relationship to Child

Name Relationship to Child

Name Relationship to Child

Name Relationship to Child

Copies of this page are kept by class teachers and must be updated as and when necessary, names can be removed or added at any time.

Please inform the school office of any changes

Parent/ Guardian Signature		Date	
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<p>St Francis C of E Primary School and Nursery Teazel Avenue, Bournville, Birmingham, B30 1LZ ☎ 0121 459 5548</p> <p>@enquiry@sfps.bham.sch.uk</p> <p>www.stfrancisprimaryandnursery.co.uk</p> <p>Together in God's love, we aspire to be our best!</p>	  <p>We demonstrate our 'High Five Values' in action and in doing so, we are working to achieve our school vision.</p>
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Dear Parent/Carer,

Tapestry: Online Learning Journal

At St Francis, we use an on-line educational software to help us capture some of the wonderful learning experiences that your child participates in during their time in the Early Years. The system that we use is called Tapestry and provides every child with an on-line personal learning journey. Tapestry records photographs, observations and comments, all of which are in line with the Early Years Foundation Stage.

The System is hosted in the UK on secure servers which are managed and monitored 24 hours a day. Each account has its own database and the code itself has been developed using hack-resistant techniques. Filenames are encoded for uploaded videos and images, making Tapestry a safe and secure On-line tool.

We would like to share your child's learning journey with you. You will have secure access (Via email and password) and will be able to view observations and photographs almost as they happen! All observations made are linked to an objective from the EYFS profile, which will keep you informed of the areas of learning in which your child is achieving, along with the age band they are working within. You will have the opportunity to comment on information uploaded by us and in addition to viewing our contributions, Tapestry allows you to add observations and photographs of your own. We love to hear about learning and WOW moments from home!

If you do not have access to e-mail, your child will still have an on-line learning journey which we will be able to share with you at a mutually convenient time.

Please note that you will only have access to your own child's learning journey. However, children in the class will sometimes be photographed with others as they naturally work and play together.

E-Safety and the safeguarding of our children is extremely important to us at St Francis, therefore before we can allow access to the system, we are asking you to sign the attached agreement to show that you understand and accept the guidelines for accessing and using Tapestry.

Once we have received all consent forms, we will write to you again with your login in details and further information on how to get started. If you have any queries regarding this, please do not hesitate to speak to a member of staff. We are sure you will love this new way of viewing your child's achievements as much as we do!

Yours Sincerely

The Early Years Team

Please sign consent form overleaf.....

EYFS Tapestry: Online Learning Journal

Parental consent form

Name of Child:

Class:

Please read carefully the information below and return this form to the school office as soon as possible.

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

- I give permission for my child to appear in group photos and understand that my child's image will be viewable by Parents/ Carers of the pupils featured in that photo.
- I agree not to electronically share or publish, by social media (Facebook and Twitter) or other platforms, any part of my child's learning journey (including photographs and videos). I understand that my child's learning journey is to be used for my own personal use.
- I agree to keep my login details safe and secure.

Name of Parent:

Signature:

Date:

Email:

<p>St Francis C of E Primary School and Nursery Teazel Avenue, Bournville, Birmingham, B30 1LZ ☎ 0121 459 5548</p> <p>@enquiry@sfps.bham.sch.uk</p> <p>www.stfrancisprimaryandnursery.co.uk</p>	  <p>We demonstrate our 'High Five Values' in action and in doing so, we are working to achieve our school vision.</p>
<p>Together in God's love, we aspire to be our best!</p>	

New Starters Factsheet

ParentPay

We use an online payment system called ParentPay to collect payment for school dinners, nursery fees if applicable and other payment items, such as educational visits and extra activities. You will be given details of how to register with ParentPay when you join us in September.

Arbor

We use Arbor as our school's management system, providing parents with easy access to their child's details, including attendance and key information. Through Arbor, parents can also book their child into Breakfast Club and Fledglings After School sessions, making it simple and convenient to make bookings online.

Fledglings

Fledglings is our very popular before and after school club, which provides quality childcare in a safe, caring and stimulating environment. Fledglings is available every day during term time, between 7:45 and 9am, and 3:30-6:00pm. An information pack and membership forms are available from the school office if you would like to enrol your child for Fledglings.

Childcare Vouchers

Families can use childcare vouchers to pay for Fledglings, educational visits and music lessons. They cannot be used to pay the Governors Fund, School dinners, school discos or our annual 'kids' night in'. Vouchers must be redeemed for the exact amounts specified on the payment item only- change cannot be given nor can vouchers be held on account. When redeeming a voucher from your provider, you must:

Email finance.stf@fioretti.co.uk and give the following information

- Childcare voucher provider name
- Amount of payment
- Item and child who the voucher payment is for

Please note that it can take up to a week for the voucher to reach the school bank account, so do allow sufficient time for payments to be processed, in particular when using vouchers for Fledglings. We recommend allowing two weeks for the voucher payment to clear.

Finally, please be aware that we are legally unable to refund childcare vouchers in cash as it is a taxable benefit. It is your responsibility to manage your balances on Scopay with regards to childcare vouchers, please pay particular attention to recurrent orders.

EARLY YEARS PUPIL PREMIUM- Checking eligibility

We would like to collect information about you and your child. This will help us to provide the best education and support for your child by making sure that if your child is eligible for the Early Years Pupil Premium (EYPP) that we receive this funding. We would be grateful if you could complete this form and return. Please note that completion of this form is voluntary and non-completion will not affect your child's eligibility for their place at nursery/preschool/childminder etc. However, if you do not complete this form, we may not be able to identify whether your child is eligible for the EYPP and we may not receive additional funding to support your child.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of Preschool, nursery, childminder
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/ GUARDIAN DETAILS

	Parent/ Guardian 1	Parent/ Guardian 2
Last Name		
First Name		
Date of Birth	DD MM YYYY	DD MM YYYY
National Insurance Number*		
National Asylum support Service (NASS) Number*		
Daytime Telephone Number		
Mobile Number		
Address	Address	Address
Postcode:	Postcode:	Postcode:

*Complete as appropriate

Continues overleaf.....

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box)

Yes No

If you have ticked yes, you do not need to complete the rest of this section.

If you ticked no, please place an X in this box if you are in receipt of any of the benefits listed below:

- Income Support
- Income based Jobseekers allowance
- Income related Employment and support allowance
- Universal credit
- Support from NASS (National Asylum Support Service) under the part 6 of the immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the EYPP.

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

If your child has left care through adoption, special guardianship or a child arrangements order and you would like your child to attract the early years pupil premium, you should complete the following section and attach a copy of the relevant court order:

Has your child been adopted from care?

Yes No

If you have ticked yes in the previous question, have you been granted an adoption order by the courts yet?

Yes No

Did your child leave the local authority's care under a special guardianship order or a child arrangements order (formally known as a residence order)?

Yes No

How the information in this form will be used

Where you have indicated that you are in receipt of one of the listed welfare benefits or you would like us to check whether your child is eligible for the EYPP, the information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. They will do this by checking the information you have provided against the work benefit data provided by HMRC and DWP. We would like your consent to request the council to make this check.

The council will then confirm whether your child is eligible for the EYPP (but will not notify us of which benefits you are receiving). You are free to withdraw your consent so that your details are not used in future. Whether you provide your details or not will not affect any of the welfare benefits you may be entitled to. The data you provide may also be used to ensure accuracy of records across the local authority and to prevent fraud.

Children who have been adopted from care or are subject to a special guardianship order or a child’s arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. The local authority will decide whether your child’s nursery, childminder or pre-school is eligible for extra funds through the early year’s pupil premium. This form and a copy of the relevant order should be returned either to your local authority or your child’s nursery or childminder to enable funding to be allocated. If you decide to return this information to the local authority, please ask your child’s nursery/ childminder for the most appropriate address.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child’s preschool/ Nursery/ School/ Childminder to claim the early years pupil premium for my child.

Signature of parent/guardian

Date

About this form

All early years providers who deliver Government funded early education can claim the early years pupil premium for three- and four-year-old children whose parents are in receipt of one or more of the following benefits:

- Income support
- Income- based Jobseekers allowance
- Universal Credit
- Income related employment and support allowance
- Support under Part VI of the immigration and the Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on

Three- and four-year-olds will also be eligible if:

- They are currently being looked after by a local authority in England or Wales
- They have left care in England or Wales through an adoption
- They have left care in England or Wales through a special guardianship order or a child arrangement order.

Completing this form could result in extra funding for your child's early years provider

Completing this form allows us to check whether your child is eligible for the EYPP which could provide up to an extra £300 for your child's nursery, pre school or child minder to fund valuable support like extra training or, resources to help raise the quality of your child's early education.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to check whether your child is eligible for the early year's pupil premium.

Thank you for completing this form and helping to make sure your child's early years provider is as well funded as possible.



St Francis C of E Primary
School and Nursery



Fledglings

Before and After School Club Information Pack and Membership Form

Introduction to Fledglings

Welcome to Fledglings our before and after school club. Fledglings' is in the school hall, this has been our base since September 2020, and we are very happy in our 'home.' We are very lucky because we have the quad area and our wonderful school grounds in which to play and explore.

At Fledglings we aim to provide quality care in a safe, fun and stimulating environment, which enables each child to develop in confidence and independence. All of those involved in the running of the club work hard to ensure that all children are treated fairly and positively; and are valued as individuals.

We believe that we provide a place of varied opportunity that will satisfy the developing needs of the child throughout their stay in a Fledglings session. For example, stimulation, play, rest, quiet, opportunity to just sit and chat, read or be peaceful. We as professionals are sensitive to recognise and cater for that variety.

The club is committed to promoting opportunities for all children and their families and will work closely with parents as partners. We strive to nurture good relationships with our families, being sensitive to their requirements and ensuring that we greet them – and leave them, feeling welcome, and happy in the knowledge that their child is in safe hands and happy to be there.

We believe that we foster good relationships with our children, so they feel respected as individuals, and so that they enjoy, and feel welcome in the out of school 'club' environment. This ensures that the ethos of St Francis School is extended beyond the normal hours of the school day.



Fledglings Before and After School Club

Parent and Club Agreement

Fledglings Before and After School Club will endeavour to:

- Give you 24 hours' notice when possible if the service cannot be supplied or needs to move to another site.
- Provide a high standard of stimulating, appropriate and varied play opportunities for your child.
- Ensure that your child remains under the care and supervision of Fledglings staff until collected by you; or the designated adult previously agreed with you.
- Contact you to inform you if your child has had an accident or becomes ill while attending Fledglings.
- Offer all children toast, cereal and fruit, and a drink during the morning session.
- Provide a light snack and drink for your child during the afternoon session (this is not an evening meal, and your child will probably need to eat again once taken home).
- At the end of the school day your child's class teacher will bring the younger children to the Hall. The older children will make their own way to the Hall where they will be met by a member of Fledglings staff.
- Ensure that all members of Fledglings staff follow the school's behaviour policy and model the High 5 Values. They all have high expectations of behaviour from the children. The Fledglings zone board will be used to reward children who show our High 5 Values, and to sanction poor behaviour.
- Staff will deal with challenges or issues that arise concerning the wellbeing of children in their care. They will consult with parents and the Designated Senior Leader in school as appropriate.
- Contact you in the event that your child is not collected as agreed:
- If your child is not collected by 6.00 pm the Fledglings staff will use the emergency contact numbers provided to contact you, and a fine of £10 (per child) will occur, this will be increased to £20 (per child) after 6.15 pm. The fine will be added to your ParentPay account.
- If your child is not collected by the designated time for that session, the charge for the next session will be added to your ParentPay account.

You can contact Fledglings on our designated phone number: 07496 711849 during club hours only.

Fledglings Before and After School Club

Parent and Club Agreement

You the parent/carer will:

- Take such steps as necessary to comply with club obligations.
- Book and pay for the sessions you require in advance using the Arbor online booking service.
- Childcare Vouchers must be paid to school in advance of booking sessions. The Office should be advised when childcare voucher payments are made.
- Ensure that 48 hours’ notice is given for changes to sessions that are already booked in, unless in the event of absence from school due to illness. In the case of illness, or notice given of cancellation of a booked session, your account will be credited. The club does not refund for booked sessions that have not been cancelled with 48 hours’ notice.
- Pay fines that will be incurred through the late collection of children after 6 pm. A £10 fine (per child) will be incurred if a child is collected after 6 pm, this will increase to £20 (per child) for collection after 6.15 pm. Fines will be added to your ParentPay account. In the event of late collection occurring on more than 3 occasions in one term, the Head Teacher will be involved.
- Notify Office staff of any changes to contact detail or changes to any medical/dietary information that may impact on the child while at Fledglings.
- Notify Fledglings staff promptly of any changes to collection arrangements: if the person collecting is not named on the contact form. In this case the person collecting your child/children will be expected to know the family password.
- Help us to safeguard all the children by bringing your child into the Lodge and signing them in; and when collecting your child at the end of the day signing them out.
- Treat our members of staff respectfully at all times.
- You can contact Fledglings on our designated phone number: 07496 711849 during club hours only.

Child/children’s name.....

Parent/Carers signature.....

Date

Fledglings Coordinators signature..... Date.....

Fledglings Before and After School Club

Membership Form

Child/ Children's Names	Class	Date of Birth

Parent/ Carer Name.....

Parent/ Carer Address

.....

Doctors Name.....

Doctors telephone number

Family Password

Emergency Contacts

Name	Telephone Number	Relationship to child
1.	Work: Home: Mobile:	
2.	Work: Home: Mobile:	
3.	Work: Home: Mobile:	
4.	Work: Home: Mobile:	

Has your child/ children got any medical conditions/ allergies etc. that we need to be aware of?

Yes No

Please give details.....

Signed..... Parent/ Carer

Date.....

Emergency Consent Form

For use in the event of an emergency:

Please sign this form stating whether you do, or do not give your consent for Fledglings staff to seek emergency medical advice/ treatment for your child/ children.

Emergency Medical Advise Consent

Child's Name D.O.B

Child's Name D.O.B

Child's Name D.O.B

Child's Name D.O.B

I do/ do not give consent for Fledglings staff to seek emergency medical advice/treatment for my child.

Signed..... Parent/Carer Date.....