



# St Swithun's Sunbeams Pre-school



## Forms Pack 2018

- Forms must be completed and handed to the School Office with all supporting documents before a place can be offered or secured
- Proof of address, less than three months old, child's original birth certificate
- Original child's and/or parent(s) Certificate of Baptism, if applicable

# Application for Admission to St Swithun's Sunbeams Pre-school



## Section 1 – Child's Details

Child's Surname:	Forename:	Middle Names:
Preferred Surname:		
Home Address (proof of address is required):		
Postcode:		
Date of Birth:	Female / Male	
Is the child a looked after or previously looked after child? <b>YES / NO</b> <small>(In the care of the Local Authority)</small>		
Religion:	Is the child a Baptised Catholic? <b>YES / NO</b> <small>(Certificate of Baptism must be submitted)</small>	
Please tick how you would best describe your child's ethnic origin:		
<input type="checkbox"/> I do not wish an ethnic category to be recorded		
<b>Asian / Asian British</b>  <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background	<b>Black / Black British</b>  <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background	<b>Mixed</b>  <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other Mixed background
<b>White</b>  <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Any other White background	<b>Chinese</b>  <input type="checkbox"/> Chinese	
Main Language spoken at home:		
Other Languages spoken at home:		
Name of Doctor:	GP Surgery Tel:	
Address of GP Surgery:		
Postcode:		
Child's Health: (e.g. hearing or sight problems, allergies, need for regular medication e.g. inhaler...)		
Other Services involved with child: (e.g. Social Services, Educational Psychologist, Speech and Language Specialist...)		
Previous nursery/ pre-school/ childminder:		

## Section 2 - Details about Parent(s) or those with parental responsibility:

1. Mr/Mrs/Miss/Ms/Other:	Surname:	Forename:
<b>Address:</b> This should be the permanent address at which the child is living with his/her parent(s)/carer(s)  Postcode:		Home Tel:
		Work Tel:
		Mobile Tel:
Email address:		
Relationship to child:		Baptised Catholic <b>YES / NO</b> <small>(Certificate of Baptism will need to be submitted)</small>

2. Mr/Mrs/Miss/Ms/Other:	Surname:	Forename:
<b>Address:</b>  Postcode:		Home Tel:
		Work Tel:
		Mobile Tel:
Email address:		
Relationship to child:		Baptised Catholic <b>YES / NO</b> <small>(Certificate of Baptism will need to be submitted)</small>

<b>Emergency Contacts:</b> I confirm I have obtained permission to share this information with St Swithun's Sunbeams Pre-school		
Name:	Relationship to child:	Tel:
Name:	Relationship to child:	Tel:

<input type="checkbox"/> Tick this box if either/both parent(s) <b>are, or have been in the past 5 years</b> , Service personnel, service in regular HM Forces military units of all forces, or in the Armed Forces of another nation and stationed in England, and exercising parental care or responsibility. This is only relevant if parents are designated as Personal Status Category 1 or 2 (see Guidance Notes available from the School Office)
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The Pre-school needs to know of any Court Orders affecting your child. Please indicate whether any Order is in force for your child <b>YES / NO</b> <b>If YES</b> , please specify: (e.g. residence, contact/access, prohibited steps...) Which court made the order: _____ Date order was made: _____
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Have you a child/children already attending St Swithun's Catholic Primary School or Pre-school? <b>YES / NO</b> <b>If YES</b> , please include child's name and class:
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Do you currently work at St Swithun's Catholic Primary School? <b>YES / NO</b> <b>If YES</b> , please include job title:
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### Section 3 – Funding & Sessions Required

The Pre-school offers a variety of options including 15 and 30 hours funded hours, full days, term time only and 50 weeks of the year (stretched provision). Please read the following carefully.

I would like to apply for the following sessions. I understand that I will have to pay **£4.50** an hour after I have used my funded hours. Please tick one of the following red boxes.

- ☐ I am entitled to **15 funded hours** (570hrs a year, which is usually taken as 15hrs for 38 weeks). The funding is available from the **term after your child's 3<sup>rd</sup> birthday**.
- ☐ I am entitled to **30 funded hours** (1140hrs a year, which is usually taken as 30hrs for 38 weeks). Please check you are eligible for the funding before completing the form. The funding is available from the **term after your child's 3<sup>rd</sup> birthday**.

Below are the session options available, please note a small charge is added for breakfast/light tea.

If your child is booked for a lunchtime session, you **must** provide a packed lunch.

Before Pre-school Care Options		Core Hours Morning	Lunch	Core Hours Afternoon	After Pre-school Care Options	
7.30 am - 8.45 am	8.00 am - 8.45 am	8.45 am - 11.45 am	11.45 am - 12.45 pm	12.45 pm - 3.45 pm	3.45pm - 4.30 pm	3.45 pm – 5.45 pm
<b>£6.00</b>	<b>£3.38</b>	<b>£13.50</b>	<b>£4.50</b>	<b>£13.50</b>	<b>£3.38</b>	<b>£9.50</b>
Inc. breakfast						Inc. Light Tea

Please note that the fees stated above are what will be charged if these sessions are not included in your funded hours.

**Preferred start date at Sunbeams Pre-school.....**

Please fill in the session start and finish times you require below.

<b>Monday</b>	<b>Start Time:</b>	<b>Finish Time:</b>
Tuesday	Start Time:	Finish Time:
<b>Wednesday</b>	<b>Start Time:</b>	<b>Finish Time:</b>
Thursday	Start Time:	Finish Time:
<b>Friday</b>	<b>Start Time:</b>	<b>Finish Time:</b>

Do you intend to use a second childcare provider alongside the St Swithun's Sunbeam Pre-School?

**YES /NO**

If **YES**, please state other provider:

**Please tick one of the following boxes:**

☐

I am interested in term time only

☐

I am mainly interested in term time only but may require some holiday cover

☐

I am interested in using the pre-school for 50 weeks of the year.

I will be using childcare vouchers for additional payments and the provider I use is:

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I will be using HMRC Tax-free Childcare Scheme for additional payments and my reference number is:

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Any other information:

I declare that the information given is to the best of my knowledge correct. I will inform the pre-school of any changes to this information.

Name of parent/carer:

Signature of parent/carer:

Date:

Date:

Proof of address, less than three months old, and the child's original birth certificate must be submitted with this form.

If applicable original copies of the child's and/or parent(s) Certificate of Baptism should also be submitted.

# PARENTAL DECLARATION FORM

## EARLY EDUCATION FUNDING FOR TWO, THREE AND FOUR YEAR OLDS

We collect information about you and your child, to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled. Please complete this form and return to your early education provider.

### PART 1 - CHILD DETAILS

Legal First Name	<input type="text"/>	Middle Names (s)	<input type="text"/>
Legal Last Name	<input type="text"/>	Preferred Last Name	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Date of Birth (DD/MM/YYYY)	<input type="text"/>		
Ethnicity (see codes below)	<input type="text"/>		
Post Code	<input type="text"/>	Gender (Male/Female)	<input type="text"/>

AOTH	Any Other Asian Background	BOTH	Any Other Black Background	OOTH	Any Other Ethnic Group
ABAN	Bangladeshi	CHNE	Chinese	REFU	Refused
AIND	Indian	MWBA	White / Black African	WOTH	Any Other White Background
APKN	Pakistani	MOTH	Any Other Mixed Background	WBRI	British
ASRO	Sri Lankan Other	MWAS	White / Asian	WIRI	Irish
BCRB	Black Caribbean	MWBC	White / Black Caribbean	WIRT	Traveller - Irish Heritage
BAFR	African	NOBT	Information Not Obtained	WROM	Roma / Roma Gypsy

### Additional details for children claiming extended 30 hours funding

Parent/Carer National Insurance Number	<input type="text"/>
30 hours eligibility code (11 digit number)	<input type="text"/>

### PART 2 - CLAIM DETAILS

Childcare Provider A	<input type="text"/>	Childcare Provider B	<input type="text"/>
Number of Universal Early Education hours being claimed per week (max 15)	<input type="text"/>	Number of Universal Early Education hours being claimed per week (max 15)	<input type="text"/>
Number of Extended Early Education hours being claimed per week (max 15)	<input type="text"/>	Number of Extended Early Education hours being claimed per week (max 15)	<input type="text"/>
Term Time only (38 weeks)	<input type="text"/>	Term Time only (38 weeks)	<input type="text"/>
Stretched Place (up to 51 weeks)	<input type="text"/>	Stretched Place (up to 51 weeks)	<input type="text"/>

### PART 3 - VOLUNTARY REGISTRATION, EARLY YEARS PUPIL PREMIUM FOR CHILDREN AGED 3 and 4

(Please see information sheet for more guidance) (For looked after children, please see overleaf)

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

Yes

☐

No

☐

Parent does not wish to disclose

☐

If you have ticked **YES**, you do not need to complete the next section

If you have ticked **NO** your child may qualify for the Early Year Pupil Premium, please provide the following information for the **main benefit holder** so that we can check eligibility.

### PARENT/GUARDIAN DETAILS

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Date of Birth (DD/MM/YYYY):	<input type="text"/>		
National Insurance Number*	<input type="text"/>		
National Asylum Support Service (NASS) Number*	<input type="text"/>		
Daytime Telephone Number:	<input type="text"/>		

**Looked After Child.** Children looked after by the Local Authority for 1 day or more, children adopted from care and children who have left care through a special guardianship arrangement (previously known as a residence order) also qualify for the Early Years Pupil Premium. Please provide details of the linked Social Worker

Linked Social Worker	Telephone Number	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>



**Previously Looked after child.** A child that has been previously looked after and then immediately adopted or subject to a Residence or Special Guardianship Order, please contact [eyfunding@portsmouthcc.gov.uk](mailto:eyfunding@portsmouthcc.gov.uk) to process the claim for EYPP. Where applicable, provider to tick that a court order has been seen and contact the Local Authority to process the claim for EYPP.

#### Disability Access Fund (DAF) Declaration

Three and four year olds who are in receipt of Disability Living Allowance (DLA) and are accessing early education funding are eligible for the DAF. DAF is paid to the child's setting as a fixed annual rate of £615 per eligible child. Please tick if your child is eligible and in receipt of DLA.

If your child is sharing their entitlement across two or more providers, please nominate the main setting where the local authority should pay the DAF.

**Provider to contact the Local Authority to process the claim for DAF**

#### PART 4 - PARENTAL CONSENT AND DECLARATION (please read all information before signing)

I declare that:

- I am the parent/legal guardian of the child named on this form
- The above detailed information relating to my child is complete and accurate
- I have provided evidence of the identity and date of birth of my child and proof of address to the setting (i.e. copy of birth certificate, utility bill)
- I understand the criteria in order for my child to be eligible for Early Education funding, Disability Access Fund (DAF), and Early Years Pupil Premium (EYPP)
- I consent to the information I have provided being passed to Portsmouth City Council to enable entitlement to the EYPP and/or DAF to be verified and shared with my provider
- I consent to the information I have provided being passed to Portsmouth City Council to enable confirmation and future notifications on the validity of my 30 hours eligibility code and shared with my provider
- I am not claiming more than the funded hours my child is entitled to (two year old funding, universal 15 or extended 30 with a valid eligibility code)
- I understand that it is my responsibility to re-validate my 30 hours eligibility every three months
- I understand that I will be liable to repay, in full, any grant paid by the council if hours claimed exceed more than the maximum entitlement for the term, or I claim funded hours after my grace period ends.
- I must inform my Childcare Provider(s) of any changes to the provision my child takes
- I will give 4 weeks' written notice to my provider if I no longer require my early education funded hours
- I declare that whilst the notice period is in force my child will not access funded hours at another provision
- My child is not attending school in a Year R place

Funding Period:			
Print Parent/Carer Name:			
Parent/Carer Signature:			
Provider Signature:			
Date:			

Portsmouth City Council will process your personal information in accordance with the Data Protection Act 1998. The personal details provided by you will be held within a system/database, and where the law allows, may be shared with other departments within the council to update the details they hold about you and provide new and improved services.

The information you submitted about yourself as part of this application helps us to confirm your eligibility for funding and for audit purposes. This will be kept until the end of the current financial year and for a further 6 years after that. You have the right to request your information be deleted; however this may affect your eligibility for the funding should it be awarded. Your child's details will be kept for so long as they are a 'pupil' within the Portsmouth Local Authority Area.

The council may also be required to disclose personal information to other Local Authority departments and third parties (such as the police, Audit Commission, Department for Work and Pensions or Department of Education) for the purposes of preventing or detecting crime, fraud or apprehending or prosecuting offenders. To let you know how your information will be used please read the following links:

<https://www.portsmouth.gov.uk/ext/the-council/freedom-of-information.aspx>  
<https://www.portsmouth.gov.uk/ext/the-council/data-protection.aspx>  
<https://www.portsmouth.gov.uk/ext/documents-external/sch-privacy-notice-localauthority.pdf>  
<https://www.portsmouth.gov.uk/ext/the-council/cookie-policy.aspx>

# Parental Consents Form

<b>Pupil Name</b>		<b>Pupil Year</b>	
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## Communication

*I give my permission for the school to contact me via (please tick the box to indicate consent):*

Phone	
Email	
Text message	

## Medical Consent

*I give my permission for (please circle your choice):*

My child to be given first aid by a trained member of staff during any on-site activity	YES	NO
My child to be given first aid by a trained member of staff during any off-site activity	YES	NO
My child to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered necessary by the medical authorities present; parents will be informed	YES	NO
My child's information to be shared with the NHS and other relevant health professionals	YES	NO
A member of school staff to sign on my behalf any medical consent forms, if my child should require emergency treatment and I cannot be contacted	YES	NO
Plasters to be applied to my child	YES	NO
My child to use anti-bacterial hand gel	YES	NO
My child to be assisted in applying school supplied sunscreen if necessary	YES	NO
My child to be given liquid paracetamol if school staff deem it appropriate; parents will be informed	YES	NO

*Please outline any medical conditions/allergies to be noted for off-site activities:*

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## Online Services

Pupils will use computers to add to their educational experience. If you do not provide consent, your child will not have access to online services. Minimal data is shared, which includes their first name, school name and class teacher. On behalf of my child, I give permission to:

Use the internet in line with the school's acceptable use policy	YES	NO
Create a school library account, shared with MicroLibrarian online library system, see <a href="https://home.microlib.co.uk/">https://home.microlib.co.uk/</a>	YES	NO
Create a MyMaths account, an online education resource; see <a href="https://www.mymaths.co.uk/">https://www.mymaths.co.uk/</a>	YES	NO



## Use of information and image (including photographs and video recordings)

Occasionally, we may take photographs or produce videos for school purposes. We may use these images in our marketing or in other printed publications that we produce, as well as on our website, on social media or on project display boards. We may also make video or webcam recordings for monitoring or other educational use.

We also employ a professional photographer to take the child's individual photographs and class photographs, which you may purchase, throughout your child's time at our school. From time to time, media that will take photographs or film footage may visit our school. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised programmes.

To comply with General Data Protection Regulations (GDPR) 2018, we need your permission before we can photograph or make any recordings of your child.

*I give my permission as follows (please circle your choice):*

First name to be used on the school website	YES	NO
First name to be used in school printed publications	YES	NO
First name to be used in media	YES	NO
Image to be used within the school, e.g. wall displays, class activities	YES	NO
Image to be used in printed school publications	YES	NO
Image to be used on the school website <small>Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK and European law applies.</small>	YES	NO
Image to be used in the local media	YES	NO
Image to be used in communication with international pen pals	YES	NO
Images to be used for historical purposes to show life at St Swithun's Catholic Primary School over the years, after your child has left the school	YES	NO
Child to appear on school's Twitter and Instagram and accounts <small>Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you, nor the school, will have control over how these images are further used, amended or reproduced, either by the site or the public. Access to these sites is closed to the school community only.</small>	YES	NO
Image taken and shared with the school photographer, Yellow Photography for formal class/whole school/individual photographs. See <a href="https://www.smileyellow.com">https://www.smileyellow.com</a>	YES	NO
Preschool & Early Years learning journeys track progress across the areas of development in the EYFS.  <small>This journey is recorded using photos and written observations. The photos will show collaborative work with friends and whole class activities. Therefore, some of the photos you receive as part of your child's learning journey will contain images of other children. <b>By ticking this box, you are agreeing to keep all images containing other children strictly for your own viewing and not to upload any photos containing other children onto social media sites or any other public domain.</b></small>		

## Conditions of Use for Information and Image Consent

- *This form is valid for seven years from the date you sign it, or for the period of time your child attends this school; the consent will automatically expire after this time*
- *We will not use the personal details or full names, which means first name and surname, of any child or adult in a photographic image on video, on our website, school prospectus or in any of our other printed publications*
- *We will not include personal email or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in any other printed publications*
- *We may include pictures of pupils and teachers that have been drawn by pupils*
- *We may use group or class photographs, or footage, with very general labels*
- *We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately*
- *Your consent can be withdrawn at any time in writing*
- *Images and videos stored within the European Economic Area (EEA) will conform to the GDPR of 2018*
- *After a cohort leaves the school, we will archive students' work for a period of one year*
  - *This will securely be stored and hidden from open view on the school network*
  - *Parents of students can request evidence of a child's work for up to one year after that child's cohort has left the school by submitted a Subject Access Request (SAR) via the school office*
  - *After the archive year has passed, students' data will be completely removed from the school network and becomes unrecoverable*

The information in this form will be used throughout your child's time at school. You may withdraw your consent at any time by contacting the school.

Please sign and date the form.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## St Swithun's Catholic Primary School & Sunbeams Pre-school Building Fund

For a number of years, the school has been a member of the Catholic Diocesan Building Fund. This has enabled us to improve the quality of provision for the whole community of our school. Through this fund we have benefited from the new Apollo Suite, ventilation for the upstairs classrooms and will continue with improving the outside areas, playground, LED lighting and many more projects throughout the school. Without the Building fund we would not be able to make these wonderful improvements to our school.

The amount we request is £10 per child per term. How better can you spend 57p per week than by improving the facilities at your child's school? Your contribution can be paid directly into the bank by standing order, or into the School Office weekly, monthly, termly or annually.

As our parents are so supportive, we have been able to maintain setting the minimum level of donation and we would like to take this opportunity to thank you for this. However, this can only be maintained if all parents continue to contribute. It is absolutely vital that all parents make these payments. If you have any questions, please contact School Office.

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Child's Name: \_\_\_\_\_

I will pay by:                      CASH                      CHEQUE                      STANDING ORDER  
(select your payment method)

If paying by cash/cheque - amount enclosed: \_\_\_\_\_

If paying by cheque, please make it payable to: St Swithun's School Building Fund

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### If paying by standing order, the bank account details are:

Bank Name:    Lloyds TSB  
Account Name:    St Swithun's School Building Fund  
Sort Code:    30-93-04  
Account Number:                                      01387031  
Reference Number:                      Please use your child's name as the reference number

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If you are a UK taxpayer, please complete the following Gift Aid declaration; we can claim 20p for every £1 you donate – at no cost to you!

### **Gift Aid Declaration**

Title: \_\_\_\_\_ Forename(s): \_\_\_\_\_ Surname(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

**I want the school to treat all donations I have made since 5 April 2011 and all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid Donations.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## Terms and Conditions

- Four weeks' notice is required to terminate a pre-school place or amend agreed sessions
- If four weeks' notice is not received, you will be liable for a full month's fees and any funding will be paid to St Swithun's Sunbeams Pre-School and not the new provider
- One month's notice will be given by St Swithun's Sunbeams Pre-school for any changes to fees or terms and conditions
- If you require additional hours in excess of those for which you receive funding, these will be billed monthly in advance, you may pay using:
  - Childcare Vouchers
  - HM Government Tax-Free Childcare Scheme
  - Online payments via [scopay.com](https://scopay.com), an online account will be created for you once your child is registered with us
  - Cash, card, cheque (made payable to St Swithun's Catholic Primary School) in the main School Office
- St Swithun's Sunbeams Pre-School will be open for 50 weeks a year
- St Swithun's Sunbeams Pre-school will be closed over Christmas from 5.45pm on 21st December 2018, reopening at 7.30am on 2nd January 2019 and during the August Bank Holiday, closing at 5.45pm on 23rd August 2019, reopening at 7.30am on 2nd September 2019
- St Swithun's Sunbeams Pre-school will be closed for all Bank Holidays
- Fees are payable during any periods of absence from the pre-school, including sickness and holidays; no refunds will be considered for absences as staffing and operational expenses still have to be met
- The fine for late collection after 5.45pm is £15; this is in addition to the standard session charge. If you frequently collect your child late, we will issue a warning and should this occur more than three times, a fine of £20 per child will be applied, and you risk losing your place
- A place at the pre-school does **NOT** guarantee a place at the school, as per the Admissions Policy; parents/carers will need to apply for a school place through the Local Authority

By signing this document, I confirm I have read the Starting Pre-school pack and Admissions Policy and I agree to comply with St Swithun's Sunbeams Pre-school terms and conditions.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_