

Highbury Primary School & Nursery



Nursery Pupil Registration Form

NB. If you would like an interpreter or someone to help you to complete the forms then please ask and this can be arranged

Child's Name	
Date of Birth	
Gender	Male/Female/prefer not to say

Nursery Start Date:

When your child begins nursery, you will be asked to provide a copy of your;

- Child's full Birth Certificate
- Proof of address

Please complete and return the forms and this booklet to the Foundation Stage Office



Please provide a password – this will be required if someone else is collecting your child and is not known to staff. This is a safeguarding requirement.

Password.....



The information you provide to the nursery will be used to support pupil learning and to ensure pupil safety and wellbeing. Personal information is only collected and used where it is needed by the school or the local authority for education purposes or where required by law. Further information on how we use and share pupil information can be found on our website. <http://www.highburyprimary.org>

Please complete all relevant sections of the form and return it to the Foundation Stage Office.

Pupil Information			
Surname	Forename	Middle/other name(s)	
Male/Female/prefer not to say	Date of birth	Date of arrival in UK (if applicable)	
Please list all nurseries/pre-schools attended		Contact no:	Dates attended

Parent/Carer Information		
Mr/Mrs/Miss/other	Surname	Forename
Address: (This should be the permanent address at which the child is living with their parents/carers)		
Postcode:		Mobile No:
		Home Tel:
		Work Tel:
Email address:		
Relationship to child (e.g. mother/father/stepmother/stepfather/grandparent etc.)		
Parental responsibility: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Other Parent/Carer Information (please ensure you have consent to share this information)		
Mr/Mrs/Miss/other:	Surname:	Forename:
Address: (If different from above)		Mobile No:
		Home Tel:
		Work Tel:
Postcode:		
Email address:		
Relationship to child: (e.g. mother/father/stepmother/stepfather/parent's partner/grandparent etc.)		
Parental responsibility: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Other children in the family		
Name	Relationship (e.g. brother/sister, stepbrother/stepsister)	Date of birth

Doctor's details	
Name of GP Surgery:	Telephone no:
Address:	

Dentist's Details (if registered)	
Name of Dentist Surgery:	Telephone no:
Address:	

Oral Health Information

My child is registered with a dentist and has visited within the last six months.

Yes

No

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Custody and Court Orders – The nursery needs to know of any Court Orders affecting your child.

Please indicate whether any Order is in force for your child:

Yes

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No

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If YES, please specify (e.g. residence, contact/access, prohibited steps)

If the Court order/Child Arrangement Order in place is to prevent person/s collecting your child, please specify;

Name of person:

Relationship to child:

Which Court made the order:

Date Order was made:

Please supply a copy of the Court Order/Child Arrangement Order with this application.**Emergency Contacts – In an emergency, if we are unable to contact you, please give details of who may be contacted to act on your behalf. (Please ensure you have consent to share this information.)**

Name:

Relationship to child:

Home tel:

Mobile No:

Name:

Relationship to child:

Home tel:

Mobile No:

Also, please name up to **two adults**, with their contact numbers, who can collect your child from nursery.

Name:

Relationship to child:

Home tel:

Mobile No:

Name:

Relationship to child:

Home tel:

Mobile No:

It is your responsibility to inform the nursery of any changes to the names of adults to whom you have given the responsibility of picking up your child if you are unable to do so and if there are any changes to their contact numbers.

Service Children

Please tick this box if either/both parent(s) are Service personnel serving 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 and responsibility.

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Other Services – Please give details of other services that have recently been involved with you child (e.g. Social Services, Educational Psychologist, Bilingual Support, Assessment Unit etc.

Details:

Child's Health – Please give details of any health concerns that the nursery should be made aware of. (e.g. hearing or sight problems, allergies, need for regular medication i.e. inhaler etc.) Please include any food allergies or intolerances.

Details:

Is there any other information that you think the school should be made aware of? (e.g. language problems, religious considerations, special diet etc.

Details:

Please use this box for any information that did not fit into previous sections

First Language

You do not need provide first language if you do not want to (if so, please tick the refused box below).

If you used a language other than English in your home during your child's early development and they still experience it at home/in your community, please enter it. If more than one language has been used (including English), please enter the one used most.

Although you do not have to provide first language if you do not want to, providing this information helps to identify possible additional language needs for your child.

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I do not wish a first language category to be recorded

Ethnicity

You do not need to provide ethnicity if you do not want to (if so, please tick the relevant box below).

I would describe my child's ethnic origin as (please tick):

Asian/ Asian British	Black/ Black British	Mixed	White	Chinese
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> British	<input type="checkbox"/> Chinese
<input type="checkbox"/> Pakistani	<input type="checkbox"/> African	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Irish	
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Black Background	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Traveller of Irish Heritage	
<input type="checkbox"/> Any other Asian background		<input type="checkbox"/> Any other Mixed background	<input type="checkbox"/> Gypsy/Roma	
			<input type="checkbox"/> Any other White background	
<input type="checkbox"/> Any other ethnic background				
<input type="checkbox"/> I do not wish an ethnic category to be recorded				

Health Summary

Do you have any concerns about your child's: (please tick)

Walking	Talking	Hearing	Sight	Happiness
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Would you like help with your child's: (please tick)

Eating and healthy weight	Toilet Training	Hearing	Sight
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Early Help: Stopping small issues from becoming big problems. Would you like: (please tick)

Advice from your Early Years Practitioner	Advice from your Health Visitor	Referral to your local Sure Start Children's Centre	Referral to your local Family Hub
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If you have ticked any of the boxes above, please outline your concerns:

Permissions

From time to time, we may wish to take your child on a visit linked to their learning in the curriculum such as the library, local parks and nearby churches. These activities will take place in nursery time. Risk Assessments have been carried out and there will be an adequate number of adults accompanying the children.

I give my permission for my child to visit: (please tick)

Foxes Forest	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Cosham Library	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Local Parks	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
St Phillip's Church	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
McColls Shop	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hilsea Splash Park (prior notice will be given)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I give the following permissions: (please tick)

My child can have their face painted	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
My child can have sun cream applied	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Information and Images

Use of information and image (including photographs and video recordings) - Over the course of the academic year, we would like to include images and examples of children's work on our social media pages. No names would be published. Also there will be occasions when your child may be included in photographs, videos and T.V. productions taken in nursery of special events such as nursery performances and sports' events and parent workshops. These might be used for display purposes, in school leaflets, school prospectus, local newspaper etc.

I give my permission for my child's image to appear on/in: (please tick)

School Website (No names)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Nursery Facebook Page (No names)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Nursery Instagram Page (No names)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Official Individual and Class Photographs

'Yellow' (independent photographers) take photos of the children every year for parents/carers to purchase.

I give my permission for 'Yellow' to take my child's photograph: (please tick)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Internet Use

In order to fulfil National Curriculum requirements, we provide children with supervised access to the internet. Although there have been concerns about pupils having access to undesirable materials we take every step to deal with this risk in school. Our internet access provider (Portsmouth City Council) operates a filtering system that restricts access to inappropriate materials. Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the Council have stated that they cannot be held responsible for the nature or content of materials accessed through the Internet and they will not be liable under any circumstances for any damages arising from your child's use of internet facilities. Therefore, in order to minimise any risks, the internet access will be supervised at all times.

I give permission for 'my child to access the internet on the terms above: (please tick)

Yes

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No

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Forest School

We encourage all children to take part in our Forest School program. These sessions will provide an innovative educational experience for your child which will allow them to learn through an interactive approach and first hand experiences. Highbury Primary Forest School promotes the ethos that children and young people should be able to access and explore the outside (particularly in a forest setting). This provides not only a host of different experiences but also creates multi-sensory ones. Lessons will be held outside in our school grounds and in **ALL** weathers.

I give my permission for my child to take part in Forest School activities: (please tick)

Yes

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No

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Famly- Parent Communication and Online Learning Journal

We have chosen to use an online system of recording your child's learning in Nursery and Reception because it is a secure, yet interactive way of keeping track of your child's development. Famly is an app which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smart phone.

We use Famly to instantly upload photos, videos and observations of your children. You are then notified to alert you that something new has been added to your child's Learning Journal. You can log on, view what your child has been up to and you can instantly add your own comments to entries.

I give my permission for the following: (please tick)

An online Learning Journey to be created and maintained for my child

Yes

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No

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My child's photo may appear in any group photos

Yes

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No

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My child's keyworker may work on their learning journey at home in line with the staff policy and user agreement

Yes

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No

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I agree not to electronically shared by social media or other platforms, any part of my child's learning journey

Yes

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No

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Food Tasting

During your child's time at nursery they will have the opportunity to take part in food preparation and tasting activities. This may be due to a topic or a theme or appreciating other cultures. If you would like your child to take part in these, please tick the appropriate box below as well as telling us any food allergies or specific dietary requirements your child has.

I give permission for my child to take part in food preparation and tasting activities: (please tick)

Yes

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No

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Medical Consent

During your child's time at nursery, they may need to be given first aid, receive urgent assistance by medical authorities or be given prescribed medication. In order to do so, we need your consent. Please tick the appropriate boxes below and outline any medical conditions or allergies which your child may have.

I give my permission for the following: (please tick)

My child can be given first aid by a trained member of staff during any on-site or off-site activities

Yes

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No

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My child can receive urgent medical, dental or surgical treatment including anaesthetics, as may be considered necessary by medical authorities present, during any on-site or off-site activity

Yes

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No

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My child's information can be shared with the NHS and other relevant health professionals where necessary

Yes

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No

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Plasters to be applied

Yes

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No

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No Jewellery Policy

As a parent, we ask that you do not send your child into nursery wearing jewellery. This can be dangerous for the child since many activities could cause your child to catch their jewellery and rip earrings or necklaces from them, causing injury.

I agree to the No Jewellery Policy: (please tick)

Yes

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No

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Communication

I give my permission to be contacted via: (please tick)

Family

Yes

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No

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Telephone

Yes

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No

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Email

Yes

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No

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Administering Paracetamol in School

As part of the Think-Every Day Counts initiative and after consultation with the School Nurse, staff and governors, a policy has been produced regarding the giving of paracetamol in school. This policy has been endorsed by Steven West – Chief Pharmacist Solent NHS Trust, Helen Albon – Specialist Mental Health Pharmacist Solent NHS Trust and Karin Downer – Specialist Community Public Health Nurse Solent NHS Trust.

This initiative is in place so that children can be given a dose of paracetamol if necessary after every effort has been made to ease their pain. If a child still complains of pain even after having a drink, sitting quietly or lying down for a while, we may contact the parent or carer by phone to ask permission to give a dose of paracetamol. (The dose will be the recommended dose for the child's age). A record will be kept when the paracetamol is given.

It is a legal requirement that the nursery has written permission from parents/carers of pupils before paracetamol is given. Therefore, please indicate your consent to give paracetamol liquid suspension in the event of headache etc. The nursery will contact you by phone before any paracetamol is given for your verbal consent and to confirm if your child has taken any medicines before attending school. Please note, paracetamol will not be issued without written and verbal consent.

I give my permission for paracetamol to be administered to my child:

Yes

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No

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I declare that the information I have given is correct to the best of my knowledge. I will inform the nursery of any changes to this information.

Signature of parent/carers:

Name (print):

Date:

The General Data Protection Regulation (GDPR)

The GDPR came into force on 25 May 2018, superseding the Data Protection Act.

In order to henceforth comply with the new regulations we must obtain permission to enable us to retain certain records once your child has left the nursery.

We maintain a nursery archive with photos and information and in recent years we have added the annual class photograph and records of any memorable events that have taken place during the year.

We would like to continue to do this and so request that you give your permission for us to retain your child's image and record by signing the permission below.

Thank you for your co-operation in this matter.

Rebecca Frost
Nursery Manager

I give permission for my child's name, photograph and records of memorable events to be retained in the Highbury Primary School & Nursery archive, in perpetuity.

Signature of parent/carer:

Name (print):

Date: