

# Ludwick Nursery School Entry Record

Please write in block capitals throughout

CHILD'S NAME .....

## CHILD'S DETAILS

OFFICE USE ONLY	
Date rec: .....	<input type="checkbox"/> SIMS
UPN: .....	<input type="checkbox"/> TEXT
	<input type="checkbox"/> EMAIL
	<input type="checkbox"/> INDIGO REC

Birth Certificate seen by staff

Male/Female ..... Childs NHS number: .....

Address .....  
 ..... Postcode.....

Tel ..... D.O.B. .... Age .....

## PARENT(S)/PERSON(S) WITH PARENTAL RESPONSIBILITY

1. Full Name ..... Relationship to child .....

Home Tel ..... Work Tel ..... Mobile .....

Address and Postcode  Same as child's  
 .....

Email Address .....

2. Full Name ..... Relationship to child .....

Home Tel ..... Work Tel ..... Mobile .....

Address and Postcode  Same as child's  
 .....

Email Address .....

Please tick  I/We DO NOT agree that Ludwick Nursery School may contact me/us at the above email address/es. Your email address will not be passed on to any third parties.

## EMERGENCY CONTACTS

**If you are not available please provide in priority order the names of the people we can contact in an emergency:**

1 Full Name ..... Relationship to child .....

Home Tel ..... Work Tel ..... Mobile .....

Address ..... Postcode .....

2 Full Name ..... Relationship to child .....

Home Tel ..... Work Tel ..... Mobile .....

Address ..... Postcode .....

## PASSWORD

Please provide us with a password (one word only) to be used if your child is collected by anyone other than you

PASSWORD .....

### SIBLING DETAILS

Please list any other children in the family and their relationship to your child:

Name ..... Relationship ..... D.O.B. ....  
Name ..... Relationship ..... D.O.B. ....  
Name ..... Relationship ..... D.O.B. ....

### LANGUAGE, RELIGION & ETHNIC ORIGIN

Is English your child's first language? YES / NO (please circle which applies to your child)

Is/Are there any other Language(s) spoken in the home? If so, please give details .....

Family religion, please specify or state none if applicable .....

Example: Buddhist, Christian, Hindu, Jewish, Muslim, Sikh etc.

Religious implications for the school example, food, festival, clothing:

Please specify: .....  
.....

Ethnicity, please specify: .....

Any other Asian background, Any other black background, Any other mixed background, Bangladeshi, Black African, Black Caribbean, Chinese, Gypsy/Roma, Indian, Italian, Pakistani, Traveller of Irish heritage, Turkish, White Other, White British, White Irish, Mixed White and Black African, Mixed White and Caribbean, Mixed White and Asian

### SCHOOL OUTINGS

Occasionally we will take the children out of school (for example, on a short walk to the local shop, a visit to the local Primary School to watch a play, or on a bus ride). We need permission before we are able to do this:

Visits: Please sign below to indicate whether you are ALLOWING your child to be taken on short outings with staff. If you do not sign this slip we will not take your child out of the nursery on school outings.

Parent's Signature ..... Date .....

### MODE OF TRAVEL

Please circle one option: WALK / CAR / PUBLIC TRANSPORT / TAXI (provided by local authority) / BICYCLE / SCOOTER

### PRE-NURSERY EXPERIENCE

Where did they attend?.....

How often did they go? ..... What age did they start? .....

Pre-nursery contact name and number? .....  
.....

**OTHER PROFESSIONALS**

**Health Visitor, Speech & Language Therapist, Social Worker, etc.**

Name ..... Job Title .....

Agency ..... Telephone .....

Name ..... Job Title .....

Agency ..... Telephone .....

**MEDICAL**

Doctor's Name ..... Telephone .....

Medical Practice and address .....

.....

Does your child have any medical conditions such as allergies or special dietary needs?

Allergies: .....

Medical Conditions? .....

Special Dietary needs? .....

Other conditions/needs? .....

If you have answered yes to any of the previous Medical questions, will your child need special help from a member of staff? YES / NO (please delete as appropriate)

Please detail below any special help needed:

.....

.....

**IMMUNISATIONS**

Is your child up to date with their immunisations? YES  NO

**OTHER INFORMATION**

Please detail below any other information about your child you feel we should be aware of:

.....

.....

.....

.....

.....

## NURSERY SESSIONS

Nursery sessions are held either in the morning or in the afternoon, Monday to Friday, during term time. Please state your preference, if you have one, and explain the reason for your choice.

Morning sessions begin at 9.00am and finish at 12.00. Afternoon sessions begin at 12.30pm and finish at 3.30pm.

I do not mind whether my child has a morning or afternoon place at nursery.

I would like prefer my child to attend;

Morning session

Afternoon session

for the following reasons)

.....  
 .....





.....

30 hour eligibility code .....

Childs NHS number: .....

Parent/s National Insurance number/s: .....

## PHOTO CONSENT

Occasionally we take photographs and/or video footage of the children at school. We may use these images in various ways including newsletters, digital displays, publications, websites etc. Sometimes the media may visit the Centre and take photographs or film the children. They may use these images in newspaper articles, websites or printed publications. Images will be stored by the Centre, other centres or the media in archives and may be used up to two years later, after which the images will be destroyed. To comply with the Data Protection Act 1998, we need permission from the child's parent or guardian before we can photograph or make recordings of any child, or allow any visiting media to do so.

**To give your consent, please tick the boxes below to clearly indicate in which areas you are happy for your child's image to be used.**

Conditions for use of images:

1. This consent is valid for the period of time your child attends Ludwick Nursery School. Images will not be used after this time.
2. The images taken will be of activities that show the children and the school in a positive light.
3. Embarrassing or distressing images will not be used.
4. We may use group or class photographs or footage with very general labels e.g. small group activity, sport day
5. We will only use images of children who are suitably dressed.
6. We will make every effort to ensure that images are not taken of children for whom permission has not be given, or who are 'at risk' or disallowed from being photographed for legal or social reasons.
7. We will take all reasonable measure to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or consequences arising from publication.

I give permission for my child's image to be used for the purposes as mentioned above; YES

NO

I certify that all the above information is correct.

Parent's signature.....

Date.....



## **DECLARATION**

**The information I have given on this form is accurate and correct to the best of my knowledge.**

I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Ludwick Nursery School using this information to consider my application for a nursery place.

I understand that the completion of an application form does not guarantee a place in the nursery class.

Thank you for completing this information. Please return this application form to the school office.

## **Notes to parent**

### **How the information on this form will be used:**

By completing this form and signing the declaration you are agreeing for Ludwick Nursery School, if they are oversubscribed, to check whether your child's details meet the school's published admissions rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 2018. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.