



St Peter's Pre-School, Bradfield

Confidential

## Admissions Form

At St Peter's we are very proud of our long established and very popular Pre-School. Our waiting list is kept on a first come/first served basis, so we would encourage parents to register their child at the earliest opportunity. If you would like to register your child on our waiting list, please complete this Admission Form and forward it to the supervisor together with a non-refundable deposit of **£25.00** to cover administration costs.

If your child is offered a place after the admission form is submitted and you choose not to accept it, the deposit remains payable and will not be refunded.

If we are unable to offer your child a place at our Pre-School by the beginning of the summer term of their school entry year, then the deposit will be refunded to you.

Please fill out in full and in block capitals

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ (known as): \_\_\_\_\_

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

Names and telephone numbers of parents/guardians with whom the child usually lives

\_\_\_\_\_

Tel no/s: \_\_\_\_\_

Email: \_\_\_\_\_

Name and address of person collecting child: \_\_\_\_\_

Tel: \_\_\_\_\_

Name of emergency contact (1) \_\_\_\_\_

Tel: \_\_\_\_\_

Name of emergency contact (2) \_\_\_\_\_

Tel: \_\_\_\_\_

Name and address of doctor: \_\_\_\_\_

Tel: \_\_\_\_\_

Please give brief details of any allergies, medical conditions and special dietary requirements that staff should be aware of

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\* Please ask for a form if your child requires medication during session times.

Please give any details about your child, e.g. languages spoken, special educational requirements and cultural/religious background.

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Which term would you like your child to start? Please circle

September

January

April

Other:

Number of *and* session days you would prefer \_\_\_\_\_

Please note that we cannot guarantee you will be offered a place on your preferred days.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**Notice of Withdrawal**

If you wish to withdraw your child from the Pre-School, then we ask that notice is given in writing to our supervisor by the last day of the half term, preceding the half term in which the child will leave.

If sufficient notice is not given, then a full half term's fees must be paid in lieu of notice.

*We are a Data Controller; when registered, we collect and store information from you, and may receive information about you. We hold this personal data and use it to support teaching and learning, monitor and report progress and assess our practice. Personal data will be destroyed after the appropriate retention period.*

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For office to complete:

- Is the child using self-funded hours? Yes/No
- Is the child using government funded hours? (15/30hrs) Yes/No
- Has a £25.00 registration fee been deposited? Yes/No
- Has a copy of the child's birth certificate been supplied? Yes/No

Signature: \_\_\_\_\_