

Leonard Stanley C. of E. (Aided) Primary School



Bath Road, Leonard Stanley, Gloucestershire, GL10 3LY
Tel: 01453 827681
Email: earlyyears@leonardstanley.gloucs.sch.uk



Head Teacher: **Andrew Milner**
Early Years Lead: **Emma March**

Leonard Stanley Early Years – Registration Form

Please complete ALL the details below, sign and return to Early Years along with a non-refundable £20 administration fee.

Bank Transfer: Please use your child's name as the reference on the payment.
Lloyds Bank - Leonard Stanley Early Years, Sort Code: 30-98-29, Acc No: 42638868

Childs details

Childs full name:		
Date of birth:		Gender:
First language:		Other languages:
Ethnic origin:	Country of birth:	Religion:
Siblings' names and age. Do they attend Leonard Stanley School?		

Parent/Guardians details

The primary contact will receive all invoices/email notifications/evidence me etc and will be the first point of contact in the event of illness or an emergency.

Primary Contact	Add second contact to emails: Yes / No
Full name:	Full name:
Relationship to child:	Relationship to child:
Address:	Address:
DOB: (this is used for funding applications only)	DOB: (this is used for funding applications only)
NI Number: (this is used for funding applications only)	NI Number: (this is used for funding applications only)
Occupation:	Occupation:
Mobile number:	Mobile number:

Home/Work Number:	Home/Work Number:
Email:	Email:
Parental responsibilities: Yes/ No	Parental responsibilities: Yes/ No
Lives with child: Yes/No	Lives with child: Yes/No
Has Legal access to child: Yes/No	Has Legal access to child: Yes/No

Emergency Contact / Other Persons Authorised to collect

Names and telephone numbers of appropriate adults who may be contacted in time of illness or an emergency if you are not available and/or are authorised to collect your child (must be over 16 years of age and have pick up password)

Pick Up Password:	
Full name:	Full name:
Mobile number:	Mobile number:
Relationship to child:	Relationship to Child
Authorised to collect: Yes/No	Authorised to Collect: Yes/No
Full name:	Full name:
Mobile number:	Mobile number:
Relationship to child:	Relationship to Child
Authorised to collect: Yes/No	Authorised to Collect: Yes/No

Medical details

Doctors name:	Practice name:
Address:	
Telephone number:	
Are all immunisations up to date: Yes/No	
Does your child have any:	
SEND: Yes/No (if yes, please give details)	
Medical needs (inhalers/regular medication etc): Yes/No (if yes, please give details)	
Allergies: Yes/No (if yes, please give details including any treatment)	

Dietary requirements: Yes/No (if yes, please give details)

Other services involved with the child or family?

Health Visitor: Yes/No	Date of involvement: Name: Contact information including telephone number:
Social services: Yes/ No	Date of involvement: Name: Contact information including telephone number:
Speech and language: Yes/No	Date of involvement: Name: Contact information including telephone number:
Family support worker: Yes/No	Date of involvement: Name: Contact information including telephone number:
Any other services:	Date of involvement: Name: Contact information including telephone number:

Other Settings

If your child attends another setting, please give details e.g. childminder/nursery

Name, address and phone number of setting:	
Childs Key person or contact:	

Any other information you would like to add about your child:

Early Years Fees and Sessions Required

Please indicate which sessions you would like your child to attend below. Depending on session availability we may have to offer you an alternative or place you on a waiting list. As sessions become available they are allocated in accordance with the school's admissions policy which can be found here:

[Leonard Stanley C. of E. \(Aided\) Primary School - Policies \(leonardstanleycofeprimary.co.uk\)](https://leonardstanleycofeprimary.co.uk)

Rising 3's

These sessions are for children who are 3 but **will not** start school the next September. They can attend full or half day sessions.

All children are entitled to 15 hours childcare (universal hours) from the term **after** their 3rd birthday.

You may be entitled to 30 hours. Please check your eligibility and apply at:

<https://www.gov.uk/childcare-calculator>. If you are not eligible for a funded place then the cost is £17.25 for each 3-hour session

	Monday	Tuesday	Wednesday	Thursday	Friday
	Please ✓	Please ✓	Please ✓	Please ✓	Please ✓
Morning 9.00-12.00					
Afternoon 12.00-3.00					

Pre-School

These sessions are for children who are 3 **and will** start school in the next September. Pre-school children can attend full or half day sessions on any day.

All children are entitled to 15 hours funding (universal hours) from the term **after** their 3rd birthday.

You may be entitled to 30 hours. Please check your eligibility and apply at:

<https://www.gov.uk/childcare-calculator>. If you are not eligible for a funded place then the cost is £17.25 for each 3-hour session

	Monday	Tuesday	Wednesday	Thursday	Friday
	Please ✓	Please ✓	Please ✓	Please ✓	Please ✓
Morning 9.00-12.00					
Afternoon 12.00-3.00					

In addition there is a 50p contribution per session for consumables. This will go towards a healthy snack during each session, cooking ingredients for the children and other resources for your child to use whilst at nursery. This will be billed at the start of each half term.

Agreements

I give permission for the contents of the first aid box (including plasters) to be used as necessary on my child by a qualified first aider. I also give permission for staff to seek any necessary emergency medical advice or treatment.	Yes / No
I give permission for staff to take photos of my child, and for those photos to be used for display purposes, in newsletters, and on any current, or future website of Leonard Stanley Early Years or Leonard Stanley School.	Yes / No
I agree for staff at Leonard Stanley Early Years to liaise and share necessary information with other professionals involved with my child's care and development.	Yes / No

I agree for staff to apply sun cream to my child	Yes / No
I agree for my child to be taken on walks/to the park/ local farm etc	Yes / No
I give permission for staff and students to do observations for child assessments and/or student assignments	Yes / No
I agree for my child to access the internet for curriculum purposes, under adult supervision and with strict controls in place	Yes / No
I agree that if my child is going to be absent for any reason, I will notify Early Years and agree to pay for all absent sessions.	Yes / No
I understand there is a notice period of 1 term fees (approx. 6 weeks) at the current hourly rate to cancel sessions. I agree to this notice period.	Yes / No
I understand that late pick up will incur financial penalties and that repetitive late pick-up may result in my child's place being withdrawn.	Yes / No
I agree to pay all fees due by the date they are due, and I understand that Leonard Stanley Early Years reserves the right to withdraw my child's place if fees are not paid.	Yes / No

Leonard Stanley Early Years is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principle, General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) Further information and our policies can be found at: [LS-Data-Protection-Policy.pdf](#)

By signing this form, you acknowledge and agree that the information you provide will be processed in accordance with our policy.

If you would like any more information or have any questions then please feel free to contact us: earlyyears@leonardstanley.gloucs.sch.uk or phone 01453 827681

I declare that all the information I have provided in this form to Leonard Stanley Early Years is true to my knowledge.

Parent/Carer Print Name:	
Signed	Date