



WAULUD
PRIMARY SCHOOL



Pupil Registration - Essential Information

Your Group:.....

Class:.....

Start date:.....

Information about the child:

First name Surname

My child is also known as Date of Birth Gender M/F

Address

Post code Home Telephone number

Email Address

Information about the family:

Parental responsibility ☐ Mother ☐ Father ☐ Other

A pupil's parent/carer is defined as his/her natural parent and any other person who is his/her carer, has parental responsibility for, or is liable to maintain him/her. If an estranged parent is to be refused information about or access to a child, the school must have sight of relevant court orders. The Parent/guardian in priority contact **No.1** will receive all reports/letters and will receive text/emails via our Teachers 2 Parents text messaging service.

Parent/guardian (in order of contact priority)

1. First name (Mr , Mrs , Miss)..... Surname

Relationship to the child ☐ Mother ☐ Father ☐ Other Relative ☐ Other

Contact

Address (if same as child tick here)

Post code Mobile phone number

Place of work Work Telephone number.....

2. First name (Mr , Mrs , Miss)..... Surname

Relationship to the child ☐ Mother ☐ Father ☐ Other Relative ☐ Other

Contact

Address (if same as child tick here)

Post code Mobile phone number

Place of work Work Telephone number

3. First name (Mr , Mrs , Miss)..... Surname

Relationship to the child ☐ Mother ☐ Father ☐ Other Relative ☐ Other

Contact

Address (if same as child tick here)

Post code

Mobile phone number

Place of work

Work Telephone number

Members of the family who speak English

Religion.....

Child's Nationality.....

Country of birth.....

Date of entry to UK.....

Home language

Is English an additional language? Yes / No

First Language.....

Position in family 1 2 3 4 5 6

Please list your other children's names:

1..... D.O.B.....

2..... D.O.B.....

3..... D.O.B.....

4..... D.O.B.....

Doctors Name

Address..... Tel.....

Does your child have any allergies No Yes

If your child is unable to eat any of the following please circle:

Pork Beef Nuts Dairy Gelatine

other (please state)

because of medical / ethical / religious reasons (a letter from the doctor is needed for medical reasons)

My child is vegetarian

☐

My child is pescatarian

☐

Does your child have any medical conditions? No Yes

Is your child taking any medication, if so what?

Will your child require this medication in school? No / Yes (please fill out medicine form if yes)

Has your child had their pre-school jab? No Yes.....

Is your child registered with a dentist? No Yes.....

Have there been concerns about any of the following?

Hearing.....
Eyesight.....
Speech.....
Sleep.....
Toileting.....
Behaviour.....
Physical development.....

Educational History

Pre school education

Other schools attended (include address).....
.....

Ethnic Background

White		Asian or Asian British	
British		Indian	
Irish		Pakistani	
Traveller of Irish Heritage		Bangladeshi	
Gypsy/Roma		Kashmiri	
Turkish/Turkish Cypriot		Any other Asian background	
White other			
Mixed		Black or Black British	
White and Black Caribbean		Caribbean	
White and Black African		African	
White and Asian		Any other Black background	
Any other mixed background		Any other ethnic background	
Chinese		I do not wish and ethnic background to be recorded	

Have there been any changes in your family circumstances that may affect your child in any way? e.g. bereavement, loss of employment, parental separation, new baby

.....
.....

Are there any agencies involved with your child e.g. Health visitor, Social Services Yes No

Any other information you may think relevant.....

Meals

Free ☐ School meal ☐ Packed Lunch (KS2 only) ☐

Method of travel to and from school

Bus ☐ Car share ☐ Train ☐ Cycle ☐

Taxi ☐ Car/van ☐ Walk ☐

Parent/Carer Signature.....

Date.....

FOR OFFICE USE ONLY

Sims ☐ CTF Requested ☐ Other ☐

Class Teacher informed ☐ FSM Yes/ ☐

Privacy Notice

Waulud Primary School is committed to protecting your privacy when you give us your personal data and that of your child.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at feedback@luton.gov.uk

Data Protection Officer	SPT Compliance Ltd
Data Protection Controller	Deanne Evans – Business Manager, Waulud Primary School
Personal Data	Name, Address, Date of Birth, Medical Details, Ethnicity, First Language, Country of Birth, Free School Meal Eligibility, Assessment Information, Attendance Information, Behavioural Information
Purpose for using it	- To support pupil learning - To Monitor and report on pupil progress - To provide appropriate medical care - To safeguard children - To ensure access to school meals
Lawful basis	We collect and use personal data in order to meet legal requirements. These relate to Article 6 and Article 9 of the GDPR which is within the public interest. Education Act 1996, Regulation 5 of the Education (Information about individual pupils) (England) Regulations 2013
Who we share it with	- Waulud Primary School is required to share pupil data with the Department of Education on a statutory basis. - Learning platforms (within school setting) for curriculum enrichment. - NHS Nurses, Educational Support, Psychologist, Counselling Services, SENCO - Luton Borough Council - Safeguarding Partners When and how we obtain consent will be on our main privacy notice on the school website.
Why we share it with them	By law we have to provide pupil details to the Department of Education via the school census. The information is used for funding purposes, statistics, conducting research & analysis. It can also promote the wellbeing and education of children in our school. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
Any automated decision making	None
Transfer of data to a non-EU country	None
Exercising your rights	You have the right to ask us to amend or delete your data as well as transfer it or limit its use. Waulud Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. We are required to share information about our pupils with our Local Authority (LA) and the Department of Education under section 3 (information about individual pupils) Regulations 2013. Each request will be considered individually however, where we are required to keep your data by law we may be unable to action your request. In all circumstances we will explain our decision making in writing to you

**WAULUD PRIMARY SCHOOL
CONSENT FORM**

CONSENT FOR..... (insert child's name)

We hope that your child will have a varied and interesting learning experience at Waulud Primary School and will be successful in their learning.

Your permission is required for your child to take part in the activities below. If you wish to withdraw your consent at any time please contact the school.

Multimedia

We take photographs and multimedia (Video, Audio, iPads, DVDs etc) of the children and their work throughout the year. These images may be displayed around the school, on our website, printed in school material or used in external publications.

Please sign below to give permission for your child's photograph, video or web cam recordings to be used as stated above

If your consent is not given your child's photograph will not be taken and there may be some activities they cannot take part in

Yes I give my consent

☐

Parent signature..... Date.....

Social Media Permissions

I am happy for my child to appear on Social Media e.g. Instagram *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 those images are further used, amended or reproduced, either by the site or by the public. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Yes I give my consent

Parent signature..... Date.....

Internet permission

As part of our school's ICT programme we offer pupils supervised access to the internet. Before being allowed to use the internet all pupils must obtain parental permission, please sign below to give your consent.

If your consent is not given your child will not be able to access online activities including educational activities

Yes I give my consent

☐

Parent signature..... Date.....

Learning platforms

Online learning platforms are a vital part of children's education, we offer supervised access to learning platforms to aid teaching in Maths and Science. Before being allowed to use the platforms all pupils must obtain parental permission, please sign below to give your consent.

If you consent is not give your child will not be able to access online educational platforms

Yes I give my consent

☐

Parent signature..... Date.....

School trips

In order to support their education children will be taken out of school supervised by staff for short periods of time. It is necessary for you to give your written permission for local trips such as swimming, workshops, museum visits.

If your consent is not given your child will not be able to take part in these activities

Yes I give my consent

☐

Parent signature..... Date.....

Library books

Your child will be able to borrow library books from school to take home and we would like you to help us care of these resources by providing your child with a bag to protect them on their way to and from school. Signing at the foot of this letter gives us permission for your child to take books home, to care for them and bring them back to school. Should reading or library books get lost or damaged a contribution of £4 is requested to cover the costs of replacing the book.

If your consent is not given your child will not be able to take part in these activities

Yes I give my consent

☐

Parent signature..... Date.....

Food Tasting

As part of the National Curriculum your child may need to taste different foods. It is therefore important that we are made aware of any special dietary needs that your child has which may prevent them from being able to taste certain foods, e.g if they have a nut allergy.

Your consent is needed for your child to take part in food activities at school.

Please delete as necessary

- My child can eat any food.....
- My child should not eat the following foods
- My child is allergic to the following

Yes I give my consent

☐

Parent signature..... Date.....

Nursery 15 and 30 Hour Offers

We offer the following nursery options:

- 15 hours am or pm
- 30 hours childcare provision for working parents -

The attached leaflet will give you information and guidance on eligibility and the links you will need to apply. You will need to apply online: <http://www.childcarechoices.gov.uk/>

Waulud Nursery can offer your child early education in the following ways:-

Option 1:- 15 hours (am)

Monday	Tuesday	Wednesday	Thursday	Friday
8.30	8.30	8.30	8.30	8.30
11.30	11.30	11.30	11.30	11.30

Option 2:- 15 hours (pm)

Monday	Tuesday	Wednesday	Thursday	Friday
12.30	12.30	12.30	12.30	12.30
15.30	15.30	15.30	15.30	15.30

Option 3:- 30 hours+ (full time)

Monday	Tuesday	Wednesday	Thursday	Friday
8.30	8.30	8.30	8.30	8.30
Lunch 11.30-12.30	Lunch 11.30-12.30	Lunch 11.30-12.30	Lunch 11.30-12.30	Lunch 11.30-12.30
15.30	15.30	15.30	15.30	15.30

Option 4:- 30 hours (with early Friday collection in line with the rest of the school)

Monday	Tuesday	Wednesday	Thursday	Friday
8.30	8.30	8.30	8.30	8.30
Lunch 11.30-12.30	Lunch 11.30-12.30	Lunch 11.30-12.30	Lunch 11.30-12.30	Lunch 11.30-12.30
15.30	15.30	15.30	15.30	13.30

If choosing 30 hours, it will be your responsibility to provide the school with the eligibility code that you have been given. This code will need to be valid for the term that your child is going to be attending and will need to be given to the school BEFORE the start of the new term. You will need to re-apply when your code is due to expire. Once you have your first code you will be sent a reminder. If the school does not receive a valid code before the end of the month prior to expiry unfortunately we will not be able to provide a 30 hours place. Codes must be provided before: -

Term 1 – September

Term 2 – January

Term 3 – April

If your child is currently attending Waulud Nursery or is awaiting a start date and you would like to apply for the 30 hours funding, please select only one option on Appendix 1, Appendix 2 or Appendix 3 and send it back to the office ASAP or email finance@wauludprimary.co.uk

If your child will be attending Waulud Nursery for the first time you will need to fill out a registration form and select your preference on application and we will contact you when a place becomes available.

APPENDIX 1. – REGISTRATION FORM

CHILD'S NAME

PLEASE ONLY CHOOSE **ONE** OF THE FOLLOWING OPTIONS:-

TICK

OPTION 1: MONDAY – FRIDAY 8.30 – 11.30 (15 HOURS)

☐

OPTION 2: MONDAY – FRIDAY 12.30 – 3.30 (15 HOURS)

☐

OPTION 3: MONDAY-FRIDAY 8.30-3.30 (35 HOURS)
PACKED LUNCH WILL NEED TO BE PROVIDED

☐

- Not charged for extra 5 hours
- For working parents with a 30 hour code

OPTION 4: MONDAY-FRIDAY 8.30-3.30 (33 HOURS)
PACKED LUNCH WILL NEED TO BE PROVIDED
EARLY PICK UP ON A FRIDAY 13.30

☐

- Not charged for extra 3 hours
- For working parents with a 30 hour code

PARENT NAME

CONTACT NO:

APPENDIX 2. – ELIGIBILITY CODE

NURSERY – 30 HOURS PLACEMENT

CHILD'S NAME	
CHILD'S DATE OF BIRTH	
PARENT'S NAME	
NATIONAL INSURANCE NUMBER	
ELIGIBILITY CODE	

You will need to obtain your eligibility code from:-

<http://www.childcarechoices.gov.uk/>

This form will need to be handed back to our school office before your child starts at Nursery.

EARLY YEARS PUPIL PREMIUM FUNDING

Completing this form could result in extra funding for your child's early years provider

Completing this form allows us to check whether your child is eligible for the EYPP which could provide up to an extra £300 for your child's nursery to fund valuable support like extra training or resources to help raise the quality of your child's early education.

We would like to collect information about you and your child. This will help us to provide the best education and support for your child by making sure that if your child is eligible for the Early Years Pupil Premium (EYPP) that we receive this funding. **Please note that completion of this form is voluntary and non-completion will not affect your child's eligibility for their place at nursery.**

However, if you do not complete this form, we may not be able to identify whether your child is eligible for the EYPP and we may not receive additional funding to support your child.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of Nursery
		DD	MM	YYY	Waulud Primary School
		DD	MM	YYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1												Parent/Guardian 2											
Last name																								
First Name																								
Date of Birth	D			M			Y			D			M			Y								
National Insurance Number*																								
National Asylum Support Service (NASS) Number*			/			/								/			/							
Daytime Telephone Number																								
Mobile Number																								
Address																								
	Postcode:												Postcode:											

* Complete as appropriate

FAMILY INCOME AND BENEFIT DETAILS

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

Yes ☐ No ☐

If you have ticked yes, you do not need to complete the rest of this section.

If you ticked no, please place an X in this box if you are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Universal Credit.
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the EYPP.

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

If your child has left care through adoption, special guardianship or a child arrangement order and you would like your child to attract the early years pupil premium, you should complete the following section and attach a copy of the relevant court order:

Has your child been adopted from care?

Yes ☐ No ☐

If you have ticked yes in the previous question, have you been granted an adoption order by the courts yet?

Yes ☐ No ☐

Did your child leave the local authority's care under a special guardianship order or a child arrangements order (formally known as a residence order)?

Yes ☐ No ☐

How the information in this form will be used:

Where you have indicated that you are in receipt of one of the listed welfare benefits or you would like us to check whether your child is eligible for the EYPP the information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. They will do this by checking the information you have provided against the work benefit data provided by HMRC and DWP. We would like your consent to request the council to make this check.

The council will then confirm whether your child is eligible for the EYPP (but will not notify us of which benefits you are receiving). You are free to withdraw your consent so that your details are not used in future. Whether you provide your details or not will not affect any of the welfare benefits you may be entitled to. The data you provide may also be used to ensure accuracy of records across the local authority and to prevent fraud.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. The local authority will decide whether your child's nursery, childminder or pre-school is eligible for extra funds through the early years pupil premium. This form and a copy of the relevant order should be returned either to your local authority or your child's nursery or childminder to enable funding to be allocated. If you decide to return this information to the local authority, please ask your child's nursery/childminder for the most appropriate address.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child's preschool/Nursery/school/childminder to claim the early years pupil premium for my child

Signature of parent/guardian:

Date:.....

About this form

All early year's providers who deliver Government funded early education can claim the early years pupil premium for three and four-year-old children whose parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on

Three- and four-year olds will also be eligible if:

- they are currently being looked after by a local-authority in England or Wales
- they have left care in England or Wales through an adoption
- they have left care in England or Wales through a special guardianship order or a child arrangement order

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to check whether your child is eligible for the early years pupil premium.

Thank you for completing this form and helping to make sure your child's early years provider is as well funded as possible