Frith Manor School

Nurture - Inspire - Challenge

Acorn Babies

APPLICATION / INFORMATION FORM

(please complete in BLOCK CAPITALS)

Forename: _____ Second name: _____

Surname: _____

PLEASE PROVIDE ONE PASSPORT SIZE PHOTOGRAPH OF YOUR CHILD

Name by which child should be addressed at school:_____

Date of birth:_____Gender: Male / Female

Country of Birth: _____

If your child was not born in the UK, please enter the date of arrival: DATE OF ARRIVAL IN THE UK ___/___/ _____

(Please enter all languages your child's speaks at home)

Language/s spoken at home: _____

Home Address:_____

_____Postcode:_____

DETAILS OF ADULTS WITH PARENTAL RESPONSIBILITY	
1st Adult Title:_____	**2nd Adult** Title:_____
Surname:_____	Surname:_____
Forename:_____	_____
Relationship to child:_____	Forename:_____
Date of Birth_____	_____ Relationship to child:_
National Insurance Number:_____	_____
Address if different from child's:	Date of Birth_____
_____	National Insurance Number:_____
_____Postcode_____	Address if different from child's:
Home tel:_____ Work tel:	_____
_____ Mobile_	_____Postcode_____
Email address:_____	Home tel:_____
	Work tel:_____
	Mobile_____
	Email address:_____

Written correspondence should be addressed to: **1st adult /2nd adult** (please circle as applicable)

School information text messages to be sent to: **1st adult / 2nd adult** (please circle **one** only)

Please note: National Insurance Number & date of birth of parents are required to confirm your child's eligibility for funded nursery sessions. We also require this information for checking Free School Meals and Pupil Premium eligibility.

EMERGENCY CONTACTS

Please provide the contact details of **2 other** adults who we may contact in the event of an emergency.
Please seek permission from the emergency contacts before entering their details below.

1st contact	**2nd Contact**
Name:_____	Name:_____
Relationship to child:_____	Relationship to child: _____
Home tel:_____	Home tel:_____
Mobile_____	Mobile: _____

SIBLINGS

Forename	Surname	Relationship	Date of Birth	Name of School

SESSIONS REQUIRED (please circle required days)

Morning sessions Monday-Friday 8.30am -11.30am	Monday	Tuesday	Wednesday	Thursday	Friday
Afternoon sessions Monday-Friday 12.30pm –3.30pm	Monday	Tuesday	Wednesday	Thursday	Friday
Full day sessions Monday-Friday 8.30am –3.30pm	Monday	Tuesday	Wednesday	Thursday	Friday

PREVIOUS NURSERY

Previous school/nursery/pre-school	Local Education Authority	Dates Attended
Name of school/nursery/pre-school:		From: To:
Tel:		

ADDITIONAL NEEDS

Does your child have special educational needs: YES / NO (please circle as appropriate)

If yes, please give details: _____

Does your child have: **An EHCP?** YES/NO **EARLY YEARS HIGHER NEEDS FUNDING?** YES/NO

Is your child receiving help with: Speech and Language / Hearing / Sight / Physical Disability

If your child has been seen by one of the following services, please enter the details below:

Speech & Language Therapy: Therapist's name:_____ Tel: _____

Child Development Clinic: Therapist's name:_____ Tel: _____
(Paediatrician)

Physiotherapy: Therapist's name:_____ Tel: _____

Occupational Therapy: Therapist's name:_____ Tel: _____

Hearing Impairment Therapy: Therapist's name:_____ Tel: _____

Visual Impairment Therapy: Therapist's name:_____ Tel: _____

Educational Psychology: Therapist's name:_____ Tel: _____

DIETARY RESTRICTIONS

Please let us know if there are foods that your child cannot eat for medical or religious reasons

_____

_____

MEDICAL INFORMATION

Doctor's / practice name: _____

Practice address: _____

_____ Postcode: _____

Telephone: _____

Do you give permission for the school to call the doctor in an emergency? YES/NO

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Does your child have any health problems: YES / NO

If yes, please give details:

_____

_____

Name of consultant: _____

Name of hospital / clinic: _____

Telephone number: _____

Name of consultant: _____

Name of hospital / clinic: _____

Telephone number: _____

Does your child have any allergies: YES / NO

If yes, please give details: _____

Does your child need emergency medication for allergic reactions?

If yes, please give details: _____

Is your child on regular medication: YES / NO

If yes, please give details: _____

Does this medication need to be taken in school: YES / NO

If yes, please ask for a medical consent form from the welfare office.
(please note we can only administer medication that has been prescribed by a doctor)

Your child's eligibility

To be completed with assistance from your chosen provider(s) if needed (tick what applicable)

□ Working parent entitlement for children from the age of 9 months and above application Further information: https://educationhub.blog.gov.uk/2023/04/14/how-to-apply-for-30-hours-free-childcare-and-find-out-if-youre-eligible/	□ If you are not successful for 15 hours do you still wish to be considered for a paid place?

Disadvantaged 2-year-olds are eligible for 15 hours of free early years provision if their parents meet the eligibility criteria All 3- and 4-year-olds are entitled to 570 hours a year (universal entitlement) and some 3- and 4-year-olds from working families may be entitled to an additional 570 hours (30 hours entitlement) a year. The free childcare available will be extended to eligible working parents of children from the age of 9 months:

- From April 2024, the 15-hour entitlement for children aged 2 years of eligible working parents
- From September 2024, the 15-hour entitlement for children from the age of 9 months of eligible working parents
- From September 2025, the 30-hour entitlement for children from the age of 9 months of eligible working parents

If your child is receiving the free entitlement and is receiving child Disability Living Allowance, they are eligible for the Disability Access Fund (DAF).

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?

□ Yes	□ No

Your chosen provider will need to see proof of your child's eligibility for DLA.

By ticking this box you are agreeing for the childcare provider to apply for Disability Access Funding (DAF) for the setting.

Providers need to contact the Early Years team at earlyyears@barnet.gov.uk to apply for DAF.

Document check (please complete what relevant):

Documentary proof of Dob Type (e.g. birth certificate, Passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy:)	
Working parent eligibility code: (e.g., 12345678912)	

Setting and attendance details:

You need to agree and complete this declaration form with each setting your child attends for their free entitlement in order to ensure that funding is paid fairly to each of them.
Your child can attend a maximum of two sites in a single day and if your child attends more than one setting we will distribute the funding appropriately between the settings.
My child is attending the following settings:

Setting name:	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Total no. of hours per week**	**Total weekly charge**	**No. of weeks per year (e.g., 38,45,51)**
Total funded entitlement hours attended per day							n/a	
Total extra (chargeable) hours per day								
Total daily hours attended								

To fill in if your child attends more than one setting:

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:						
Setting name:						

To note: the maximum number of funded hours your child can receive is:

1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year

2) for children aged from 9 months of eligible working parents:15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.

3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to:

Parent/Carer/Guardian with legal responsibility declaration:

Declaration: I (name) .....

of (address) ....

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider/s) ……

to claim free entitlement funding as agreed above on behalf of my child.

Parent/Carer/Guardian with legal responsibility	Childcare provider
Signed:	Signed:
Print name:	Print name:
Date:	Date:

In collecting your data for the purposes of checking your eligibility for the free entitlements, Early Years Pupil Premium (EYPP)or Disability Access Fund (DAF) (see notes 1 – 3), Barnet LA is exercising the function of a government department.

Barnet LA is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006. Please note that from April 2024 2-year-olds will qualify for DAF and EYPP, and under 2's will qualify from September 2024.

Data privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/ren is being or will be used, please contact your provider or Barnet LA.

Please note that information about whether a child is in receipt of Disability Living Allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's Office on holding personal data including sensitive personal data available at: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/training-videos/handling-more-sensitive-information/

Please tick if you are in receipt of any of these benefits, or any of these circumstances apply – **we may be entitled to claim extra money to support your child in school.**

□ Income Support □ Support under part VI of the Immigration and Asylum Act 1999

□ Income-related Employment and Support Allowance □ The guarantee element of State Pension Credit

□ Child Tax Credit (providing they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) □ Universal Credit

□ Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit

□ They have been in local-authority care for 1 day of more in England or Wales

□ They have been adopted from care in England or Wales

□ They have left care under a special guardianship order or residence order in England or Wales

□ They are in foster care

PARENT/ CARER DECLARATION

In the past, a small number of parents/carers have given false information to improve their child's chances of obtaining a place in a particular school. The school would like to make it clear that in the unlikely event of this happening, any offer made to parents giving false information will be withdrawn.

Please sign below to confirm that all the information you have provided is true and accurate.

Parent/carer name:_____ Signature:_____ Date: _____

If you require acknowledgment of receipt of your application to Frith Manor Primary School and Nurseries, please enter your child's

Name of Child: Date of Birth:

Your application was received by:_____ Date: _____

If you would like a receipt sent to you by post, please supply us with a stamped addressed envelope.

Frith Manor Primary School and Barnet Council shall take all reasonable precautions to preserve the integrity and prevent any corruption or loss, damage or destruction of Personal Data supplied to us in accordance with the GeneralData Protection Regulation 2018. Personal Data is held only for the duration of its usage in the services we provide to you as a school.

For Official Use Only:	UPN: Class:	
Date Application Received:	**Proof of ID Seen: YES / NO**	**Proof of Address Seen: YES / NO**
Records Requested: YES / NO	**In Catchment YES / NO**	**Admission Date:**

ETHNIC / DIVERSITY MONITORING

We are asking for your voluntary co-operation in providing the information below.
It is collected for positive educational reasons and the information obtained will be treated in the strictest confidence.

ETHNIC ORIGIN

Please tick one box only:

ASIAN OR ASIAN BRITISH

Afghan ( )
Bangladeshi ( )
Indian ( )
Iranian ( )
Iraqi ( )
Pakistani ( )
Sri Lankan ( )
Other Asian Background ( )

Please specify_____

BLACK OR BLACK BRITISH

Caribbean ( )
Ghanaian ( )
Nigerian ( )
Somalian ( )
Other Black African ( )
Other Black Background ( )

Please specify_____

CHINESE

Hong Kong Chinese ( )
Other Chinese ( )

MIXED / DUAL HERITAGE

White and Asian ( )
White and Black African ( )
White and Black Caribbean ( )
Other Mixed Background ( )

Please specify:_____

WHITE

Albanian ( )
Gypsy / Roma ( )
Greek / Greek Cypriot ( )
English ( )
Irish ( )
Portuguese ( )
Romanian ( )
Scottish ( )
Spanish ( )
Welsh ( )
Traveller of Irish Heritage ( )
Turkish / Turkish Cypriot ( )
White Eastern European ( )
White Western European ( )
Other White Background ( )

Please specify:_____

ANY OTHER ETHNIC BACKGROUND
Please specify

RELIGION

Please tick one box only:

I would describe my child's religion as:

Baha'i ( )
Buddhist ( )
Christian ( )
Hindu ( )
Jain ( )
Jewish ( )
Muslim ( )
Roman Catholic ( )
Sikh ( )

Other Religion (please describe)

_____

No Religion ( )

I do not wish for a religion to be recorded ( )

LANGUAGE

Please tick all languages spoken at home

Arabic ( )
Bengali ( )
Cantonese ( )
Dutch/Flemish ( )
English ( )
Farsi ( )
French ( )
German ( )
Greek ( )
Gujarati ( )
Hebrew ( )
Hindi ( )
Italian ( )
Japanese ( )
Kurdish ( )
Mandarin ( )
Pashto ( )
Polish ( )
Punjabi ( )
Portuguese ( )
Romanian ( )
Sign ( )
Somali ( )
Spanish ( )
Sinhalese ( )
Tamil ( )
Turkish ( )
Urdu ( )
Yoruba ( )

Other Chinese ( )
Any Other Language ( )

Please specify _____

Terms & Conditions for Baby Acorns nursery Admission:

I understand that I cannot be charged for the hours comprising the funded entitlement -the Universal hours – (if my eligibility has been confirmed).
I understand that I need to complete and return all paperwork prior to start date order to register my child at my provider "Baby Acorns Nursery at Frith Manor."
I have received detailed information from my provider of additional optional services available for my child including all costs. And a nursery information booklet.
I understand that eligibility for the Funded Hours 9 months – 2 years old are determined solely by HMRC. The review and appeals process are also managed by HMRC.
I understand that my provider will validate the Funded Hours Extended Entitlement Eligibility Letter with Barnet via a secure Local Authority system
If my child is entitled to funded nursery place, I will submit the eligibility letter with my application form to the nursery.
I have agreed to pay the fees relating to any services purchased from this provider such as the nursery paid sessions booked for my child for the term/half term.
Only if applying for a paid space -I agree to pay a non-refundable one-month deposit to the provider prior to the start date for my child in order to secure a space for the following month/term
I understand that I am required to show my provider my child's birth certificate/passport as proof of his/her identity and date of birth.
I understand that if my child is absent, off sick or taken on holidays during the sessions he/she is booked for, I will still get charged and sessions will not be swapped or refunded.
Only if applying for a paid space- I understand that the Local Authority will complete a check on my eligibility for the funding for each term that my child will attend nursery and inform my provider if my eligibility changes. This will enable the provider to collect the funding
I understand that I will be responsible for nursery charges if my eligibility funding stops during the term and an invoice will be issued to cover the cost of all sessions booked in advance.
I understand that it is my responsibility to inform my provider and give one full calendar month written notice if I no longer wish my child to attend the nursery or I want to change sessions. I understand that my new provider may check that any notice period has been served at a previous provider before offering a funded place.
I understand that invoices will be issued in advance monthly and will need to be paid within 1 calendar month from the date of the invoice.
I understand that if I have given any false information on this form that results in my provider having to refund the Local Authority for any of the funded entitlement I have received for my child, then I may have to reimburse the provider for those services provided as the funded entitlement.-
I understand my provider's Attendance Policy (See information booklet) and should it be determined under this policy that my child's attendance is unsatisfactory, my funded entitlement is at risk and I may have to reimburse my provider the value of any refund paid to the Local Authority in relation to any of the funded entitlement I have received for my child.
I understand that when accessing my entitlement at Little Acorns at Frith Manor that my child's attendance is not taken into consideration in the allocation of places in the Reception year. (Reception allocation is managed by the London Borough of Barnet.) Attendance at Little Acorns does give me priority on applications to Little Oaks Nursery at Frith Manor.
I agree that the information I have provided will be shared with the Local Authority to confirm eligibility and entitlements.
I can confirm that I have been informed by the provider about payment methods i.e. (directly to school bank, ParentPay online system, child care voucher and card at the school office).

Parent / Carer's Signature: _____ **Date:** _____

Provider's Signature: _____ **Date:** _____

By signing, you agree to the terms & conditions above.