



Tudor Grange Samworth Academy

A Church of England School

Primary Pre-School & Nursery (2yrs-4yrs) Enrolment Form

*Please complete form and bring it with you
to your pre-admissions meeting*



Data Collection Sheet

Pupil Information

Forename	
Middle Name	
Surname	
Legal Surname (if different from above)	
Gender	
Date of Birth	
Year Group	
Address (Including Postcode)	
Name of Previous School (if any)	

Ethnicity	<i>Please tick</i>	Religion	<i>Please tick</i>
White: British		No Religion	
White: Irish		Church of England	
White: European		Methodist	
White: other white		Roman Catholic	
Gypsy/Roma		Buddhist	
Mixed: white and black Caribbean		Jewish	
Mixed: white and black African		Hindu	
Mixed: white and Asian		Muslim	
Mixed: other mixed		Sikh	
Asian/Asian British: Indian		Other religion	
Asian/Asian British: Pakistani			
Asian/Asian British: Bangladeshi			
Asian/Asian British: Chinese			
Asian/Asian British: other Asian			
Black/Black British: African			
Black/Black British: Caribbean			
Black/Black British: other Black			
Other ethnic group: Arab			
Other ethnic group: any other ethnic group			

First Language	
Please state your child's English language ability (<i>tick relevant box</i>):	
<input type="checkbox"/> New to English	<input type="checkbox"/> Early Acquisition
<input type="checkbox"/> Developing Competence	<input type="checkbox"/> Competent
	<input type="checkbox"/> Fluent

Details of Parents/Guardians and Emergency Contacts

Please give details of all persons who have parental responsibility (and anyone else whom you should wish to be contacted in the event of an emergency), and in the order that you would wish for them to be contacted.

Parent 1

Full Name (<i>Including title</i>)	
Address (<i>Including postcode</i>)	
Mobile Number (<i>required</i>)	
Email Address (<i>required</i>)	
Home Telephone Number	
Work Telephone Number	
Relationship to Child	

Parent 2

Full Name (<i>Including title</i>)	
Address (<i>Including postcode</i>)	
Mobile Number (<i>required</i>)	
Email Address (<i>required</i>)	
Home Telephone Number	
Work Telephone Number	
Relationship to Child	

Additional Relative/Guardian

Full Name <i>(Including title)</i>	
Address <i>(Including postcode)</i>	
Mobile Number <i>(required)</i>	
Email Address <i>(required)</i>	
Home Telephone Number	
Work Telephone Number	
Relationship to Child	

Medical Information

Doctor's Name	
Surgery Name	
Surgery Address <i>(Including postcode)</i>	
Surgery Telephone Number	
Medical History/Notes	
Special Dietary Requirements <i>(Please list)</i>	
Does your child wear glasses?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child wear a hearing aid?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child been diagnosed with asthma?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Other Children/Siblings Within the School

Child's Name and Year Group <i>(Please list if more than one)</i>	
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Miscellaneous Information

Does your child have any "Special Educational Needs"? If so, please give details below:	
Is he or she on the Special Educational Needs register? SEND Support and Education <input type="checkbox"/> Health & Care Plan <input type="checkbox"/>	
Has your child ever been permanently excluded?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child had any fixed period exclusions in the last 2 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child in care of a local authority? If yes, name the local authority	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child on the CYPS "List of children subject to Child Protection Plans"?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

Travel Arrangements	<i>Please tick</i>	Meal Arrangements	<i>Please tick</i>
Walk		Packed Lunch	
Car		Paid School Meals	
Cycle		Free School Meals	
Bus		Home	
Train			
Taxi			
Other			

Consent Forms

Photographic Images (Section 1)

At Tudor Grange Samworth Academy we take the issue of pupil safety very seriously. This includes the use of images of pupils in school publications and on the school website and official Facebook/Twitter account. Research has shown that using digital images and videos in education can motivate and enthuse pupils, help encourage creativity and improve communication and team-working skills.

At the Academy we would like to use images of pupils for educational and promotional purposes on the Academy website, official TGSA Facebook/Twitter page, in printed publications and digital video productions. Schools, however, have a duty of care towards pupils, which means that pupils will remain unidentifiable in digital images, reducing the risk of inappropriate contact if images are used in this way.

Please answer Section 1 on page 8 of this booklet to let us know if you consent for images of your child to be used in this way.

Administering Medication (Section 2)

If your child has been prescribed medication that will need to be taken during school hours, please ensure that it is handed into Student Services, along with a completed and signed "Request for Administration of Medicines" form, which is available from the school office.

Also, from time to time pupils present with mild ailments such as a headache which does not always warrant their being sent home and can often be cured with paracetamol.

Please answer Section 2 on page 8 of this booklet to let us know if you consent for your child to be given paracetamol by our first aider whilst they are in school.

Please do not hesitate to contact our Office Manager if you need any further information.

Cycling to School (Section 3)

We would like to encourage as many pupils as possible to cycle to school. Tudor Grange Samworth Academy has a covered cycle store, overlooked by CCTV. Your child would be expected to lock their bicycle using a suitable cable. We would prefer your child to wear a cycle helmet; although we cannot insist upon this we would encourage you to tell your child to wear one.

Please answer Section 3 on page 8 of this booklet to let us know if your child is sufficiently competent to ride a bicycle to and from school, that you understand that the wearing of a helmet is preferred by the school, and that you understand that permission to cycle may be withdrawn if the bicycle is being ridden inappropriately or unsafely. Parents should accept responsibility for ensuring the bicycle is roadworthy.

Local Off Site Visits (Section 4)

Pupils at the Academy sometimes participate in a range of activities in and out of the school building. All activities outside of the Academy provide valuable learning experiences for the children. **Please answer Section 4 on page 8 of this booklet** to let us know if you consent for your child to participate in local off site visits as part of a planned programme of study during his/her time at the Academy.

Responsible Use of the Internet and E-mail (Section 5)

As part of your child's curriculum and the development of ICT skills they will be provided with supervised access to the internet and e-mail. We feel that Internet access and e-mail use is an essential skill for children to be learning in school.

All measures have been taken at the Academy to ensure that children do not have access to undesirable materials through our Internet providers filtering system. Please read the Responsible use of Internet rules below, then **answer Section 5 on page 8 of this booklet** to let us know if you consent for your child to have supervised access to the internet and email at the Academy.

Responsible Use of Internet Rules

These rules are there to help us keep everyone safe:

- I will ask permission before entering any web site, unless my teacher has said it is OK;
- On the network I will only use my own login;
- I will only e-mail people who my teacher has approved;
- Any e-mails I send will be polite and sensible;
- I will not bring any USB sticks or disks into the Academy;
- I will never enter my name, home address or phone number when on the Internet;
- If I see anything that I am unhappy about, or receive messages I do not like, I will tell my teacher immediately;
- I know that the Academy may check my computer files and may monitor the Internet sites I visit;
- I understand that if I break these rules, I could be stopped from using the Internet or computers.

If you have any questions, or would like a copy of the whole Internet policy, please contact the Academy on 0116 278 0232. Please note that if we do not receive permission for your child to use the Internet, we will not allow them access.

Walking Home Permission (Section 6)

We allow our Year 4, 5 and 6 pupils to walk home with consent from parents/carers. We will not dismiss your child to walk alone without this permission. **Please answer Section 6 on page 8 of this booklet** to let us know if you consent for your child to walk home alone.

Safe Password (Section 7)

To ensure our children are safe at all times we ask you for a safe password in the event you are unable to collect your child from school. We ask that you notify the school office and ensure the adult collecting your child has the password. Your child will not be released without notification and the correct password. **Please advise us of your safe password in Section 7 on page 8 of this booklet.**

Please circle YES or NO for each section below to advise whether you give consent.

Section	Document	Consent Given (Circle answer)
1	I consent to the use of occasional images of my child on the Academy website, official TGSA Facebook and Twitter page, in printed publications and in digital video productions.	YES / NO
2	I consent to my child being given paracetamol by an Academy first aider whilst they are in school if necessary.	YES / NO
3	<p>I confirm that my child is sufficiently competent to ride a bicycle to and from school; the wearing of a helmet is preferred.</p> <p>I understand that permission to cycle may be withdrawn if the bicycle is being ridden inappropriately or unsafely.</p> <p>I accept responsibility for ensuring the bicycle is roadworthy.</p> <p>Cycle Frame Number</p>	YES / NO
4	I give permission for my child to participate in local off site visits as part of a planned programme of study during his/her time at the Tudor Grange Samworth Academy.	YES / NO
5	I consent to my child having supervised access to the Internet and e-mail at the Academy	YES / NO
6	I give my consent for my child to walk home. (Year 4, 5 and 6 pupils only).	YES / NO
7	Safe password:	

Signed:

Date:

Print name:

Parental Declaration Form

1. Parent/carer/guardian details

Full name:

Current address:

Postcode:

If you have moved address in the past 3 years, please give details of your previous address:

2. Childcare Provider Details

Name of setting:

3. Child's details – (per birth certificate or passport where applicable)

Forename:

Surname:

Date of birth

Gender:

Male

Female

Name known as if different from above:

Child's address if different from parent:

Ethnicity Code (as per list of codes):

Registering for FEEE type (Tick one):

2YO

3&4 YO Universal

3&4 YO Extended

4. Details of FEEE hours claimed with this provider

Start date for FEEE claim or date of change:

FEEE Hours per week:

Number of weeks per year that FEEE is claimed (38 (or less), 48 or 51):

Breakdown of hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Actual						
Funded						

5. Details of FEEE hours claimed with any other provider

Complete if your child is attending another setting and claiming funded hours.

Name of other childcare setting:

Start date for FEEE claim or date of change:

FEEE Hours per week:

Number of weeks per year that FEEE is claimed (38 (or less), 48 or 51):

Breakdown of hours	Monday	Tuesday	Wednesday	Thursday	Friday	Total hours
Actual						
Funded						

Tick the relevant statement

- I confirm my child is not claiming funded hours at any other childcare setting.
- I confirm my child is attending another setting and claiming funded hours there. I have informed both providers about my child's attendance at each setting and have completed a parental declaration form with the other setting.

6. FEEE for 2 year olds

Complete this section if your child is eligible for FEEE for 2 year olds

TYOF reference number:

7. FEEE for 3 and 4 year olds – extended entitlement

Complete this section if your child is eligible for the 30 hours extended entitlement.

Eligibility Code (DERN Code) - Full 11 digits:

National Insurance number used when making the application:

Universal entitlement of the extended entitlement

If your child's funded hours are split between two settings, you must nominate* the setting that would receive the universal entitlement (15 hours) in the event of you become ineligible for the extended entitlement.

*Note: Where the entitlement is split with a school nursery, the school will automatically deliver the universal entitlement.

Nominated setting:

8. Early years pupil premium (EYPP) registration

EYPP is an additional funding paid to childcare providers for 3 and 4 year old children of families in receipt of certain benefits. The funding is used to enhance the quality of the early years' experience for the child by improving the teaching, learning, facilities and resources, with the aim of impacting positively the child's progress and development. EYPP is only paid for the Universal Entitlement hours and not if your child is in a school reception class. **For more information please speak to your childcare provider.**

Complete this section if you believe that your child may qualify for EYPP. The information and signature must be of the **main benefit holder**.

Full name:

Date of birth:

National Insurance (NI):

National Asylum Support Service (NASS):

Signature of main benefit holder:

9. Disability access fund (DAF) declaration

DAF is an annual fixed lump sum of £615 that is paid to the setting where the child is claiming FEEE. Where the child is claiming FEEE with more than one provider, the parent must nominate one provider to receive the full DAF payment.

Complete this section if your child is claiming FEEE for 3 and 4 year olds and is in receipt of child disability living allowance (DLA).

I confirm my child receives child disability living allowance (DLA) and is accessing 3 & 4 year old FEEE with:

Name of setting:

- I confirm that I have given the named provider a copy of my child's current DLA award document. I nominate the following setting to receive the DAF payment:

Nominated setting:

The nominated provider will use this information to make an application to the SEND Support team to claim DAF for your child

10. Parental declaration statements

Please read through the following statements before progressing to section 11.

The provider has explained the terms and conditions for FEEE places to me and I understand that:

- Proof of name and age of my child must be given to the provider (birth certificate or passport)
- For 2 year old FEEE or the 3 & 4 year old Universal Entitlement (UE) I can claim up to a maximum of 15 funded hours per week over 38 weeks in the year (or 570 hours per year 'stretched' over 48 or 51 weeks)
- For the 3 & 4 year old Extended Entitlement (EE) I can claim up to a maximum of 30 funded hours per week over 38 weeks in the year (or 1,140 hours per year 'stretched' over 48 or 51 weeks)
- The maximum entitlement applies even if the entitlement is 'split' between two providers
- If my provider is not open for at least 38 weeks then my child will not be able to access the full entitlement with the provider as the maximum FEEE that can be claimed per week is 15 hours or 30 hours (if applicable) i.e. the full entitlement cannot be condensed over less than 38 weeks per year
- If I sign up with a provider it is my intention to send my child for the FEEE hours as per the pattern of attendance completed on this form. **It is fraudulent to sign up to more FEEE hours than my child is actually accessing and also for the provider to claim more FEEE hours than my child is accessing**
- If my child is accessing FEEE on a term time (38 week) or stretched (over 48 or 51 weeks) pattern it has to be for a minimum for one whole term and cannot be changed to another pattern until the start of the following term. Also, if FEEE is being split between two providers then both providers have to offer the same pattern.
- The provider **will not** charge me for the FEEE hours that my child is accessing
- I have to pay the provider their published fees or charges for any extra hours or services that I agree for my child to access over and above the FEEE hours
- I may have to pay my provider if my child **fails to regularly access their FEEE hours without a reasonable or valid reason** as this could result in Leicester City Council reclaiming the funding from the provider
- If I want to move my child to another setting I must give at least a **4 weeks' notice in writing** (or longer if my contract with the provider states a longer notice period). If I do not do this, I will not be able to claim FEEE hours at the other setting until the end of the notice period and/or I may have to pay fees for the notice period
- If my child is eligible for EYPP the funding will only be paid for the UE hours accessed
- If my child is eligible for DAF, I must give the provider copies of my child's current DLA award document(s) and the fixed payment will be only be made to the provider I have nominated above
- I will have to complete a new parental declaration form in certain circumstances, including:
 - Where I request, and the provider agrees to, changes to the number of FEEE hours claimed or change the pattern of claim e.g. from Term Time to Stretched
 - When my child is claiming 2 year FEEE and moves to the 3 & 4 year FEEE (UE or EE)
 - If my child is claiming the 30 hours EE but has to move to claiming only the 15 hours UE due to a change in circumstances
 - Where there is a change or changes to any name. address or provider details
- If my child qualifies for the EE, this can only be accessed in the term after I apply for the Eligibility Code (DERN code) and it is my responsibility to reconfirm eligibility for the EE every 3 months when reminded by HMRC. In the event that the eligibility ends, my child will continue to receive the UE with the provider who I have nominated for this.

11. Confirmation

I confirm that:

- I am the child's Parent/Carer/Guardian with legal responsibility
- The information I have provided above is complete, accurate and true
- I understand and agree to the declarations and conditions set out in this document and authorise the Provider to claim the appropriate FEEE funding for my child
- I understand that if I have given any false information I may be asked to pay back the provider for the cost of the funded place
- I will inform the provider/s if the arrangements or details given on this declaration form change.
- My child is not attending a school reception class
- My provider has displayed/made available the 'Privacy Notice for Parents' showing what the Department for Education does with the data
- I agree that the information I have provided can be shared with Leicester City Council and Department for Education who will access information from other government departments to:
 - confirm my child's eligibility and validate the 30 hour FEEE Eligibility Code - if applicable
 - enable the provider to claim Early Years Pupil Premium (EYPP) - if applicable
 - enable the provider to claim Disability Access Fund (DAF) for my child – if applicable

Signature of parent name in section 1:

Relationship to child:

Date:

Please note: that this declaration form does not replace the provider's usual registration form and parental contract which you may be required to complete to register your child to attend the setting.

12. Information for providers

When you register a child for a FEEE place you must check either the Birth Certificate or Passport as proof of name and age. Tick the relevant box below to confirm this.

Birth certificate seen

Passport seen

- **EYPP:** If the child is eligible the funding is only payable for the UE hours accessed by the child and to the provider or providers delivering the UE hours.
- **DAF:** If the child is eligible and you are the nominated provider then you must contact the SEND Support team to apply for the payment and forward the copies of the DLA award documents to them.

This declaration is your evidence of FEEE claim for this child and must be retained for 6 years to complete headcount forms and for future reference, including auditing. You may be asked by Leicester City Council to produce evidence of a claim at any time. Sign below and give a copy of the form to the parent.

Signature on behalf of the provider:

Name and position held:

Date:

Please note that this declaration form does not replace your usual registration form and parental contract which you may require the parent to complete to register the child at your setting.

General information about Free Early Education and childcare can be found via families.leicester.gov.uk/free-early-education

Parent Code of Conduct

Tudor Grange Samworth Academy (TGSA) is a caring school which aims to create a stimulating, learning environment in which every individual has the opportunity to be the best they can be. Our school is built on the key value a place for us all to flourish. By choosing our school for your children or by becoming part of our community in any other way, you must role model our values. We expect everyone that comes on to the school site and everyone who is within sight or earshot of the children, whether that be on site, on a school visit or on the 'Walking Bus' to act as good role models, treating everyone with courtesy and respect. Such courtesy and respect also applies to views shared on social media. There is no compromise with this. At our school we are fortunate to have supportive, friendly parents.

At TGSA we value our strong relationship with parents and carers. Together this helps us achieve the very best for the children in a mutually supportive partnership between parents, class teachers and the school community for the benefit of our children and for the well-being of all. We welcome and encourage parents and carers to participate fully in the life of our school. To truly create the best outcomes for children requires the relationship between home and school to be based on the principles of care, integrity, trust and mutual respect. At TGSA parents, carers and visitors are expected:

- Take an interest in their child's work and progress
- To respect the caring ethos and values of the school
- To support our belief that both teachers and parents need to work together for the benefit of their children.
- To respectfully approach school staff for help to resolve an issue.
- To role model communication with respect using appropriate language and behaviour. This includes communication on social media. Parents sometimes take photographs of their own children at school events with the permission of the Head teacher. Parents must only share photos of their own children on social media.
- To correct their child's actions especially where it could lead to conflict, aggressive or unsafe behaviour – both on and off the school premises.

In order to support a peaceful and safe school environment, on site and during school business off site, the school will not tolerate parents, carers or visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with any of the schools operation or activities anywhere on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening, in any way, a member of school staff, visitor, fellow parent/carer or pupil.
- Damaging or destroying school property.
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites.

- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
- Smoking, taking illegal drugs or the consumption of alcohol on school premises.
- Dogs being brought on to school premises (other than guide dogs and named school assistance dogs).

By opting to send your child to TGSA you are automatically agreeing to this code of conduct. Should any of the above occur on school premises the school may feel it is necessary to take action by contacting the appropriate authorities and/ consider banning the offending adult from entering the school premises in accordance with our Unacceptable Behaviour by Parents, Carers and Visitors on Site policy.

This code of conduct had been produced with the support of TGSA School Parent Consultation Group. It has been agreed and is supported by the Governing Body of TGSA Primary School.

If you witness any behaviour that is not in line with our code of conduct, please speak to a member of the Leadership Team in confidence.



Home/Academy Agreement

Pupil:..... **Tutor Group:**.....

The Academy – We will

- provide a safe, happy and stimulating working environment
- provide a broad and balanced curriculum
- provide regular feedback about your child's work
- ensure the setting of regular homework
- keep you informed about your child's progress and any concerns
- help your child reach his or her individual potential
- apply our behaviour policy as reasonably and fairly as possible
- keep you in touch with the life of the Academy

Mrs A Collins
Head of Primary

The parents(s)/guardian(s) – I/we will

- take an interest in my child's work and progress
- attend meetings in Academy about my child's education
- ensure that my child completes his or her homework under suitable conditions
- ensure that my child attends regularly and punctually
- ensure that my child has all necessary equipment and full Academy uniform
- support the Academy's behaviour policy
- inform the Academy of any problems at home or changes in domestic circumstances
- moderate the use of social media

Name(s):..... **Signed:**.....

Date:.....

Name(s):..... **Signed:**.....

Date:.....



Tudor Grange Samworth Academy



Tolerance
Unity
Democracy
Opportunity
Respect



Embrace the **TUDOR** values in our Academy