

Overdale Pre-School



Eastcourt Road, Knighton, Leicester, LE2 3YA
Telephone: 0116 288 7663

preschool@overdale-inf.leicester.sch.uk

Managers: Miss Elliott & Mrs Virk



OAK Multi Academy Trust

Registered Office: Copse Close, Oadby, Leicestershire, LE2 4FU
Company Number: 07695364 (Registered in England and Wales)

Dear Parent/Carer

The Leicester City Council, Nursery Education Grant Funding Department requires us to write down your child's ethnicity on our termly headcount using the following codes. Please highlight/tick/mark the code that best describes your child's ethnicity.

Code	Description	Code	Description
WBRI	White, British	APKN	Asian or Asian British, Pakistani
WIRI	White, Irish	ABAN	Asian or Asian British, Bangladeshi
WIRT	Traveller of Irish Heritage	AOTH	Asian or Asian British, any other Asian background
WROM	Gypsy/Roma	BCRB	Black or Black British, Caribbean
WOTH	White, any other White background	BAFR	Black or Black British, African
MWBC	Mixed, White and Black Caribbean	BOTH	Black or Black British, any other Black background
MWBA	Mixed, White and Black African	CHNE	Chinese
MWAS	Mixed, White and Asian	OOTH	Any other ethnic background
MOTH	Mixed, any other mixed background	REFU	Did not wish to be recorded
AIND	Asian or Asian British, Indian	NOBT	Not obtained





Eastcourt Road, Knighton, Leicester, LE2 3YA

Telephone: 0116 288 7663

preschool@overdale-inf.leicester.sch.uk

Pre-School Registration Form

Name:		Preferred name:	
Date of birth:	Male/Female	Is English an additional language for your child Y / N	Home languages:
Parent/carer name:		Parent/carer name:	
Address:		Telephone numbers	
Email address:		Parent/carer 1 contact numbers:	
		Parent/carer 2 contact numbers:	
		Work telephone number:	
Emergency contact details (other than parents/carers):		Doctors details:	
Name:		Surgery/GP:	
Address:		Address:	
Telephone numbers:		Telephone number:	
Allergies:		Auto injector device prescribed Y/N (If prescribed we will need two devices in setting with your child)	
Intolerances:		Medications prescribed:	



Dietary requirements: (i.e. no egg)	Medical history:
Persons authorised to collect my child:	Persons authorised to collect my child:
Password to be used:	

PRIVACY NOTICE

The lawful basis for processing your data is covered by Ofsted and the Early Years Foundation Stage. Some elements of data we process actually override GDPR as we have a legal obligation to hold data to enable us to safeguard children in our care (i.e. emergency contact information).

We will only use your personal information to manage your invoices/childcare vouchers/funded information and provide tailored care to your child. Personal data will not be shared with any third parties without your consent; i.e., sending information to schools when your child leaves pre-school. As an individual, you have the right to complain to the ICO (Information Commissioner's Office) if you think there is a problem with the way we are handling your data. If you require further information about how we process and store your data, you can contact us for our GDPR compliance policy.

You are signing in agreement with GDPR, the terms and conditions and entering into a contract with the Overdale Pre-school:

- If my child is attending funded sessions but leaves before the headcount date, I agree to pay for the sessions they have used in the Pre-school
- I agree to allow the Pre-school to pass information regarding my child to the link health visitor and to other providers i.e. new school, as part of transition process
- we are required by Leicester City council, to keep records of all children accessing funded spaces for 7 years which may be passed on to them when requested
- Being photographed/videoed/observed for child progress reports only and in-house staff training only
- Being allowed to go into the school hall to watch concerts, to attend trips to farm/library or zoo
- Walking visits within the local community.
- For staff to seek emergency medical advice/treatment and for a member of staff to accompany my child in an ambulance in an emergency if the situation arises where we cannot get hold of parent/s immediately.



Media permissions

As we are a part of the Overdale Infant School, we may be included in their future events & media broadcasts; on radio, in news broadcasts, in newspapers and on associated web pages as well as the school website.

Please read the following statements and highlight your preference:

- I do/do not give permission for my child to be photographed, filmed or interviewed by the press for promotional events
- I do/do not give permission for my child to be featured on social media relating to the Infant and Pre-school.

To be signed by the legally responsible parent/s.

Parental Responsibility applies to the child's biological parents, both parents as listed on birth certificate, parents/carers of an adopted or Local Authority Looked After Child or as per a Parental Responsibility Order/Residency Order (see childlawadvice.org).

Parent/ guardian name:	Signature:	Date:
Parent/guardian name:	Signature:	Date:



OFFICE USE ONLY:

Birth certificate/passport copy kept on file as per funding requirements (in accordance with GDPR regulations)

Signed (member of staff) Date

Ethnicity code

Visited setting: Date of visit:.....

Added to waiting list

Notes:

