

Overdale Pre-School

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

preschool@overdale-inf.leicester.sch.uk

Managers: Clare Elliott & Harj Virk

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

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URN/OFSTED num:145617

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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: Home Mobile Work Email address	
Emergency contact details (other than parents/carers): Address: Telephone numbers:		Doctors details: Address: 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:	

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

To be signed by the *legally responsible parent/s*. Parental Responsibility means; that the child's biological mother and father, if married, if unmarried, the father will have registered the birth with the mother, an agreement is made with the mother or he applies to the court for a Parental Responsibility Order. Parental responsibility also includes parents/carers of an adopted child, same sex parents (both) if civil partners at the outset of antenatal treatment and guardians (through a signed will) has responsibility where the child has no-one else with parental responsibility or a residency order (see childlawadvice.org).

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 Preschool
- I agree to allow the Preschool 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 taking up funded spaces which may be passed on to them when requested
- Being photographed/videoed/observed for learning journeys, child progress reports only and in-house staff training only
- Being allowed to go into the school hall to watch concerts, trips within the school grounds and visits to the book bus
- 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 by the press or promotional events
- I do/do not give permission for my child to be filmed by the press or promotional events
- I do/do not give permission for my child to be interviewed for a press release.
- I do/do not give permission for my child to be featured on social media relating to the Infant and Pre-school or the press.

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

Notes: