

Welcome to



Founded 1904 Registered Charity No 528912
Head Teacher: Mrs Yvonne James
26 Tiverton Road
Selly Oak
Birmingham
B29 6BP
2018 - 2019

REGISTRATION ENQUIRY BOOKLET

Tel: 0121 472 1700 Email: enquiry@sellyoak-nur.bham.sch.uk
Website: www.sellyoak-nur.bham.sch.uk



Head Teacher: Mrs Yvonne James Registered Charity No 528912

Ofsted Inspection June 2013

"Selly Oak Nursery is a special place to learn."

"Children greatly enjoy all the simulating and exciting activities."

"Children thrive because of the strong focus on care and nurture."

"The strong emphasis on practical activities... contributes to children`s outstanding achievement."

Ofsted Inspection May 2010



"Selly Oak Nursery is a truly outstanding school that gives children an excellent start to their full-time education."



Ofsted Inspection April 2007

"This is an outstanding nursery school in all areas"

For our full Ofsted report please refer to the Ofsted website at www.ofsted.gov.uk

What makes Selly Oak Nursery School different?

- Professional, friendly and welcoming atmosphere where children are the heart of everything - come and visit and see for yourself!
- Consistently 'Outstanding' as rated by the last 3 Ofsted inspection reports - [Click here to view the June 2013 report.](#)
- Small family groups (max 13) taught by dedicated fully qualified teaching staff (either a qualified teacher or Level 3 Teaching Assistant).
- Fantastic outdoor space, including Forest School and outdoor classroom area.
- Children wear a uniform which also promotes a sense of belonging to the School.
- Breakfast and after school club (rated 'Outstanding' in recent 2012 Ofsted inspection,) providing continuity of care for children.
- The teaching day is well structured with a defined start (8:45am) and end (3pm) which mirrors what children will experience in Reception
- Concepts such as good sitting, good listening and good looking, amongst others, are introduced early and reinforced throughout the year which prepares children for Reception
- Established relationships with local primary schools ready for the next transition.

All the above mean that by the end of their time at Selly Oak Nursery School, children are well equipped and prepared to start their primary school education in Reception. Expected behaviours are well embedded thus facilitating transition to Reception and making the start of their formal learning journey in primary school a lot smoother.

Nursery Session Time

8.45 am - 3.00 pm



Selly Oak Nursery School is a Local Authority Maintained Nursery School for children aged 3 - 4 years. The school was opened in 1904 and was the first Nursery School in Birmingham, transferring to its present site in 1921.

The purpose-built school was given by Mr and Mrs George Cadbury, and the Nursery School land and premises are held in Trust with Charity status.

We offer both full and part time places for children aged 3-4 years.

Part time places are offered for either 2½ days (from 8.45-3.00 on Monday and Tuesday, and 8.45-11.15 on Wednesday, or 12.30-3.00 on Wednesday and 8.45-3.00 on Thursday and Friday) or for 3 days (from 8.45-3.00 on Monday, Tuesday and Wednesday or Wednesday, Thursday and Friday).

Full time places are from 8.45-3.00 Monday to Friday. All places are term time only.

We also offer wraparound care via our Out of School Club, which is open from 7.30 - 8.45 and 3.00 - 5.45 on school days.

Meet the Staff

NURSERY STAFF

Mrs Yvonne James	Head Teacher	(B Ed / NPQH)
Miss Laura Foster	Deputy Head Teacher	(B Ed)
Mrs Ifrah Rafiq	Nursery Teacher	(BA/PGCE)
Mrs Jackie Hindley	Teaching Assistant	(NVQ L3)
Mrs Emma Wilson	Teaching Assistant	(NVQ L3 / HLTA)
Miss Nayan Sharma	Teaching Assistant	(NVQ L3 / PGCE)
Miss Natasha Close	Play worker / LTS	(NVQ L3)
Mrs Paula Bayliss	Administrative Assistant	
Mr Peter Haddock	Building Services Supervisor	
Mrs Farha Khan	Lunchtime Supervisor	
Mr Husham Khan	DRB Finance	
Mr Mark Jobe	Finance Manager	

OUT OF SCHOOL CLUB STAFF

Mrs Josephine Baxter	OSC Manager	(NVQ L3)
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SELLY OAK OUT OF SCHOOL CLUB

Mrs Rebecca Evans	OSC Deputy (am)	(NVQ L3)
Mrs Rebecca Jeffs	OSC Deputy (pm)	(NVQ L3)
Miss Saida Mohammed	OSC Playworker 3pm-6pm	(NVQ L3)
Mrs Shunmugapriya Diwaker	OSC Playworker 7.30am-8.45am	(NVQ L3)

ST EDWARDS OUT OF SCHOOL CLUB

Ms Maureen Moynihan	OSC Deputy	(NVQ L3)
Mrs Deniz Ahmed	OSC Deputy	(NVQ L3)
Mrs Shunmugapriya Diwaker	OSC Playworker	(NVQ L3)
Miss Fabiha Choudhury	OSC Playworker	(NVQ L3)
Mrs Rachel Naylor	OSC Playworker	(NVQ L3)



Our Vision

Live, learn, play and grow

Achieved by:-

- Creating a secure, happy, effective and stimulating learning environment
- Inspiring everyone to achieve and extend their individual potential,
- Maximising talents
- Working within a climate where all efforts and opinions are valued and respected
- Promoting collaborative partnerships with parents and the wider community.
- Celebrating the journey of lifelong learning

Our Aims

We at Selly Oak Nursery School

- believe that all children are unique and develop at different rates
- value and respect the diversity and language of individuals and communities
- support the health and well-being of all our children as we believe it is an integral part of their development
- all respect each other's feelings
- foster positive relationships with parents/carers
- acknowledge the importance of other adults working to support the children and their families
- observe and assess children's needs and interests to plan appropriately for their learning and development
- provide a safe, rich and varied indoor and outdoor environment, where children learn to explore with confidence
- deliver the six areas of learning through planned and purposeful play activities
- believe that all areas of learning are connected and equally important
- provide a balance of adult-led and child initiated activities
- recognise the value of continuous quality improvement and its impact on children's achievement

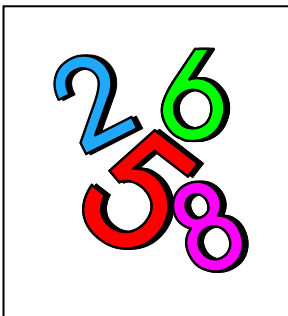
This is reflected in our policies and procedures throughout the nursery.



The Foundation Stage

The Foundation Stage is a stage of education for all children from Birth to Five years.

The Early Years Foundation Stage is the first stage of the National Curriculum focusing on the distinct needs of children aged from birth to the end of the Reception Year in Primary School. The Early Years Foundation Stage is delivered in a range of settings. These include pre-school groups, early years centres, accredited childminders in networks approved to deliver early education, nursery and reception classes in primary schools, nursery schools and private nurseries.



The Foundation Stage has three prime areas and four specific areas of learning and development.

PRIME AREAS;

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

SPECIFIC AREAS;

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

This very important phase in children's learning is based on research about how young children learn.

At Selly Oak Nursery School we aim to teach children what they need to learn in the ways they most enjoy learning.

If you require any further information, please do not hesitate to ask any member of staff.

Answers to Frequently Asked Questions

- As a Nursery School we are very proud of our highly experienced and qualified teaching staff. Every child will be allocated a key worker for the year and will be in a key group where they will make friends.
- Partnerships with parents is very important to the Nursery. We quickly establish relationships with our families and work together to enhance the children's learning and progress.
- There will be parent open days for you to come and visit, ask questions and see us in action. There are morning and afternoon sessions on each of the days. The open days are usually held in January each year.
- There is a school uniform which is purchased via Tesco's.
- There will be an induction process to help your child settle into the routine of this nursery. We try and be as flexible as possible for working parents but will need to consider the needs of all the children.
- We run an Out of School Club which operates between 7.30 - 8.45am and 3.00 - 5.45pm. The Out of School Club contact number is 0121 472 1714.
- There is a parking facility at the Bournbrook Social Club on Hubert Road. This car park can be used between 8.45 - 9.10am and 2.55 - 3.10pm each day.
- We have a Forest School that allows us to teach in a safe and stimulating outdoor environment. The children take part in a variety of exciting activities which further develop their ideas about the outdoor environment. Children will learn how to build dens, create stories, team building exercises, build their resilience and confidence. They will learn about fire safety as they have camp fires and cook a variety of food. They will learn about the plants, seasons and minibeasts in the natural environment.
- We take the children on school trips throughout the year
- We invite lots of outside agencies into school to extend our teaching and learning provision.

We welcome parents to be actively involved in the life of Nursery, e.g. Governors, Trustees, marketing, fundraising and supporting learning.



Information for Parents / Carers

Terms and Conditions

Fees and Payments

2018 - 2019

This booklet contains all the information you will need as a parent / carer, relating to our charges, methods of payment and terms and conditions.

Please speak to the School office if you have any queries.



GENERAL INFORMATION

We offer:

- Free part time Nursery places from the beginning of the term following the child's third birthday
 - Free full time Nursery places from the beginning of the term following the child's third birthday (subject to 30 hours)
 - Places may be available to children in the term they turn 3 subject to availability. These places would have a cost associated with them.
 - Top up hours to increase the amount of time your child attends Nursery each week subject to availability (fees payable)
 - Breakfast and after school and holiday provision for children in the Nursery (fees payable)
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- From the beginning of the term following their third birthday children in the **Nursery** have an entitlement to a free part time place of 15 hours a week for 38 weeks of the year, subject to availability.
 - Children may be entitled to 30 hours a week, to be used during the school day only. Parents will need to complete an online application form and provide Nursery with an eligibility code.
 - All other **Top up hours and Out of School Club places** have to be funded through the payment of fees. Part time children who are entitled to 30 hours may be able to use some of their remaining 15 hours to offset some of the costs of Out of School Club.
 - All **Top up hours and Out of School Club places** have to be booked and registration fees paid.
 - Parents purchasing Top up hours and Out of School Club provision must pay their fees even when their child is absent, **whatever the reason**.
 - An anticipated number of closure days have been built in to the monthly payment.
 - A list of current charges is always available and on display.
 - **Nursery Top Up Hours and the Out of School Club are run as a business and are not funded by the Local Authority. The Head Teacher and office staff have to ensure that fees are paid promptly and in full, as it is this money which pays salaries of staff and all other costs for these additional hours.**

NURSERY MEALS

- **Children will need to bring a packed lunch**
- **Children may be eligible for provision of a free packed lunch if they qualify for a free school meal (see criteria on back page).**

NURSERY CHARGES

CHARGES FOR NURSERY TOP UP HOURS and OUT OF SCHOOL CLUB

<u>Education Time</u>	2.5 days	FREE 8.45 am – 3.00 pm Mon and Tues , 8.45 – 11.30 am Wed OR 12.30 – 3.00 pm Wed , 8.45 am – 3.00 pm Thurs and Fri
	3 days	£81.50 per month x 10 months 8.45 am – 3.00 pm Mon, Tues and Wed OR 8.45 am – 3.00 pm Wed, Thurs and Fri
	5 days	£365.00 per month x 10 months 8.45 am – 3.00 pm Mon – Fri

Where the child has a free entitlement, the fees will be reduced by the amount of free entitlement funding received.

<u>School Fund</u> (all families - voluntary)	£7 per half term
<u>Breakfast Club</u> (<i>includes breakfast</i>)	£7.70 per session (7.30 am to 8.45 am Monday to Friday)
<u>After-School Club</u> (<i>includes tea</i>)	£13.30 per session (3.00pm – 5.45 pm Monday to Friday)
<u>Holiday Provision</u>	(subject to demand)

THESE FEES ARE SUBJECT TO CHANGE PENDING CONFIRMATION OF FUNDING FROM THE LOCAL AUTHORITY

NURSERY TOP UPS AND OUT OF SCHOOL CLUB

The criteria for allocation of Top up places if oversubscribed is the same priority order as the admissions criteria.

1. Registration Fees

- For **all provision**, a non-returnable registration fee of £20 (for nursery places) and £10 (for Out of School Club places) is required. This income is used to cover administration costs and resources such as a water bottle, badges, a legionnaire cap and other equipment for each child. These are yours to keep.
- Students who have their fees paid by their college or university can only be confirmed by the Nursery after funding has been agreed in writing by the fund provider. Parents who want their child to start Nursery prior to this written agreement being in place, must fund the place themselves.

Once external funding ceases the parent becomes liable for full fees relating to their child's place. It is therefore important to remember to give two weeks' notice **in writing** when ending any Out of School Club arrangements.

2. Settling in fees

- In both Nursery and Out of School Club all children are settled in gradually and our monthly charges are calculated to take this into account. Payment is due on the 9th of September even if the induction phase is not yet complete.

3. Out of School Club

- Regular use of breakfast and after-school club is by prior arrangement with the Out of School Club Manager. It is necessary to book your days, and any change of days or increase / decrease in days, must be notified two weeks in advance **in writing** (also subject to availability).
- Some casual use may be possible. This is by arrangement with the Out of School Club Manager, and **full** payment must be made **in advance**, following completion of registration forms for the club and payment of a £10 registration fee.
- Once a casual day is **agreed verbally with the Out of School Club Manager**, that day must be paid for in advance regardless of attendance.

4. Payment of Fees

- Payment of fees is due on the 9th of each month, starting on 9th September and ending on 9th June.
- Fees are paid either:
 - by using our online facility at www.schoolmoney.co.uk. We now offer the facility for parents to make payments online for school activities such as school dinners, top-up fees, out of school club, school trips and school fund. Parents will need to make payments monthly and 'log on' details will be provided.
 - or by Employers Childcare Vouchers
 - **cash or cheque payments are no longer accepted**
 - standing order or BACS payments are no longer accepted
- Unfortunately we are not able to accept payments being made weekly, daily, or in arrears.
- **WE ACTIVELY PURSUE ALL DEBTS**, through an external **Debt Collection Agency**.

5. Late Payments

- Failure to pay cash payments by the 9th of the month will result in a £10 surcharge with immediate effect.
- Parents who have not paid their fees and surcharge within 7 days, may lose their Top up hours / Out of School Club place.

6. Notice To Leave

- All Top up hours are subscribed to for the full academic year. In exceptional circumstances, parents and carers should discuss any difficulties directly with the Head Teacher. Notwithstanding such, a minimum of 4 weeks' notice is required / fees will be incurred regardless of attendance.
- Out of School Club provision will require at least 2 weeks' notice **in writing** to leave. Fees will be incurred for two weeks from the day notice is given, regardless of attendance.
- When the funding ends for externally funded places, parents will immediately become responsible for payment of all fees and charges.

LATE COLLECTION OF CHILDREN

- The Nursery offers After School Provision. Please see our charges in this booklet.
- If a parent is late collecting their child and spaces are available, the child will be booked into the After School Club and charges will be incurred. **£7.50** will be payable up to 3.30pm or **£13** after 3.30 pm but before 5.45 pm to be paid upon collection. **If the school has received no contact from the parent the school will refer to its 'Left Behind Children policy'**
- Parents who collect their children late risk their Nursery place being reduced, restructured or terminated.
- Collection **after 5.45 pm** from After School Club, will incur a **£1 per minute** surcharge in all cases, **due in cash on the day.**

TERM DATES 2018-2019

AUTUMN TERM 2018	Monday 3 rd September 2018 to Friday 26 th October 2018	Monday 5 th November 2018 to Friday 21 st December 2018
SPRING TERM 2019	Monday 7 th January 2019 to Friday 15 th February 2019	Monday 25 th February 2019 to Thursday 12 th April 2019
SUMMER TERM 2019	Monday 29 th April 2019 to Friday 24 th May 2019	Monday 3 rd June 2019 to Friday 19 th July 2019

Closure Dates 2018 - 2019

The Nursery will be closed for National Bank Holidays.

In addition, the Nursery will be closed for 5 Teacher Training Days and a number of days during the induction phase in September ~ these dates have yet to be decided but we will inform you of them as soon as they are available.

AGGRESSION TOWARDS STAFF

Our aim is for the Nursery to be a happy and safe place for children, parents and staff. Therefore **we do not tolerate** intimidating, aggressive, threatening or abusive behaviour within the Nursery or against any of our staff, either in person or on the telephone. If such behaviour does occur we will take action and deal with it robustly, involving the Police and Local Authority if necessary.

This can result in the person concerned being banned from the premises and facing the possibility of legal action.



REGISTRATION FORM

Selly Oak Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all people to share its commitment.

Office Use: INTAKE: SEPTEMBER20 / JAN 20 / APRIL 20

Full birth certificate seen signed..... NHS No..... Signed

Proof of address seen (mortgage statement/rental agreement/council tax bill*) signed

PLACE REQUIRED (please tick)

PLEASE INDICATE YOUR PREFERRED CHOICES EG. 1ST, 2ND, 3RD - TICKING THE BOXES MAY RESULT IN YOUR PREFERRED CHOICE NOT BEING OFFERED.

2.5 days Mon, Tues, Wed am

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

2.5 days Wed pm, Thurs, Fri

<input type="checkbox"/>
<input type="checkbox"/>

3 days Mon, Tues, Wed

3 days Wed, Thurs, Fri

Full Time (Mon - Fri)

CHILD'S DETAILS

Legal Surname _____

Legal Forename(s)_____.

Other Legal Names: _____

Gender: MALE FEMALE

Name child is known as, if different from above: _____

Date of Birth: _____

Country of Birth _____ Nationality _____

Ethnicity _____ Religion _____

Home Address: _____

_____ Postcode _____

Parent's Details

Home Address 1 Post Code Home Telephone No.1 Mobile No.1 Work number 1: Email address 1	When resident at main home address? Please Tick: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	Name of parent / carer 1: Relationship to child: Date of Birth: Password: Password hint: Has Parental Responsibility Y / N
Home Address 2 Post Code Home Telephone No.2 Mobile No.2 Work number 2: Email address 2	When usually staying at this address? Please Tick: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	Name of parent / carer 2: Relationship to child: Date of Birth: Password: Password hint: Has Parental Responsibility Y / N
List all people who have parental responsibility for this child:		
Is there any reason e.g. Court order, which might prevent another individual: having contact with your child or the school, or from receiving information from the School? Y / N Name of Person: Reasons why information should not be shared or access given: List of evidence seen (e.g. Court order):		

Please circle the language / languages your child speaks indicating their main language with a cross (X)

Code	Description	Code	Description	Code	Description
ACL	Acholi	CHIC	Chinese (Cantonese)	HEB	Hebrew
ADA	Adangme	CHIH	Chinese (Hokkien/Fujianese)	HER	Herero
AFA	Afar-Saho	CHIK	Chinese (Hakka)	HGR	Hungarian
AFK	Afrikaans	CHIM	Chinese (Mandarin/Putonghua)	HIN	Hindi
AKA	Akan/Twi-Fante	CKW	Chokwe	IBA	Iban
AKAF	Akan (Fante)	CRN	Cornish	IDM	Idoma
AKAT	Akan (Twi/Asante)	CTR	Chitrالي/Khowar	IGA	Igala
ALB	Albanian/Shqip	CWA	Chichewa/Nyanja	IGB	Igbo
ALU	Alur	CYM	Welsh/Cymraeg	IJO	Ijo (any)
AMR	Amharic	CZE	Czech	ILO	Ilokano
ARA	Arabic	DAN	Danish	ISK	Itsekiri
ARAA	Arabic (any other)	DGA	Dagaare	ISL	Icelandic
ARAG	Arabic (Algeria)	DGB	Dagbane	ITA	Italian
ARAI	Arabic (Iraq)	DIN	Dinka/Jieng	ITAA	Italian (any other)
ARAM	Arabic (Morocco)	DUT	Dutch/Flemish	ITAN	Italian (Napoletan)

ARAS	Arabic (Sudan)	DZO	Dzongkha/Bhutanese	ITAS	Italian (Sicilian)
ARAY	Arabic (Yemen)	EBI	Ebira	JAV	Javanese
ARM	Armenian	EDO	Edo/Bini	JIN	Jinghpaw/Kachin
ASM	Assamese	EFI	Efik-Ibibio	JPN	Japanese
ASR	Assyrian/Aramaic	ENB	Believed to be English*	KAM	Kikamba
AYB	Anyi-Baule	ENG	English*	KAN	Kannada
AYM	Aymara	ESA	Esan/Ishan	KAR	Karen (any)
AZE	Azeri	EST	Estonian	KAS	Kashmiri
BAI	Bamileke (any)	EWE	Ewe	KAU	Kanuri
BAL	Balochi	EWO	Ewondo	KAZ	Kazakh
BEJ	Beja/Bedawi	FAN	Fang	KCH	Katchi
BEL	Belarusian	FIJ	Fijian	KGZ	Kirghiz/Kyrgyz
BEM	Bemba	FIN	Finnish	KHA	Khasi
BHO	Bhojpuri	FON	Fon	KHY	Kihaya/Luziba
BIK	Bikol	FRN	French	KIN	Kinyarwanda
BLT	Balti Tibetan	FUL	Fula/Fulfulde-Pulaar	KIR	Kirundi
BMA	Burmese/Myanma	GAA	Ga	KIS	Kisi (West Africa)
BNG	Bengali	GAE	Gaelic/Irish	KLN	Kalenjin
BNGA	Bengali (any other)	GAL	Gaelic (Scotland)	KMB	Kimbundu
BNGC	Bengali (Chittagong/Noakhali)	GEO	Georgian	KME	Kimeru
BNGS	Bengali (Sylheti)	GER	German	KNK	Konkani
BSL	British Sign Language	GGO	Gogo/Chigogo	KNY	Kinyakusa-Ngonde
BSQ	Basque/Euskara	GKY	Kikuyu/Gikuyu	KON	Kikongo
BUL	Bulgarian	GLG	Galician/Galego	KOR	Korean
CAM	Cambodian/Khmer	GRE	Greek	KPE	Kpelle
CAT	Catalan	GREA	Greek (any other)	KRI	Krio
CCE	Caribbean Creole English	GREC	Greek (Cyprus)	KRU	Kru (any)
CCF	Caribbean Creole French	GRN	Guarani	KSI	Kisii/Ekegusii (Kenya)
CGA	Chaga	GUJ	Gujarati	KSU	Kisukuma
CGR	Chattisgarhi/Khatahi	GUN	Gurenne/Frafra	KUR	Kurdish
CHE	Chechen	GUR	Gurma	KURA	Kurdish (any other)
CHI	Chinese	HAU	Hausa	KURM	Kurdish (Kurmanji)
CHIA	Chinese (any other)	HDK	Hindko	KURS	Kurdish (Sorani)
LAO	Lao	NOT	Information not obtained*	SHO	Shona
LBA	Luba	NUE	Nuer/Naadh	SID	Sidamo
LBAC	Luba (Chiluba/Tshiluba)	NUP	Nupe	SIO	Sign language (other)
LBAK	Luba (Kiluba)	NWA	Newari	SLO	Slovak
LGA	Luganda	NZM	Nzema	SLV	Slovenian
LGB	Lugbara	OAM	Ambo/Oshiwambo	SND	Sindhi
LGS	Lugisu/Lumasaba	OAMK	Ambo (Kwanyama)	SNG	Sango
LIN	Lingala	OAMN	Ambo (Ndonga)	SNH	Sinhala
LIT	Lithuanian	OGN	Ogoni (any)	SOM	Somali
LNG	Lango (Uganda)	ORI	Oriya	SPA	Spanish
LOZ	Lozi/Silozi	ORM	Oromo	SRD	Sardinian
LSO	Lusoga	OTB	Believed to be other than English*	SRK	Siraiki
LTV	Latvian	OTH	Other than English*	SSO	Sotho/Sesotho
LTZ	Luxemburgish	OTL	Other language	SSOO	Sotho/Sesotho (Southern)
LUE	Luvale/Luena	PAG	Pangasinan	SSOT	Sotho/Sesotho (Northern)
LUN	Lunda	PAM	Pampangan	SSW	Swazi/Siswati
LUO	Luo (Kenya/Tanzania)	PAT	Pashto/Pakhto	STS	Tswana/Setswana
LUY	Luhya (any)	PHA	Pahari/Himachali (India)	SUN	Sundanese
MAG	Magahi	PHR	Pahari (Pakistan)	SWA	Swahili/Kiswahili
MAI	Maithili	PNJ	Panjabi	SWAA	Swahili (any other)
MAK	Makua	PNJA	Panjabi (any other)	SWAC	Comorian Swahili

MAN	Manding/Malinke	PNJG	Panjabi (Gurmukhi)	SWAK	Swahili (Kingwana)
MANA	Manding/Malinke (any other)	PNJM	Panjabi (Mirpuri)	SWAM	Swahili (Brava/Mwiini)
MANB	Bambara	PNJP	Panjabi (Pothwari)	SWAT	Swahili (Bajuni/Tikuu)
MANJ	Dyula/Jula	POL	Polish	SWE	Swedish
MAO	Maori	POR	Portuguese	TAM	Tamil
MAR	Marathi	PORA	Portuguese (any other)	TEL	Telugu
MAS	Maasai	PORB	Portuguese (Brazil)	TEM	Temne
MDV	Maldivian/Dhivehi	PRS	Persian/Farsi	TES	Teso/Ateso
MEN	Mende	PRSA	Farsi/Persian (any other)	TGE	Tigre
MKD	Macedonian	PRSD	Dari Persian	TGL	Tagalog/Filipino
MLG	Malagasy	PRST	Tajiki Persian	TGLF	Filipino
MLM	Malayalam	QUE	Quechua	TGLG	Tagalog
MLT	Maltese	RAJ	Rajasthani/Marwari	TGR	Tigrinya
MLY	Malay/Indonesian	REF	Refused*	THA	Thai
MLYA	Malay (any other)	RME	Romany/English Romanes	TIB	Tibetan
MLYI	Indonesian/Bahasa Indonesia	RMI	Romani (International)	TIV	Tiv
MNA	Magindanao-Maranao	RMN	Romanian	TMZ	Berber/Tamazight
MNG	Mongolian (Khalkha)	RMNM	Romanian (Moldova)	TMZA	Berber/Tamazight (any other)
MNX	Manx Gaelic	RMNR	Romanian (Romania)	TMZK	Berber/Tamazight (Kabyle)
MOR	Moore/Mossi	RMS	Romansch	TMZT	Berber (Tamashek)
MSC	Mauritian/Seychelles Creole	RNY	Runyakitara	TNG	Tonga/Chitonga (Zambia)
MUN	Munda (any)	RNYN	Runyankore-Ruchiga	TON	Tongan (Oceania)
MYA	Maya (any)	RNYO	Runyoro-Rutooro	TPI	Tok Pisin
NAH	Nahuatl/Mexicano	RUS	Russian	TRI	Traveller Irish/Shelta
NAM	Nama/Damara	SAM	Samoan	TSO	Tsonga
NBN	Nubian (any)	SCB	Serbian/Croatian/Bosnian	TUK	Turkmen
NDB	Ndebele	SCBB	Bosnian	TUL	Tulu
NDBS	Ndebele (South Africa)	SCBC	Croatian	TUM	Tumbuka
NDBZ	Ndebele (Zimbabwe)	SCBS	Serbian	TUR	Turkish
NEP	Nepali	SCO	Scots	UKR	Ukrainian
NOR	Norwegian	SHL	Shilluk/Cholo	UMB	Umbundu
Code	Description	Code	Description		
URD	Urdu	WOL	Wolof		
URH	Urhobo-Isoko	WPE	West-African Pidgin English		
UYG	Uyghur	XHO	Xhosa		
UZB	Uzbek	YAO	Yao/Chiyao (East Africa)		
VEN	Venda	YDI	Yiddish		
VIE	Vietnamese	YOR	Yoruba		
VSY	Visayan/Bisaya	ZND	Zande		
VSYA	Visayan/Bisaya (any other)	ZUL	Zulu		
VSYH	Hiligaynon	ZZZ	Classification pending		
VSYS	Cebuano/Sugbuanon				
VSYW	Waray/Binisaya				
WAP	Wa-Paraok (South-East Asia)				
WCP	West-African Creole Portuguese				

*Categories marked with an asterisk - Believed to be English, English, Information not obtained, Believed to be other than English, Other than English and Refused - may be used by schools that have no need to use individual language codes.

Stage in speaking English: Early Developing Established

Are you newly arrived in Britain: YES NO If yes, date arrived

Status in country: Permanent Temporary Refugee Asylum Seeker Traveller

Mode of travel: Bus Car Car Share Cycle Train Taxi Walk

Property type: House Flat floor. Maisonette

Do you have access to a garden: YES NO

General Details

Position in family: _____

siblings age and school _____

Previous day care / nursery / child minder / stay and play:

Medical and Dietary Information

GP Name and address _____

Tel No _____

Health Visitor name and address _____

Tel No _____

Social Worker name and address-if applicable _____

_____ Tel No _____

Referrals to Specialist Support Service / Health & Social Care / Hearing / Paediatrician /

Vision / Educational Psychologist / Speech & Language (please circle)

Referral contact details _____

Medical conditions _____

Known allergies _____

Regular medication _____

Special Dietary Requirements _____

Medical Emergency Consent

In the event of an injury I understand that all reasonable attempts will be made to contact me. However I agree that medical and dental treatment will be given to my child if necessary, including the administration of general anaesthetic and/or surgical operations, in accordance with the recommendation of a medical practitioner.

SignedRelationship to child Date

I agree to simple First Aid being administered to my child but ask you to note that he/she is allergic to the following:

Signed _____

OUT OF SCHOOL CLUB

Do you need extended provision? Please tick

Breakfast Club

After School Club

Holiday Playscheme

Please tick requirements	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM 7.30 - 8.45 am					
PM 3.00 - 5.45 pm					

How did you hear about the nursery? Newsletter / website / word of mouth / other (please specify)

APPLICATION FOR FREE SCHOOL MEALS

APPLICATION FOR FREE SCHOOL MEALS: April 2011

You may print this form and complete it manually. Or, you may save it to the hard drive on your PC and complete this form online. Place the cursor in the shaded area and start typing. Use the TAB key to move from one field to the next. Insert your responses, print the form and sign it where required.

You will qualify for free school meals if you or your partner are receiving:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit, provided they are not entitled to *Working Tax Credit**(see page 2) and have an annual income, as assessed by the Her Majesty's Revenue & Customs that does not exceed £16,190;
- An income-related employment and support allowance (irESA) (this benefit was introduced on 27 October 2008)
- Guarantee element of State Pension Credit.

To apply please complete and return this form to the school secretary and at the same time provide evidence of entitlement to any of the above.

School		
Your address		
Postcode		Home Tel No
You and Your Partner	You	Your Partner
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>
Surname / Family Name		
Other Names		
Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
National Insurance Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Do you or your partner receive Income Support or Income Based Job Seekers Allowance or irESA?	Yes <input type="checkbox"/>	No - you cannot get free meals <input type="checkbox"/>
AND / OR: Child Tax Credit (CTC) only - gross income of no more than £16,190	Yes <input type="checkbox"/>	No - you cannot get free meals <input type="checkbox"/>
AND / OR: Support under Part VI of the Immigration and Asylum Act 1999	Yes <input type="checkbox"/>	No - you cannot get free meals <input type="checkbox"/>
AND / OR: Guarantee element of State Pension Credit	Yes <input type="checkbox"/>	No - you cannot get free meals <input type="checkbox"/>

APPLICATION FOR FREE SCHOOL MEALS (continued)

Children living with you who go to school

Full Name	Sex	Date of Birth	School

Backdating	Does this apply to you?	If you are not sure get help to fill in this part
-------------------	-------------------------	---

School meals are provided free from the date of your claim. However, if you have a good enough reason for not claiming earlier and you have paid for your child's meals we can refund you for up to 3 months. If you think that your free meals should be backdated tell us the date from which you wish to claim and the reason why below.

I wish to claim free meals from

		/			/		
--	--	---	--	--	---	--	--

I did not apply earlier because

Declaration: If you give false information you could be prosecuted

- As far as I know the information I have given is complete.
- I agree that you may make any enquiries to check the information I have given.
- I will tell you at once if my circumstances, income or savings change.
- I will tell you at once if there is any change in the circumstances or income of the people living in my house.

Your signature	Date
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The Early Years Pupil Premium

From April 2015, nurseries, schools, childminders and other childcare providers will be able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. We wanted to write to you to explain what the Early Years Pupil Premium is, explain who is eligible for this funding and, importantly, to ask you to fill out the enclosed forms so that we as a provider can claim the extra funding.

National data and research tells that children eligible for free school meals tend to do less well, for example in 2014 45% of children eligible for free school meals achieved the expected level at the end of the early years foundation stage compared with 64% of other children. The Early Years Pupil Premium will provide us with extra funding to close this gap.

The Early Years Pupil Premium provides an extra 53 pence per hour for three and four year old children whose parents are in receipt of certain benefits or who have been in care or adopted from care. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to us.

We can use the extra funding in any way we choose to improve the quality of the early years education that we provide for your child. This could include for example additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school so we do want to make the most of this additional funding. You may be aware if you have older children that a pupil premium has been available for school age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

SELLY OAK NURSERY SCHOOL REGISTRATION FORM

EARLY YEARS PUPIL PREMIUM

VOLUNTARY REGISTRATION

We need information about you and your child, to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled. Please complete this form and return at the home visit.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of preschool, nursery, childminder
		DD	MM	YYYY	Selly Oak Nursery School
		DD	MM	YYYY	Selly Oak Nursery School

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:									

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 next section and can go straight to the declaration at the end of the form.

Child details:

Legal Forename:	Legal family name:
Previous names;	
Date of Birth: / / (as per birth certificate) Gender M <input type="checkbox"/> F <input type="checkbox"/>	
Proof of date of birth seen by	Proof of address seen by
Ethnicity:	
Address:	
Postcode:	
Home Language:	
Disability living Allowance <input type="checkbox"/> Education Health Care Plan <input type="checkbox"/> Looked After Child <input type="checkbox"/>	
Adopted <input type="checkbox"/> Residence Order <input type="checkbox"/> Special Guardianship Order <input type="checkbox"/>	
** If you have ticked any of the above boxes your Provider may ask you to produce evidence	
Name the provider offering the universal entitlement (1 st 15 hours per week):	

Provider attendance details

- You need to complete this Declaration Form for each provider your child attends for their early education entitlement in order to ensure that funding is paid fairly between them
- If your child attends more than one setting you can decide how to allocate your funded hours. Please record your chosen hours below.
- If your child is 3 or 4 years old and in receipt of Disability Living Allowance only one Provider is able to access Disability Access Fund – please nominate below the provider the funding should be paid to. Please note the Disability Access Fund payments can only be paid to one provider per year:

Name of provider to receive Disability Access Fund payment _____

My child is attending the following settings:

Term – Autumn Spring Summer	Please enter total free entitlement hours attended per day*					Total number of hours per week	Number of weeks per year (e.g. 38, 51)
Provider school name	MON	TUES	WED	THUR	FRI		
A							
B							
C							
Total Daily Free Hours Attended							
Start Date/s							

Term – Autumn Spring Summer	Please enter total free entitlement hours attended per day*					Total number of hours per week	Number of weeks per year (e.g. 38, 51)
Provider school name	MON	TUES	WED	THUR	FRI		
A							
B							
C							
Total Daily Free Hours Attended							
Start Date/s							

Term – Autumn Spring Summer	Please enter total free entitlement hours attended per day*					Total number of hours per week	Number of weeks per year (e.g. 38, 51)
Provider school name	MON	TUES	WED	THUR	FRI		
A							
B							
C							
Total Daily Free Hours Attended							
Start Date/s							

I confirm I am eligible for the provision below (Please refer to ‘Important Note for Parents/Carers’ overleaf)

- 15 hours for two year olds (see note 1)
- 30 hours for three and four year old (see note 2)
- 15 hours for three and four year old (see note 3)
- Disability Access Fund i.e. in receipt of DLA (see note 4)
- Early Years Pupil Premium (see note 5)

I have read the Privacy Notice and agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child’s eligibility and enable this provider to claim Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

Parent Signature	Date	Term Autumn
Provider Signed:	Date	Print Name
Parent Signature	Date	Term Spring
Provider Signed:	Date	Print Name
Parent Signature	Date	Term Summer
Provider Signed:	Date	Print Name

Privacy Notice : How we use your information

Information that you supply to your early years provider will be shared with Birmingham City Council. The local authority will use the information provided by you on this declaration form to enable the council to carry out specific functions for which it is responsible:

To safeguard and promote the welfare of children, including children missing from education.

Local Authority, (Duty to Secure Early Years Provision Free of Charge) Regulations 2014.

Ensure that the early years providers receive appropriate funding, including supplementary payments for children with special educational needs

Ensure that the early year’s providers are administrating the funding or free entitlement appropriately.

Information about you, your child and the early year’s provider is required to process your application for early year education funding and calculate how much funding to pay to your early year education provider. Where applicable, it is used to check for eligibility for 2 year old funding. For 3 and 4 year old funded children it is also used once per year until your child’s 5th birthday to check for eligibility for Early Years Pupil Premium funding.

Your information may also be shared with other Local Authorities, early year providers and the Department for Education (DfE) for audit funding requirements or where there is a legal basis to do so.

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform your early education provider as soon as possible so that we can update your records.

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have dealt with your information in an inappropriate manner.

Birmingham City Council's Fair Processing Notice sets out how any data provided in this form will be looked after by the local authority and your rights to access your records held by the local authority. An electronic version can be accessed by using this link

https://www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement

If you would like more information about how the DfE use your information, then please go to the following websites:

www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

Note: This Privacy Notice could be subject to change at a later date should the type of data we need to collect change or should we need to share the data with new partners organisations. The most recent version of the Privacy Notice will be available on the Birmingham City Council website.

Date: July 2017

Date for Review: January 2018

Important Notes for Parents/Carers

Changing Provision: When a child moves early years provider after headcount day funding will not be transferred to another provider unless an exceptional agreement has been made between the provider and Local Authority. If a parent moves to a new provider midterm, the parent will be liable for any fees due to the new provider.

Note 1: To be eligible for 15 hours for my two year old I must be in receipt of one of the following: Income Support/Income based JSA, Income related ESA, Child Tax Credit, Working Tax credit with an assessed income of less than £16,190, Universal Credit The Guarantee element of State Pension Credit, Support under Part VI of the immigration and Asylum Act, child in receipt of DLA, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order.

Note 2: To be eligible for 30 hours for my three or four year old I must earn less than £100,000 and meet one of the following criteria: Single parents working at least 16 hours per week on the minimum wage, Couples – both working at least 16 hours per week on minimum wage, one parent is employed and the other parent is in receipt of specific carers benefits, specific disability or incapacity benefits. Working parents includes those on statutory sick pay, parental, adoption maternity or paternity leave. Should you no longer be eligible for 30 hours (extended entitlement) then you will still be eligible for the 15 hours early education universal entitlement. Where your child attends 2 settings or more, you should choose which setting will be funded for the universal 15 hours.

Note 3: All three and four year olds are entitled to the 15 hours universal entitlement.

Note 4: Three and four year old children in receipt of child DLA and are receiving the early education entitlement are eligible for the Disability Access Fund (DAF). DAF is paid to the child's setting as a fixed annual rate of £615. Please note this payment is not made for 4 year olds in reception classes.

Note 5: Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits including: Income Support/Income based JSA, Income related ESA, Child Tax Credit, (but **not** Working Tax Credit), Universal Credit The Guarantee element of State Pension Credit, child in receipt of DLA, Child looked after by the Local Authority, or a child who has left care through adoption, Special Guardianship or Residence Order. This funding will be used to enhance the quality of the child's early years' experience by improving teaching and learning.

Note 6: There is an Early Education Entitlement Appeal Procedures for Parents/Carers – please see Paula in the office should you wish to appeal.

If you ticked no, please place an X in this box if you¹ 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 early years pupil premium.

How the information in this form will be used

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 out of work benefit data provided by HMRC and DWP. We would like your consent to make this check. Once this is confirmed, we can decide how much money your child's nursery, childminder or pre school will receive. You are free to withdraw your consent so that your details are not used in future. Whether you use this scheme or not will not affect any of the benefits you may be entitled to.

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/childminder to claim the early years pupil premium for my child

Signature of parent/guardian:

¹ This includes those who have parental rights for the child/children named on this form.

SELLY OAK NURSERY SCHOOL PARENTAL DATA CONSENT FORM
New GDPR Regulations

As a school, we are legally required to inform you as to the purpose of any data we hold in relation to you or your child. We must also inform you where we will hold the data, who will have access to, how long we keep it for and when we will delete / destroy it. This relates to any data we hold - whether on paper on our computer systems.

Please be assured that we take every step to ensure the safety of this data.

Below, we have outlined the range of information we expect to hold OR are legally obliged to do so. In each section, we have outlined what we are keeping, where it is kept and what we do with it. We require you as a parent to acknowledge (by signing underneath) each section. By doing so, you are acknowledging that you are happy with the arrangements.

Please note: we will endeavour to inform you in a timely manner of any changes.

Registration Information

What?	Probable Content	Why?	Who?	Where?	When?
1 Registration form data Admission form data Capita (SIMS) Electronic data base	Name D.O.B. Address Telephone E Mail address Medical Issues Parental Details Emergency contact list Primary School transition forms	Legally Required To For Admission To School Well-Being of Your Child Communication	All Staff (Where Necessary)	Initially completed on paper then entered onto School's Information Management System. Paper copy is kept in a locked drawer in the main office	Held On File Throughout Child's Year At School. Archived in O Drive and password protected. Paper Version is passed onto new School when moving. Each child's records are signed and dated by SONS and the receiving school. As much as possible we deliver the records by hand. Failing this recorded delivery is used.

I understand the purpose of this data and confirm that I am satisfied with the school's arrangement for managing it

Signed: _____