



Cranbrook Education Campus Data Collection on Admission to Campus Nursery : Pupil Information

This form is for completion by the Parent/Guardian of every child before they have been allocated a placed at Cranbrook Education Campus Nursery. Parents/Guardians must also complete the parent contact section giving your contact details as well as information on people to be contacted in the event of an emergency. Please provide as much of the following information as you can. If you need help in completing the form, please ask at Reception.

1 - Pupil's Basic Details

Legal Surname Legal Forename
Gender Male Female Date of Birth: Middle Name(s)
Preferred Surname* Preferred Forename
(If different) (If different)

2 - Pupil's Address

Address Postcode

3 - Pupil's Medical Details

Emergency Consent? e.g. the Campus has permission to give/arrange emergency treatment Yes No

Dietary Needs Please tick any that apply:

- | | | |
|---|--|--|
| <input type="checkbox"/> Artificial colouring allergy | <input type="checkbox"/> Gluten Free | <input type="checkbox"/> No pork |
| <input type="checkbox"/> Kosher Foods only | <input type="checkbox"/> Seafood Allergy | <input type="checkbox"/> Vegetarian |
| <input type="checkbox"/> No dairy produce | <input type="checkbox"/> Halal | <input type="checkbox"/> No nuts of any type or quantity |
| <input type="checkbox"/> Other (please specify) | <input type="text"/> | |

Medical Practise

Doctors' Name Surgery Name

Surgery Address

Telephone Number

Other Medical Information
Eg. Asthma, diabetes, allergies



4 - Ethnicity / Religion / First Language / Nationality Details

Ethnicity*

Ethnic information was provided by:

Parent

Pupil

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture and ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

Please tick one box only

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Greek/Greek Cypriot
- Turkish/Turkish Cypriot
- Western European 1
- Eastern European 2
- Other 3

Chinese

- Hong Kong
- Other Chinese 4

Any Other Ethnic Background

- Afghan
- Arab 5
- Filipino
- Iranian
- Japanese
- Malay 6
- Thai
- Any Other Ethnic group 7
- I do not wish an ethnic background to be recorded

Mixed

- White & British Caribbean
- White & Black African
- White & Asian
- Any other mixed Background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian back

Notes:

- 1 Western European includes: Italian, French, German, Spanish, Portuguese and Scandinavian.
- 2 Eastern European inc: Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian, Montenegrin and Romanian.
- 3 Other White Background includes: any white category not previously mentioned e.g. Albanian, Australian, BosnianHerzegovinian, Canadian, Croatia, Kosovan, New Zealander, North American, Serbian/Yugoslavian.
- 4 Other Chinese incudes: Mainland Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, any other non-Hong Kong Chinese.
- 5 Arab includes: Palestinian, Kuwaiti, Jordanian and Saudi Arabian.
- 6 Malay includes Malaysian other than Malaysian Chinese (see Note 4).
- 7 Any other ethnic group includes any ethnic group not previously mentioned e.g. Egyptian, Iraqi, Korean, Kurdish (inc. Kurdish pupils from Iraq, Iran and Turkey), Latin/South/ Central American (inc. Cuban and Belizean), Lebanese, Libyan, Moroccan, Polynesian (inc. Fijian, Tongan, Samoan & Tahitian), Vietnamese, Yemeni.

Religious Affiliation please tick one box only

- Baha'i
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other*
- No Religion
- Decline to answer

Pupils First Language* what was the first language your child understood/spoke?

English Other; Please specify

Pupils Country of Birth* Decline to provide

Pupil's Nationality* Decline to provide

Asylum Status

(please tick if either or the following apply) this pupil is seeking asylum this pupil is a refugee



5 – Additional Information

Service Children

Does this child have a parent(s) in regular HM Forces military units?

(applies to children whose parents are Pstat Cat1 or Pstat Cat2)

Yes

No

For further information please see 'MOD Personnel Categories definition' in the Additional Guidance section of our website at <https://new.devon.gov.uk/supportforschools/administration/school-census>

Linked Agencies

It is important that all the agencies who are working with a child work together to ensure better outcomes for that child. In order to do that, please identify any other agencies working with your child for example Social Care (i.e. Social Services)*, Youth Offending Team, Child and Adolescent Mental Health Services. Please list any agencies below:

* If you indicated above that Social Care (Social Services) are involved in the care of your child, please tick if this child is 'In Care' (sometimes known as being 'Looked After') and state which Local Government Authority is responsible for this child, e.g. Devon, Torbay etc below.

Child in Care

Local Authority responsible for child

Young Carer (Reception to inform SLT if box is ticked)

Special Educational needs

Please tick if this child has Special Educational Needs (i.e. has a Statement for Special Education Needs or an Education and Health Care Plan (EHCP) or is currently being Assessed)

Siblings

Please give details of any other children in your family with their dates of birth.

Forename(s)

Surname

Date of Birth



6 – Sessions

Provision for 2 year olds and upwards is 9.00am – 3.00pm, however we do offer wrap around care from 7.30am until 6.00pm for an extra charge. If you would like to take advantage of our wrap around care please indicate in the table below.

2 year old 3 and 4 year olds

Days requested	Morning 9-12pm	Afternoon 12-3pm	Breakfast Club 7.30-9am	Afterschool Club <i>Please specify until 4pm, 5pm or 6pm</i>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Preferred Start Date

7 – Funding

2 year old funding: Parents must check their eligibility for the entitlement to Early Years Funding for their 2-year-old. Parents will need their National Insurance number, date of birth, name and child’s details. Eligibility can be checked online https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCCSCitizenPortal_live or by phone: 0345 155 1013. If you have a golden ticket please give this to the main reception at Cranbrook Education Campus

3-4 year old funding: All 3 and 4-year-olds are eligible for the Early Years Funding starting from the term after their third birthday until they start school (usually at statutory school age – the term following their fifth birthday).

Extended Entitlement (30 hour funding) : Some working parents of 3 and 4 year olds are entitled to up to 1,140 hours of funded early years provision across the year (30 hours per week term time). To apply please visit: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

If you are eligible for 30 hour funding please complete the section below:

30 hour code

National Insurance Number



8 - Parent Signature

Your Signature

Date



Cranbrook Education Campus Data collection on Admission to Campus: Parental Contact

1 - Pupil Basic Details

Name of Child contact details are for:

Please give details of everyone who has parental responsibility (see Note in section 4) and anyone else to be contacted in an emergency. Please give details of parents/guardians first, but give a low number in the Contact priority box for any other people who should be contacted in an emergency. (Contact priority 1 i.e. the first person to contact in an emergency, Contact priority 2 i.e. the second person to contact in an emergency, etc.).

2 - Your Details

Surname

Forename(s)

Title (e.g. Mr, Mrs, Miss, MS, Dr, Rev)

Relationship to child Please tick to indicate which of the following applies;

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Social Worker | <input type="checkbox"/> Foster Mother | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Father | <input type="checkbox"/> Religious/Spiritual contact | <input type="checkbox"/> Headteacher | <input type="checkbox"/> Doctor |
| <input type="checkbox"/> Other Family Member | <input type="checkbox"/> Childminder | <input type="checkbox"/> Step Father | <input type="checkbox"/> Carer |
| <input type="checkbox"/> Other Relative | <input type="checkbox"/> Foster Father | <input type="checkbox"/> Step Mother | <input type="checkbox"/> Other Contact |
| <input type="checkbox"/> Self (if you completing this form on your own behalf, being legal age) | | | |

Does this person have 'Parental Responsibility'? (see end of document for guidance)

Yes No

Is there a Court Order relating to this child?

Yes No

Contact Priority (1 - 3) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc.

Telephone Number(s) Please tick which is your day time contact number.

(with STD numbers where appropriate)

- | | | | |
|-------------------------------|----------------------|---------------------------------|----------------------|
| <input type="checkbox"/> Home | <input type="text"/> | <input type="checkbox"/> Mobile | <input type="text"/> |
| <input type="checkbox"/> Work | <input type="text"/> | <input type="checkbox"/> Other | <input type="text"/> |

Email

Home

Work

Address (if different from the address given for the child)



If English is not your First Language, please state what is (this may include British Sign Language):

Do you need a translator / signer?

 Yes No

Place of Work

3.1 – Parent / Contact

Surname

Forename(s)

Title (e.g. Mr, Mrs, Miss, MS, Dr, Rev)

Relationship to child Please tick to indicate which of the following applies;

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Social Worker | <input type="checkbox"/> Foster Mother | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Father | <input type="checkbox"/> Religious/Spiritual contact | <input type="checkbox"/> Headteacher | <input type="checkbox"/> Doctor |
| <input type="checkbox"/> Other Family Member | <input type="checkbox"/> Childminder | <input type="checkbox"/> Step Father | <input type="checkbox"/> Carer |
| <input type="checkbox"/> Other Relative | <input type="checkbox"/> Foster Father | <input type="checkbox"/> Step Mother | <input type="checkbox"/> Other Contact |
| <input type="checkbox"/> Self (if you completing this form on your own behalf, being legal age) | | | |

Does this person have 'Parental Responsibility'? (see end of document for guidance)

 Yes No

Is there a Court Order relating to this child?

 Yes No

Contact Priority (1 - 3) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc.

Telephone Number(s) Please tick which is your day time contact number.

(with STD numbers where appropriate)

Home

Mobile

Work

Other

Email

Home

Work

Address (if different from the address given for the child)

If English is not your First Language, please state what is (this may include British Sign Language):



Do you need a translator / signer? Yes No

Place of Work

3.2 – Parent / Contact

Surname Forename(s)

Title (e.g. Mr, Mrs, Miss, MS, Dr, Rev)

Relationship to child Please tick to indicate which of the following applies;

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Social Worker | <input type="checkbox"/> Foster Mother | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Father | <input type="checkbox"/> Religious/Spiritual contact | <input type="checkbox"/> Headteacher | <input type="checkbox"/> Doctor |
| <input type="checkbox"/> Other Family Member | <input type="checkbox"/> Childminder | <input type="checkbox"/> Step Father | <input type="checkbox"/> Carer |
| <input type="checkbox"/> Other Relative | <input type="checkbox"/> Foster Father | <input type="checkbox"/> Step Mother | <input type="checkbox"/> Other Contact |
| <input type="checkbox"/> Self (if you completing this form on your own behalf, being legal age) | | | |

Does this person have 'Parental Responsibility'? (see end of document for guidance) Yes No

Is there a Court Order relating to this child? Yes No

Contact Priority (1 - 3) where 1 is the first person to contact in an emergency, 2 is the second person to contact, etc.

Telephone Number(s) Please tick which is your day time contact number.

(with STD numbers where appropriate)

- | | | | |
|-------------------------------|----------------------|---------------------------------|----------------------|
| <input type="checkbox"/> Home | <input type="text"/> | <input type="checkbox"/> Mobile | <input type="text"/> |
| <input type="checkbox"/> Work | <input type="text"/> | <input type="checkbox"/> Other | <input type="text"/> |

Email

Home

Work

Address (if different from the address given for the child)

If English is not your First Language, please state what is (this may include British Sign Language):

Do you need a translator / signer? Yes No

Place of Work



In some circumstances there may be an occasion where not all our staff have met each child's parents or approved collectors eg. often in the case of new children. Please ensure anyone who comes to collect your child/ren have some form of photo ID on them at all times. As an extra security system, please set a password for you and your approved collectors to verify your/their relationship with that child. The password can be anything you choose and can be changed at the main reception by anyone with parental responsibility for the child.

Collection Password:

4 – Parental Responsibility

What is Parental Responsibility?

Parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. A person with parental responsibility for a child has the right to make important decisions about their upbringing, for example,

- Decisions about where they live
- Whether the child should receive medical treatment
- What religion they should follow
- Which school they should attend

Who has Parental Responsibility? Mothers and married fathers automatically have parental responsibility and will not lose it if they later get divorced. Unmarried fathers do not automatically have parental responsibility. An unmarried father can get parental responsibility by:

- Registering the birth jointly with the mother
- Through a 'parental responsibility agreement' between him and the child's mother
- As the result of a court order

People other than a child's natural parents can acquire parental responsibility through;

- Being granted a residence order or a child arrangement order (from 2014)
- Being appointed a guardian
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- Adopting a child

In addition, a Local Authority can acquire parental responsibility if it is named in the care order for a child.

5 – General Principles for the Campus

Everyone who is a parent, whether they are a resident or non-resident parent, has the same right to participate in decisions about a child's education and receive information about the child.

Campus staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child have the same rights as natural parents, for example:

To receive information e.g. pupil reports

To participate in activities e.g. vote in elections for parent governors

To be asked to give consent e.g. to the child taking part in school trips

To be informed about meetings involving the child, e.g. a governors' meeting on the child's exclusion

We have received the following advice from the County Solicitor's office concerning pupil surnames:



Where only one person holds parental responsibility for a child, he or she has the legal right to effect a change of the child's surname without any permission or consent.

Where more than one person has parental responsibility for a child, the surname of a child can only be changed with the consent or agreement of all those having parental responsibility for a child.

Where two or more people have parental responsibility for a child and there is in force either a residence or care order, then one of those people can only lawfully cause a change of the child's surname if all other people with parental responsibility consent in writing.

In any other situation it is necessary for the person seeking to change a child's surname to obtain an appropriate order from a court.