



# Finchingfield St John the Baptist C of E Primary Academy

Where we grow healthy bodies, loving hearts and inquisitive minds:  
living 'life in its fullness' John 10:10

Vicarage Road, Finchingfield,  
Braintree, Essex, CM7 4LD

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**Executive Headteacher:** Mr M Walsh BEd(Hons) NPQH  
**Head of School:** Miss M Raymond

## NURSERY PUPIL INFORMATION FORM

This form will be used for initial liaison purposes with your child's class teacher. Information will then be transferred to our Pupil Data Base and will be subject to the Data Protection Act 2018.

Legal Surname		Preferred Surname	
Legal Forename		Preferred Forename	
Middle Name			
Date of Birth		Gender	

**NB:** It is a legal requirement to see your child's Birth Certificate. (Please bring to the office before your child's first day)

Home Address	House name	
	House number and street	
	Town	
	City	
	Postcode	

Home phone number		Mobile phone number	
Email address			

### Family Information

Parent 1 Full name	Occupation	
	Parental Responsibility	
	Date of Birth	
	National Insurance No.	
Parent 2 Full name	Occupation	
	Parental Responsibility	
	Date of Birth	
	National Insurance No.	

Guardian's name (if different from above)			
Address of Mother/Father/Guardian (if different from child)			
Is your child subject to a Custody Order? (If yes- Please provide documentation)		If so, who has Custody?	

Please list all children in the family including this one with dates of birth:

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### Contact Numbers

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. (The proximity and availability of contacts is very important). Place them in the order you wish them to be contacted). **Please include anyone that has permission to collect your child from Nursery. \*\* Anyone collecting your child will be required to provide a password (see permissions page)**

Remember to include yourself as first contact if applicable.

<b>Contact 1</b>	Name	
	Address	
	Email address	
	Home phone number	
	Mobile phone number	
	Work phone number	
	Relationship to child	

<b>Contact 2</b>	Name	
	Address	
	Email address	
	Home phone number	
	Mobile phone number	
	Work phone number	
	Relationship to child	

<b>Contact 3</b>	Name	
	Address	
	Email address	
	Home phone number	
	Mobile phone number	
	Work phone number	
	Relationship to child	

<b>Contact 4</b>	Name	
	Address	
	Email address	
	Home phone number	
	Mobile phone number	
	Work phone number	
	Relationship to child	

**Medical Information**

<b>NHS Number</b>			
<b>GP Name</b>		<b>Phone number</b>	
<b>Address</b>			
<b>Any medical or other information of which the school should be made aware (illness, allergic complaints etc?) (Please provide details below)</b>			

It is important that the school is informed of any medical condition(s) suffered by your son/daughter, which may affect the child whilst at nursery, or may require administration of medication during school time.

**Whenever possible, parents/carers should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours.**

When it is unavoidable, the school is willing, in principle to administer prescribed medication\* to pupils, parents/carers must complete a request form before the medication can be administered, For certain medical conditions it may be necessary for the school to seek the advice of the Community Paediatrician before agreeing to this. The school reserves the right to refuse to administer medication.

*\*All medication will be administered in accordance with the County Council Code of Practice on the Administration of Medication to Pupils (issued February 2002)*

**Suncream-** It is the responsibility of parents / carers to apply sun cream to pupils, if required, before arriving at school. If a top up is required for children staying all day, sun cream must be provided and clearly named to be applied by a member of staff.

Does your child have any Special Needs?		
Has your child any speech difficulties?		
Does your child have hearing difficulties?		
Does your child have any difficulty with vision?		
Is there any particular personal / family information the child's class teacher / keyworker should know?		
Are you currently in receipt of Disability Living Allowance for your child		If <b>yes</b> , please provide evidence.

**If 'YES' to any of the above, please give details below**

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### Dietary information

<b>Is a special diet required?</b>		If <b>YES</b> , please select reason	
<i>Food dislikes and preferences cannot be taken in to consideration.</i>			
<b>Details of dietary requirements</b>			
<b>Food allergies and effects</b>			
<i>Balanced snacks and milk are provided during the nursery sessions. Please provide a healthy packed lunch and drink (water) for your child when they attend nursery all day. Further details can be found on the school website.</i>			

### Ethnicity

Our ethnic background describes how we think of ourselves. **However, ethnic background is not the same as nationality or country of birth.**

Please study the list below and tick **one box only** to indicate the ethnic background of your child.

<b>Asian or Asian British</b>		<b>Black or Black British</b>	
Bangladeshi	<input type="checkbox"/>	African	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Other Black background	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>		
<b>Chinese</b>	<input type="checkbox"/>	<b>Mixed</b>	
<b>White</b>		White and Asian	<input type="checkbox"/>
British	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Gypsy Roma	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>		
White European	<input type="checkbox"/>	Any other ethnic background	
Other White background	<input type="checkbox"/>	I do not wish any ethnic background category to be recorded	<input type="checkbox"/>

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds and will help us to support all our pupils in the most effective way. These statistics will also be passed on to the Local Education Authority and the Department of Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools to save it having to be asked for again. **However, this information will not allow individual pupils to be identified publicly.**)

<b>Main language spoken at home</b>		<b>Any other language regularly heard by your child at home</b>	
<b>Country of birth</b>		<b>Nationality</b>	

## Religion

Please indicate religion below:

Church of England	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	No religion	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Refused	<input type="checkbox"/>
Roman Catholic	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Other			

## Additional Settings

<b>Name of Establishment</b>		Address	
Phone number			
<b>Keyperson</b>		<b>Number of hours at setting</b>	
<i>(Office use only) If child has been allocated at UPN number at their previous establishment, please enter it here.</i>			

## Looking After Yours Child's Personal Data

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#). This policy applies to all personal data, regardless of whether it is in paper or electronic format. Finchingfield Academy's full data protection Policy can be found on the website [www.finchingfieldacademy.com](http://www.finchingfieldacademy.com). This policy meets the requirements of the GDPR and the expected provisions of the DPA 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the [GDPR](#) and the ICO's [code of practice for subject access requests](#). In addition, this policy complies with regulation 5 of the [Education \(Pupil Information\) \(England\) Regulations 2005](#), which gives parents the right of access to their child's educational record. In addition, this policy complies with our funding agreement and articles of association. Our school processes personal data relating to parents, pupils, staff, governors, visitors and others, and therefore is a data controller. The school is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.

## Child Protection

Finchingfield Academy takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. 'The welfare of the child is paramount.' (Children's Act 1989)

It is the role of the Designated Child Protection Coordinator to ensure that all of the child protection procedures are followed within the school and to make appropriate, timely referrals to Essex Children's Social care in accordance with school procedures.

The school will only share our intention to refer a child to Children's Social care with the parents or carers if it does not place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from the Initial Response Team (IRT) or Essex Police.

A statement in the school prospectus will inform parents and carers about our school's duties and responsibilities under child protection procedures. Parents can obtain a copy of the school child protection policy on request.

## Permission to Leave School Premises

As your child embarks upon their school journey, there may be occasions when we would like to visit **local** places of interest which will require taking the children out of the school grounds.

Topics in class can be brought to life if the children are able to actively engage in hands-on experience and such opportunities to enhance their learning may arise at short notice. This may be a walk to the park,

around the village or a visit to the library etc. There will always be sufficient supervision to meet our child to adult ratio. A separate letter/email will always be sent home to request your permission for scheduled school trips.

### **Permission for Internet Access/ School Blog**

As part of the Pupil's Curriculum enhancement and the development of ICT (Information Communication Technology), Finchingfield Academy may provide supervised access to the Internet and our school blog. Only ICT equipment belonging to the setting is used by staff and children and all computers have virus protection installed. All ICT equipment is regularly checked for safety and fitness for purpose.

Nursery children do not normally have access to the internet and never have unsupervised access. If staff access the internet with nursery children, for the purposes of promoting their learning, they will only do so with your permission.

Children are not permitted to use email in the setting. Parents and staff are not normally permitted to use setting equipment to access personal emails.

Should you wish to discuss any aspect of Internet use at school then please contact the school to make an appointment.

### **Mobile Phones**

Personal mobile phones are not used by staff on the premises during working hours and are stored in the office. In an emergency, personal mobile phones may be used in an area where there are no children present with permission from the manager. If members of staff or volunteers take their mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls, or take photographs of children. Parents and visitors are requested not to use their mobile phones whilst on the premises. An exception may be made if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present.

### **Permission to take Photographs**

You may be aware of the legislation regarding the taking of photographs in school by the press, the school, or you as parents and carers.

We have to seek permission from you regarding having your child in photographs or on video. Essex County Council recommends that schools send out a form asking your permission for photographs to be taken at school events. This would cover the taking of photographs and videos as well as parents taking photographs and videos at school functions.

We will not allow any photographs if parents refuse to give permission. We will not wish to take any photograph where names were linked to a child and endeavour to ensure the press is mindful of this too.

I ask you to consider this and hope you will give permission for your child to have their photograph taken during the time that they in school.

Where parents /carers request permission to photograph or record their own children at special events. General permission is gained from all parents for their children to be included. Parents / carers are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children

## Nursery Permissions

<u>Child's name</u>	<u>D.O.B</u>	
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*(Please select YES or NO for each section)*

<b>I give permission for my child (named above) to leave school premises to visit local places of interest (as detailed on previous page)</b>	
<b>I give permission for my child (named above) to have supervised access to the internet, email and school blog.</b>	
<b>I give permission for photographs to be taken, or video recordings made, of my child (named above) taking part in school activities or at school events, and used in the following ways:</b>	
<b>Within the school</b> <i>(display etc)</i>	
<b>On social media</b> <i>(for example Facebook)</i>	
<b>On the school blog</b>	
<b>For marketing purposes such as the school website, brochure etc</b> <i>Marketing photographs may be used until the end of the print run or until the website is updated</i>	
<b>In the media</b> <i>(newspapers- please be aware that newspapers may be published online)</i>	
<b>I give permission for sun cream to be applied (provided by parent / carer) to my child (named above) by a member of Academy staff.</b>	
<b>I give permission for my child (named above) to watch appropriate PG rated films with adult supervision in school as part of their learning.</b>	
<b>I have included all people with permission to collect my child (named above) from Nursery on the attached form and will ensure that all contact details remain up to date at all times.</b>	
<b>Collection password is...</b>	<i>(to be given to anyone collecting from Nursery)</i>
<b>I give permission for information to be shared with other settings that my child (named above) attends.</b>	
<b>I have read the Finchingfield Academy Nursery Terms and Conditions (found on the school website <a href="http://www.finchingfieldacademy.com">www.finchingfieldacademy.com</a>)</b>	

<b>Signed (Parent / Carer)</b>	<b>Date</b>	
<b>Relationship to child</b>		

Please return completed form to the School Office or email scan to

[\*\*nursery@finchingfieldacademy.com\*\*](mailto:nursery@finchingfieldacademy.com)