

GREEN MEADOW INDEPENDENT PRIMARY SCHOOL

ADMISSION FORM

For entry at (please tick appropriate box)

Kindergarten 3+	Kindergarten 3+	Reception 4+	Prep 1 5+	Prep 2 6+	Prep 3 7+	Prep 4 8+	Prep 5 9+	Prep 6 10+
8.50am-3.45pm	7.30am-6.30pm							

Childs full name..... Known as.....

Childs D.O.B..... Male/Female..... Security Password:.....

Parent/Guardian 1 name..... Mobile phone number.....

Address.....

.....Postcode.....

Home telephone number..... Email address.....

Parent/Guardian 1 place of work.....Work phone number.....

Does this parent have parental responsibility?

Parent/Guardian 2 name..... Mobile phone number.....

Address (if different from above).....

.....Postcode.....

Home telephone number..... Email address.....

Parent/Guardian 2 place of work.....Work phone number.....

Does this parent have parental responsibility?

Who to contact in an emergency (other than parents/guardians) and relationship to your child

1. Name:..... Relationship to child.....

Telephone Number Mobile

2. Name:..... Relationship to child.....

Telephone Number Mobile

I hereby give permission for my son/daughter to be admitted to Green Meadow Independent Primary School. If my child is accepted, I agree to the schools Standard Terms & Conditions and, in particular, agree to give one full term's notice of withdrawal or pay one full terms fee in lieu of notice. I accept that he/she will be subject to the normal school rules and discipline and that, in the event of unsatisfactory behaviour, he/she may be suspended or, in exceptional circumstances, expelled. In such cases no fee will be refunded. I enclose a cheque for one month's fees, payable to "First Steps Nursery". I understand that the standard Terms and Conditions of the school will undergo reasonable changes from time to time as circumstances require and will apply in all dealings with the school.

Signature of Parent/guardian:.....

Date

Address of Previous School
Postcode
Name of Head Teacher:
Telephone / Fax number:
Education Authority:
Please state if you have another child attending the school or nursery

Child's doctor..... Telephone Number:

Address

Has your child been immunized against?	Yes	No
Diphtheria/Tetanus/Polio		
Whooping Cough		
Menigitis C		
HIBS (Haemophilus Influenzae)		
Pneumococcal infection		
Measles/Mumps/Rubella		

Has your child any on-going health problems?
.....

Has your child had any major illness/operation?
.....

Is your child allergic to anything?
.....

Does you child have a special dietary requirement?
.....

How would you describe your child's ethnicity or cultural background?

What is the main religion in your family?

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?
.....

What language(s) is/are spoken at home?.....

If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? Yes / No (please delete as appropriate)

Green Meadow Independent Primary School has an Additional Needs Policy. Does your child have any additional needs or disabilities?
.....
.....

Are any of the following in place for your child?

	Yes	No
School Action?		
School Action Plus?		
Statement of special education need?		

What special support will he/she require in our setting?
.....

Name of other professionals involved with child

1. Name..... Role.....

Agency..... Telephone Number

Agreements – **(Please Note - All signatures are compulsory for your child to enroll at Green Meadow)**

I give permission for a senior member of staff to take my child to hospital in case of an emergency

Sign.....

I agree not to discuss any aspects linked with Green Meadow Independent Primary School or First Steps Nursery on internet chat rooms or social networking site.

Sign.....

I give permission for senior staff to act in loco parentis in the case of a medical emergency where any delay in getting my signature is considered by a doctor to endanger my child’s health and safety.

Sign.....

I give my permission for staff to check my child’s hair when we have a suspected case of head lice in school Information and advice will be available for you at the reception area. We also ask parents/carers to inform the school if their child has head lice, so we can inform other parents within the school that we have an outbreak and ask all parents to check their child’s hair and treat if necessary.

Sign.....

Medication

Staff will be able to administer medication to your child if and when necessary, only medication prescribed by a doctor will be given on the premises.

All medication must have the child’s name on, date of birth, date prescribed and dosage. If staff are worried that the medication has the wrong details on then they will not be able to administer it. We have the following products stored on the premises for emergency administration only; we require blanket cover to administer this medication, if you agree to this please sign below to give your consent.

Calpol.....

Nurofen.....

Paracetamol capsules.....

Emergency Medication

Plasters	antiseptic lotion/wipes	bandages
Cotton wool	antiseptic cream	ice pack

Signature.....Date.....

Only qualified First Aiders are able to administer medication / treatment.

Green Meadow Independent Primary School does not accept responsibility for any allergic reactions caused by medicines, creams, plasters or inhalers etc.

Acceptance

The terms and conditions below are considered to be fair and reasonable. In the event of any term found by a court of law to be unreasonable then that clause shall be removed but the agreement shall remain in full force and effect. The parent/guardian have read and understood the terms and conditions contained in this document and undertake to be bound by the same.

Signed.....Date..... Parent / guardian signature

Signed.....Date..... On behalf of Green Meadow School

Notice

This admission form incorporates the terms and conditions. Upon signing this form the parents/guardians are deemed to have read, understood and agree the same.

TERMS AND CONDITIONS

Green Meadow Independent Primary School hereinafter referred to as “the school” offer a definite/provisional place to the parents/guardians. The headings in this agreement are inserted only for convenience and shall not effect its construction.

1. Offer acceptance

A deposit of a flat rate of £200.00 shall be paid by the parent/guardian to the school on submission of the completed admission form and is not deductible from the first month's fees or towards the term's fees. Due to the fact that you must keep your fee payments a full month in advance, payment will be due again on your child's first day of school.

2. Payment of school fees

Payment of school fees shall be made by the parent/guardian monthly, termly or annually in advance. Fees paid annually in full by no later than first week of Autumn Term, receive a 5% discount (only applicable for a full academic year-September to July).

Payment may be made via Direct Debit or standing order over 10 months (September to June) or by cheque. Termly Payments – Fees paid by the term are due no later than the first day of commencement of that term. All fees must be paid prior to the start of term.

Monthly fees must be paid 1 month in advance.

If the payment referred to above shall be outstanding for more than 14 days then the school may serve notice in writing to terminate this contract. Upon terminating the contract the child shall cease forthwith to be admitted to the school and the schools notice to terminate the contract shall be regarded as a formal demand for all outstanding monies to be paid.

School fees will increase annually in September and you will be notified in July/August.

3. Calculation of fees

The school year runs from September to July. Fees are payable by the parent/guardian monthly, termly or annually.

Fees can be paid by the direct debit, standing order or cheque (in advance). The school does not permit pro-rata reduction of payment of fees if the child is absent from school to illness or holidays etc. In the event of the payment of fees not being made then the school reserves the right to terminate this agreement.

4. Cancellation/Termination

After acceptance of the offer by the parent/guardian either party may terminate this agreement by the service of **1 school term's notice in writing**. During this one term period the school undertakes to continue to admit the child and the parent/guardian undertakes to pay all the fees due. In the event that the parent/guardian fails to pay the term's fees the child's place shall be entitles to serve a formal demand for payment for such monies.

In the event of a parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the school 1 full term's fees in lieu of notice. Failure by the parent/guardian to provide 1 school term notice or any notice at all shall render the parent/guardian liable to the school for a full term's fee.

In the event of notice being given in the Kindergarten class then the manager/head teacher reserves the right to transfer the child to First Steps Private Day Nursery hereinafter referred to as “the nursery” to carry out the terms notice. Parents accept that the nursery will be used in circumstances to ensure minimal disruption to the child and the children in the school (*additional terms and conditions for Kindergarten Class are available on request*)

Notice must be given in writing and posted to the schools manager/head teacher.

If in any reasonable opinion of the school manager/head teacher, or person of similar authority it is considered that the continual attendance of the child, referred to herein is detrimental to the health, safety or well being of the child or other children in our care, of the said school or the teachers, voluntary staff or other staff so employed. Then the school may serve notice to the parent/guardian or request that the child be immediately removed from the school and the provision of 1 term's notice as referred to the above herein after shall not apply.

The school has the right to exclude a child on temporary or permanent basis, which is dependent on the severity of the situation. All policies and procedures including behavioural policies are available for all parents to read both on the school website and in the reception area.

5. Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any term found by a court of law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent/guardian has read and understands the terms and conditions contained and undertake to be bound by the same.

6. Transportation

Children are transported by mini buses, people carriers and a walking bus. All children have to wear seat belts and use booster seats in accordance with the new regulations. If the engine is running all seat belts must be worn only when the engine stops are the children allowed to undo their seat belts and exit the bus. When the walking bus is used children must wear the high visibility vest which will be provided by the school.

7. Policies

On signing this contract I am signing to confirm that I have read and understood the policies and will fully adhere to the terms and conditions written within this contract.

PHOTO PERMISSION FORM

To comply with the Data Protection Act 1998 and in order to safeguard children, we need your permission before we take or use any photographs of your child.

I give permission for my child _____ to be photographed or videotaped while in the care of the school for the following purposes (*please tick all that apply*).

Internal use (within the setting only)

Photo albums (as part of our records)

Your child's personal profile records

Displays

Course work of staff undertaking qualifications

External use (outside the setting)

Promotional and publicity literature

Adverts in local newspapers

Parent Information packs

Flyers

Our own website

Our Facebook Page or the affiliated nursery's page

If we are approached by a third party, for example a book publishing company, for photographs of the children, we will ask you separately for permission.

Child's name

Parent's name

Signature

Date

GREEN MEADOW INDEPENDENT PRIMARY SCHOOL

Kindergarten Admission (additional terms and conditions)

Green Meadow Independent primary School gained Outstanding in all areas including the Kindergarten Class in their Ofsted inspection in February 2014. Kindergarten class is accessible from the term after your child turns three years old, though we reserve the right to refuse children who the Head teacher does not feel are ready for formal education. The alternative will be given to attend our attached nursery at this point; with the option to attend Green Meadow Independent primary School at a later date (to be determined by the Head teacher). There are three intakes within an academic year; these are September, January and April. The Kindergarten class follows the Early Years Foundation Stage with added focus on Mathematics and English (Literacy). The Kindergarten class is an integral part to the foundations of learning and knowledge that is practiced within the Early Years Foundation Unit at Green Meadow Independent Primary school. Kindergarten class is a filter into the Reception class; therefore please do not enrol your child in Kindergarten Class unless you intend your child to continue with Green Meadow Independent Primary School; this is very disruptive to both your child and the other children within the Kindergarten Class. We have limited places available and it would be unfair to turn someone else away if you do not intend to stay with Green Meadow.

The Kindergarten class is teacher led and runs from 8.50am-3.45pm each day during term-time. Wrap-around care (before and after the class) is also available at the School from 7.30am-6.30pm and during holiday periods for the three and four years olds attending the class at an additional cost. Wrap-around care will be provided at First Steps Private Day Nursery.

The Kindergarten class helps prepare young children for the move to Green Meadow Independent Primary School and whilst there is plenty of fun and play there are also more structured classes and a range of activities including attendance at assemblies. This is the perfect choice for families who want to join the Green Meadow Independent Primary School and who want their child to have a guaranteed place at the primary school of their choice. Please remember that choosing the Kindergarten class means that you both require and accept a place at Green Meadow Independent Primary School.

The purpose of the new class is to prepare children for school life and routines. This is achieved using a combination of formal and informal learning opportunities covering the 7 areas of learning. The children follow a play based curriculum and are provided with a mixture of independent, child initiated activities and structured, teacher led activities, examples of this include daily phonics, introduction to number and themed units of work. Strong emphasis is also placed upon developing politeness, good manners and good listening skills. Children have regular opportunities to visit Green Meadow Independent Primary School, for example the children will move between the Kindergarten based within the nursery and the Reception Class within the school using the undercover linked play area between the buildings and attending weekly assemblies.

The kindergarten class runs alongside the School's highly successful and established reception class and together they offer the highest quality choice for children preparing for their transition into Green Meadow Reception Class.

Children attending the Kindergarten class will be required to wear full Green Meadow Independent Primary School uniform which must be purchased through the school. Children attending the kindergarten class will be required to have a Green Meadow Independent Primary School PE kit of a plain white t-shirt and plain navy/black shorts (no logos) and pumps. Children attending the Kindergarten class will also be required to purchase a Green Meadow Independent Primary School book bag.

Please be aware that all children attending the Kindergarten class are automatically guaranteed a place within Green Meadow Independent Primary School Reception Class.

When you enrol your child in the Kindergarten class the parents/guardians agree to abide by Green Meadow Independent Primary School's Terms and Conditions. This includes one full school terms notice which must be given to remove your child and on receipt of notice for the Kindergarten Class only, Green Meadow Independent Primary School reserves the right to transfer the said child to our attached nursery, First Steps Private Day Nursery. Parents accept that the nursery will be used in these circumstances to ensure minimal disruption to the child leaving and the children in the school. This will be of benefit to the departing child as they will be able to form friendships with other children who would probably be attending the same school. All information would be transferred over immediately to the nursery so that the transfer records could be done at the recommended time and the new teacher at the child's new school could be introduced with the rest of the nursery group as normal.