

# GREEN MEADOW INDEPENDENT PRIMARY SCHOOL

## ADMISSION FORM

For entry at (please tick appropriate box)

<b>Kindergarten</b> 3+ 8.50am-3.45pm	<b>Kindergarten</b> 3+ 7.30am-6.30pm	<b>Reception</b> 4+	<b>Prep 1</b> 5+	<b>Prep 2</b> 6+	<b>Prep 3</b> 7+	<b>Prep 4</b> 8+	<b>Prep 5</b> 9+	<b>Prep 6</b> 10+
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Date of entry into Green Meadow Independent Primary School.....

Pupils Surname/Family Name.....

Pupils Forename (s) in full..... Pupils commonly used name.....

Date of birth..... Pupils nationality..... Pupils Religion.....

Pupil's first language.....

Are there any other languages spoken at home?.....

Please tick if your child holds, or is entitled to hold a UK Passport

Pupil's normal home address.....

.....Postcode.....

Telephone number..... Family Email address.....

**First parent/guardian name**, including title .....

If not child's parent, please specify your relationship to child.....

Occupation and Employer.....

Contact details – Address (if different from pupils address above).....

.....Postcode.....

Home telephone number (if different from above) ..... Mobile Number.....

Work telephone number..... Email (if different from above).....

**Second parent/guardian name**, including title .....

If not child's parent, please specify your relationship to child.....

Occupation and Employer.....

Contact details – Address (if different from pupils address above).....

.....Postcode.....

Home telephone number (if different from above) ..... Mobile Number.....

Work telephone number..... Email (if different from above).....

If parents are separated, who has legal custody of the child?.....

Please note that all correspondence will be addressed to both parents; if this is inappropriate please specify

.....

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 the non refundable deposit of £200.00 plus the first month's fees (if starting immediately), 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.

First Parent/guardian signature:..... Second parent/guardian signature.....

Date .....

Please advise the Headteacher at the pupils current school that you are applying for a place at Green Meadow Independent Primary School, a reference/assessment report will be requested upon receipt of this application form.

Current School..... Current School Year (eg Year1).....

Date of admission to present school..... Name of Headteacher.....

School Address with full postcode.....

School telephone number..... Headteacher email address.....

Name, address and dates of any other school (s) attended:.....

Please mention the names of any other members of the family currently attending Green Meadow School or applying for entry as well as any other connection with the school, past or present:

Green Meadow Independent Primary School has an Additional Needs Policy. Does your child have a special educational need or disability? Yes  No

Please select as relevant for your child

- No Special Education Need or disability
- Statement of Educational Needs/EHC Plan
- Educational Psychologist report or diagnosis
- Medical Report or diagnosis
- No formal report

Please submit a copy of any reports previously obtained with your completed application form. Please note that all diagnosed SEND issues requiring additional support or access arrangements must be disclosed at the point of application so that the necessary provision can be put in place for the Entrance Testing Session.

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

Name of other professionals involved with child

Name..... Role.....

Agency..... Telephone Number.....

**Who to contact in an emergency** (other than parents/guardians) and relationship to the pupil

Name:..... Relationship to pupil.....

Telephone Number ..... Mobile .....

Name:..... Relationship to pupil.....

Telephone Number ..... Mobile .....

*Green Meadow School assumes that the above people have given you permission to share their details with us*

**Pupils's GP**..... Telephone Number: .....

Address .....

Are there any infectious diseases your child has not been immunized against?.....

Date of last Tetanus Injection?.....

Please give details of any relevant medical conditions including any allergies, dietary requirements etc

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**FOOD ALLERGIES**

Does your child have a specific allergy to the following ingredients? (please note not all of these are used in school but we are required by law to check against these 14 specific allergens)

Cereals containing gluten, e.g. wheat (including spelt and khorasan), rye, barley and oats and their hybridised strains	Yes / No
crustaceans, e.g. prawns, crab and lobster	Yes / No
Eggs	Yes / No
Fish	Yes / No
Peanuts	Yes / No
Soybeans	Yes / No
Milk	Yes / No
Nuts, e.g. almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, macadamia nuts or Queensland nuts	Yes / No
Celery (including celeriac)	Yes / No
Mustard	Yes / No
Sesame	Yes / No
Sulphur dioxide/sulphites (preservatives used in some foods and drinks) at levels above 10mg per kg or per litre	Yes / No
Lupin	Yes / No
Molluscs, e.g. clams, mussels, whelks oysters, snails and squid	Yes / No

If you have answered yes to any of the above please provide full details of allergy, reaction and medication your child would require:

**Agreements – (Please Note - All signatures within the agreement section 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 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 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.....

**Medication**

A staff member who is qualified in paediatric first aid 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 unless in emergency.

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 circle relevant box and sign below to give your consent.

Paracetamol Suspension/Meltlets	Yes / No
Plasters	Yes / No
Antiseptic Wipes	Yes / No

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

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

**Acceptance**

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. 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.

We request that the above named child be registered as a prospective pupil of Green Meadow Independent Primary School. We 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. We understand that the school may obtain, process and hold personal information about our child. We consent to this for the purpose of assessment and if a place is offered, in order to safeguard and promote the welfare of your child.

Please indicate how you will be paying your fees

- Bank Transfer
- Cash

By submitting this form I/we agree to send a non-refundable deposit of £200.00. Cheques should be made payable to First Steps Nursery or by bank transfer via account number - 652 725 88 sort code 09 01 56. Please reference with either deposit (DEP), Kindergarten (KIN), Reception (REC), Prep1-6 (P + relevant child's class) followed by your child's surname and initial eg P3SmithJ

I am the legal guardian of the above child and I give my consent to receive information from school by post, email or telephone

Parent 1 signature.....

I am the legal guardian of the above child and I give my consent to receive information from school by post, email or telephone

Parent 2 signature.....

Please note this form should be signed by all parents having parental responsibility according to The Children Act of 1989

## **TERMS AND CONDITIONS**

Green Meadow Independent Primary School hereinafter referred to as “the school” refer to below the terms and conditions of the school. The headings in this agreement are inserted only for convenience and shall not affect its construction.

### **ADMISSION AND ENTRY TO THE SCHOOL**

Registration and Admission: Applicants will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to the School and registration deposit fee paid. Admission will be subject to the availability of a place and the Pupil and Parents satisfying the admission requirements at the time, which are detailed in the Admissions Policy. “Admission” occurs when Parents accept the offer of a place. “Entry” occurs on the date when a Pupil attends the School for the first time under these terms and conditions.

### **Offer of a Place and Deposit**

A deposit (“Acceptance Deposit”) as shown on the Fees Structure for the relevant year will be payable when Parents accept the offer of a place. At the School the Acceptance Deposit will be retained in the general funds of the School until the Pupil leaves and will be repaid by means of a credit without interest to the final payment of fees or other sums due to the School in the term after leaving, unless stated otherwise in these terms and conditions or unless the Parent wishes to donate the Acceptance Deposit to the School.

### **Admissions Disclosures**

Parents are required to declare any medical or learning needs or emotional or behavioural issues affecting the Pupil during the admissions process and as detailed in the Registration and Acceptance Forms. If after accepting a place, issues develop or subsequently come to light, which were not previously disclosed, Parents should notify the School immediately. Failure to do so may result in the Pupil’s place being withdrawn.

### **Fees**

Fees may include alone or in combination any of the Acceptance Deposit, tuition fees, fees for extra tuition, other extras such as clothing and equipment, photographs and other items ordered by the Parents and charges arising in respect of educational visits, or damage where the Pupil alone or with others has caused wilful loss or damage to School property or the property of any other person (wear and tear excluded), or bank charges arising from default in fees payment or late payment charges if incurred.

### **Payment of Fees**

The Parents jointly and severally agree to pay the fees applicable to each term or monthly directly to the School. Except where a separate agreement has been made between the Parents and the School for the deferment of payment of fees, fees for each term are due and payable as cleared funds before the commencement of the School term to which they relate. If an item on the fees invoice is under query, the balance of that fees invoice must be paid. The School is unable to accept payment of fees in cash. 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). Termly Payments – Fees paid by the term are due no later than the first day of commencement of that term.

### **Payment of Fees by a Third Party**

An agreement with a third party (such as an employer, grandparent, step-parent without parental responsibility or third party credit provider) to pay the fees or any other sum due to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the Head Teacher.

### **Indemnity**

The Parents shall indemnify the School against all losses, expenses (including legal expenses) and interest suffered or incurred by the School if the School is required to repay all or part of any sum paid to it by a third party credit provider on behalf of the Parents.

### **Refund/Waiver**

Save where there is a legal liability under a court order or under the provisions of this agreement to make a refund fees will not be refunded or waived if:

- ❖ the Pupil is absent through illness; or
- ❖ a term is shortened or a vacation extended; or
- ❖ the Pupil is released home before or after public examinations or otherwise before the normal end of term; or
- ❖ the School is temporarily closed due to adverse weather conditions; or
- ❖ for any reason other than exceptionally and at the sole discretion of the Head in a case of genuine hardship.

### **Exclusion for Non-Payment**

The School reserves the right to exclude the Pupil on three days’ written notice if fees are overdue for payment. If the Pupil is excluded for a period of 28 days, he/she will be deemed withdrawn without notice & a term’s fees in lieu of notice will be payable. Exclusion in these circumstances is not a disciplinary matter & the right to a management’ Review will not normally arise. The School may withhold any information, character references or property while fees remain overdue but will not do so in a way that would cause direct, identifiable & unfair prejudice to the legitimate rights & interests of the Pupil.

### **Part Payment**

Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. Late payment charges will be applied to any unpaid balance of fees as set out in the late payment terms and conditions.

### **Fees Increases**

Fees are reviewed annually and are subject to increase from time to time. We will endeavor to keep fees to a reasonable increase. Fees are payable by the parent/guardian monthly, termly or annually.

### **Late Payment**

Save where alternative provisions for the payment of interest are contained in a separate consumer credit agreement made between the Parents and the School, simple interest may be charged on a day-to-day basis on fees which are unpaid. The rate of interest charged will be at up to 1.5 % per month accruing on a daily basis which represents a genuine pre-estimate of the cost to the School of a default. The Parents shall also be liable to pay all costs, fees and charges including VAT, legal fees and costs incurred by the School in the recovery of any unpaid fees regardless of the value of the School's claim.

We follow our 'Late Payment Fee Policy' which clearly states the stages that we follow;

- ❖ **Stage 1** – Anyone parent/guardian who is more than 1 week behind with fees will be sent a letter, asking them to pay in full within 3 days.
- ❖ **Stage 2** – Failure to pay will result in a second letter with a rate of interest which will be charged at up to 1.5 % per month accruing on a daily basis which represents a genuine pre-estimate of the cost to the School of a default.
- ❖ **Stage 3** - The rate of interest charged will be at up to 1.5 % per month accruing on a daily basis which represents a genuine pre-estimate of the cost to the School of a default. The Parents shall also be liable to pay all costs, fees and charges including VAT, legal fees and costs incurred by the School in the recovery of any unpaid fees regardless of the value of the School's claim.
- ❖ **Final Stage** - The School reserves the right to exclude the Pupil on three days' written notice if fees are overdue for payment. If the Pupil is excluded for a period of 28 days, he/she will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable. Exclusion in these circumstances is not a disciplinary matter and the right to a management' Review will not normally arise. The School may withhold any information, character references or property while fees remain overdue but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the Pupil.

### **Withdrawal by the Parents**

If the Pupil is withdrawn on less than a term's written notice, or excluded for more than twenty-eight days for non-payment of fees, fees in lieu of notice less the Acceptance Deposit will be due and payable as a debt immediately. 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 immediately. 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 to be paid immediately.

### **Kindergarten Class**

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.

### **Termination by the School:**

The School may terminate this agreement on one term's notice in writing sent by ordinary post. The School will not terminate this agreement without good cause and full consultation with the Parents and also the Pupil (if of sufficient maturity and understanding). The Acceptance Deposit will be refunded without interest less any outstanding balance of fees.

### **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.

### **Food and Allergies**

Please make staff aware of any allergies your child may have so that we can put procedures in place to safeguard your child. Forms are available within this pack & separate forms can be filled in with further details concerning your child's allergies.

### **Salary Sacrifice Schemes/Tax Free Childcare**

The school accepts all salary sacrifices voucher/bac's payments/tax free childcare payments. Please note these payments can only be used towards Kindergarten Class fees and breakfast/after school and holiday club.

### **Entrance Testing Session**

Boys and girls are usually admitted to Green Meadow Independent School in the September following their 4<sup>th</sup> birthday (or the school term after their 3<sup>rd</sup> birthday for Kindergarten). The school considers all applications on merit and we invite the children to come along to school for a short assessment where they take part in a range of age appropriate and enjoyable tasks. This will usually take place on a morning session.

### **Complaints**

Any question, concern or complaint about the pastoral care or safety of a Pupil or any education issue or other matter connected to the School must be notified as soon as practicable. A copy of the School's Complaints Procedure can be supplied on request.

### **School Contract**

By signing this document, you are entering into a contract with the School which will normally be for a minimum of one year (three terms). Under this contract you will be liable to pay fees as set out in the current Fees Schedule and as stated by the School. In addition, you will be required to give one full term's notice should you wish to withdraw your child from the School. For example, if you wish to withdraw your child at the end of the Summer Term, written notice must be given to the Head before the first day of that Summer Term. Failure to meet this deadline will mean that a further term's fees become payable (Fees in lieu of notice).

# PHOTO PERMISSION FORM

To comply with the General Data Protection Regulations 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

Twitter

Instagram

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)**

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 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.