



Brabin's Pre-School

Registration form, agreements and consent documents (version: March 2026)

Child's full name _____ Known as: _____

Date of birth _____ Birth certificate seen []

Gender _____ Nationality _____ Ethnicity _____

Home address _____

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

Sessions and days required

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning 8:55am – 11:55am					
Afternoon 11:55am – 2.55pm					
Full day 8:55am – 2.55pm					
Extended pick up fee to 3.15pm (pre-bookable only and must be chosen/not chosen to apply for each day & full term)					

Required start date _____ Term time (38 weeks)

Medical details

Doctor's name: _____

Practice address: _____

Telephone Number: _____

Health Visitor: _____

Telephone Number: _____

Are all Immunisations up to date

If no: state exceptions: _____

Any Special Needs or other information we may need to care effectively for your child (please detail):

Any Special Medical Needs (please detail):

Any Special Dietary Requirements (please detail):

Any Allergies (please detail):

Please detail alternative food (if appropriate) and any medication control (if appropriate)

Parent/Guardian details

We need to have the details of all persons who have Parental Responsibility & Legal Contact along with those who have permission to collect the child and those who may be contacted in an emergency

PARENT / GUARDIAN (1)

Full name: _____

Address: _____

PARENT / GUARDIAN (2)

Full name: _____

Address: _____

Parental Responsibility: Yes No Parental Responsibility: Yes No

Who does the child live with: _____

Telephone Numbers

Home: _____

Work: _____

Mobile: _____

Email Address: _____

Home: _____

Work: _____

Mobile: _____

Email Address: _____

If working please give details below:

Employers Name & Address: _____

Employers Name & Address: _____

National Insurance No: _____

National Insurance No: _____

(Please note, NI number will be used to determine if you are eligible for Pupil Premium & relevant funding)

Please provide details of any other person with Parental Responsibility:

Authorised to collect

Names and telephone numbers of any other persons who have permission to collect your child regularly

Full name: _____

Home: _____

Work: _____

Mobile: _____

Full name: _____

Home: _____

Work: _____

Mobile: _____

Emergency contact

Names and telephone numbers of appropriate adults who may be contacted in time of emergency if you are not available

Full name: _____

Home: _____

Work: _____

Mobile: _____

Full name: _____

Home: _____

Work: _____

Mobile: _____

Password

Please provide a password that may be used to authorise an emergency collection:

Signature of parent/guardian _____ **Name** _____

Date _____

Consents	Signature Parent/Guardian	Date
<p>Outings I agree to allow my child to participate in any small, local nursery outings, outside the Nursery premises and around the village.</p>		
<p>Emergency medical contact I agree to allow my child to receive emergency medical treatment should this be necessary. I agree that a member of staff should accompany my child to hospital in an ambulance should the need arise. I understand that all medical decisions in my absence are the responsibility of medical professionals and that I will be contacted as soon as possible.</p>		
<p>Nappies I agree to allow a member of nursery staff to change my child's nappy and apply cream if applicable as directed by me.</p>		
<p>Photographs I agree to allow photographs to be taken of my child:</p> <ul style="list-style-type: none"> - for use on displays in the nursery - where incidentally included in other children's reports - for use on the School/ Pre-School website - for use in Pre-School publicity - for use by the press - by other parents at events e.g. nativity. <p>(delete as applicable)</p>		
<p>Learning Journey -I agree to allow observations to be made of my child for their Learning Journey. -I understand that there may be group photographs that incorporate images of my child and other children. -I agree that these photographs may be used in other children's learning journeys. -I agree that my child's Learning Journey may be taken home by staff to be worked on outside of Nursery.</p>		
<p>Medication I agree to allow Pre-School staff to administer prescription medication as per instructions given by me, the parent. I understand that all medicines must be signed into the office.</p>		
<p>Suncream I consent to sun cream being applied to my child on hot days. Either I will supply a clearly named bottle, or, I agree to allow the Pre-School's own sun cream to be applied to my child.</p>		

Please feel free to speak to us if you would like to discuss the consents further.

Terms and conditions

Overview and structure

- 'Brabin's Pre-School is a service provided by Brabin's Endowed Primary School under Section 27 of the Education Act 2002 (<https://www.legislation.gov.uk/ukpga/2002/32/section/27>).
- Pre-school is open term time only.
- Brabin's pre-school reserves the right to change the policies with immediate effect.
- We reserve the right to change fees and opening hours with a months' notice.

Fees

- Fees should be paid in advance unless otherwise agreed.
- Once an initial booking form has been received, parents will be sent the registration form should the sessions you require be available. If a waiting list is in operation, you will be kept informed of a place becoming available.
- The first month's fees may be payable within a month of receipt of the registration form to secure a place. After this time, if this remains unpaid, your place will not be guaranteed.
- **Fees will be invoiced in advance for the next half term, and must be paid by the date specified.**
- **Fees not paid by the date specified on the invoice are liable to a late charge of £10 per week** that the fee remains outstanding (subject to management discretion). After 2 weeks, we will not be able to guarantee your child's place.
- **Late collection fees** of £10 per session will be added for late pick up.
- Any ad-hoc bookings made, if there is availability, must be paid up front.
- Please give 4 weeks notice in writing if your child is leaving, or you wish to reduce his/her sessions. If adequate notice is not given, fees for the outstanding portion of the notice period are payable.
- Sessions missed because of illness or holidays or any other reason, are non-refundable and non-transferable.
- Sessions cancelled due to unavoidable closure, such as adverse weather conditions, are non-refundable, and all fees detailed on the invoice remain payable.

Policies

Brabin's pre-school operates in accordance with a range of policies and procedures. If you require a copy of any of the policies or procedures, please visit our website. Some of the important points are as follows:

Health

- Any child feeling ill and/or suffering from any infectious illness, including severe colds should be kept at home to protect the wellbeing of the staff and other children in our care.
- Please inform us prior to 8.30am if your child will not be attending due to illness.
- Children suffering from sickness and/or diarrhoea, should be kept at home for 48 hours after the first solid stool, or after the last bout of vomiting.
- Children should be kept at home for 48 hours after suffering a raised temperature.
- We only administer prescribed medicines. Painkillers/Calpol will not be administered. You must notify us if your child suffers from, or you suspect he/she suffers from, any kind of allergy or illness.
- Please see the *Health and Safety Policy* for more details.

Complaints

- If you have any concerns or a complaint to make about the nursery, then please speak to us in the first instance. In the unlikely event that we are unable to resolve any issue, there is a formal complaints procedure to follow (see the *Complaints Policy*).

Safeguarding procedures

- Please give a month's notice in writing if your child is leaving. If you are unable to give a term's notice, you must still inform us. If you fail to do so we will endeavour to contact you, however, if we are unable to reach you we will have to inform the relevant agencies who will check on the safety of your child.
- Please see the *Safeguarding policy* for more details

Safe collection

- Only those people named on your registration form, with their password, are authorised to collect your child.
- Please notify us in advance if someone other than the person who usually collects your child will be collecting him/her.
- Under no circumstances will your child be allowed to leave the premises without this procedure being adhered to. (See the *Safeguarding and Child Protection Policy*)

Late collection

- Parents will be charged a £10 fee if they are late to pick up their child; this is to contribute towards the extra expense of keeping the required 2 members of staff on.

Outings

- Parents are asked to sign a permission slip allowing their child to go on outings.
- Parents will be notified of larger outings in advance with full details of the trip. Parents will be asked to sign a separate, specific permission slip for these outings. A full outing-specific risk assessment will be carried out in advance of each larger trip.

Equal opportunities

- At our Pre-School no-one (child, parent, staff, volunteer or anyone else) is discriminated against on *any* grounds and specifically on grounds of age, ability, gender, nationality, race, religion, culture, special educational needs, sexual orientation or social situation.
- We operate a policy of inclusion for all.
- Please see our specific *Equalities and Special Educational Needs Policies*.

Accident and injury

- In the case of an accident or injury, a form setting out the details of the incident and any first aid given and action taken will be completed and signed by the member of staff dealing with it. Parents will be asked to sign it on collection of their child.
- Please see the *Health and Safety Policy* for the procedure in the event of a serious accident/injury.

Clothing and sun cream

- Parents are asked to apply sun cream to their children before they arrive at Pre-School during the summer months.
- If it is a particularly hot day we will reapply sunscreen lotion to the children before going outside. Parents should supply a clearly named bottle of sun cream when they register their child at Pre-School.
- Parents are asked to provide a complete change of clothes for their child for each session in case of an accident. They are also asked to bring a sun hat during summer months and wellies and warm clothes during the winter.
- Clothes and shoes must be suitable for practical days and playing on the outdoor equipment.

Children's details

These must be kept up to date in case of emergency. Parents should inform the nursery immediately of any changes to their children's details, such as emergency phone numbers, change of a parent's workplace.

I confirm that I have read and understood the full terms and conditions and have noted the following.

- **Please give a month's notice in writing if your child is leaving, or you wish to reduce his/her sessions. If adequate notice is not given, fees for the outstanding portion of the notice period are payable.**
- **If you receive Early Years funding and you transfer to a new setting, fees may not be transferable immediately (this is in line with the terms and conditions of the funding agreement).**
- **Sessions missed because of illness or holidays or any other reason, are non-refundable and non-transferable.**

Child's name

Parent name

Sign

Date

Version March 2026

Pupil privacy notice

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, relevant medical information)
- Characteristics (such as ethnicity, language, nationality)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Child's development information
- Information about any special educational need
- Parental information (such as name, date of birth, address, email address, NI number)

Please ensure that the information we collect, hold and share is accurate by informing us of any changes.

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress, both internally and to Lancashire County Council
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to comply with the requirements of the Early Years Foundation Stage Statutory Framework (2017)

The lawful basis on which we process this information

We collect and use pupil information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018).

Collecting pupil information

Whilst the majority of pupil information you provide to us is statutory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We will keep all information secure, protecting against unauthorised change, damage, loss or theft. All information collected in paper format is kept in lockable storage and our computer and tablets are password protected. We hold pupil data for the duration of time that they remain pupils with us. We hold pupil data for the record retention periods as specified by Lancashire County Council after which it is disposed of securely. When pupils leave our school, we then transfer all relevant information to their next educational establishment.

Who we share pupil information with

We routinely share pupil information with:

- settings and schools that the pupil's attend after leaving us
- the local authority
- the Department for Education (DfE)
- health visitors/ NHS

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-userguide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/dataprotection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requestsreceived> To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's file, contact the Headteacher, Mrs R Wallace, she is contactable by phone on 01995 61596 or email at head@brabins.lancs.sch.uk
You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact the office

Please tick the box to confirm that you understand that some non-statutory personal data is collected

Sign: _____

Print: _____

Date: _____