



Admission Form 2022/23

Child's details

Child's first name(s): \_\_\_\_\_ Legal Surname: \_\_\_\_\_

Name known as: \_\_\_\_\_

Child's full address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Male  Female  Date of birth: \_\_\_\_\_ Birth certificate seen: Yes  No

Previous School / Nursery Details

Please give details of the last school /nursery that your child attended:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Dates attended from: \_\_\_\_\_ to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Lunchtime Arrangements

Please select one of the following lunch provision options:

Packed Lunch  School Meal  Free School Meal

Providing the following details will ensure your eligibility for free school meals can be automatically updated on our system if you have a change of circumstances. You will be notified of this by email if you provide an email address on the next page.

National Insurance Number: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

If your child has any special dietary requirements, please give details below:

\_\_\_\_\_  
\_\_\_\_\_

I do **not** want my child to receive fluoridated milk at school (please see enclosed leaflet for details).

**A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he's either:**

- married to the child's mother
- listed on the birth certificate (since 2003 in England and Wales)

### Mother's Details *(biological)*

Mrs/Miss/Ms/Other: \_\_\_\_\_ Surname: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

First name(s): \_\_\_\_\_ DOB: \_\_\_\_\_

Address *(if different from child)*: \_\_\_\_\_

*If less than 3 years at current address, please let us know your previous address:*

\_\_\_\_\_

Contact number (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

Parental responsibility? Yes  No  If no, please explain: \_\_\_\_\_

Court Order? Yes  No  If yes, please explain: \_\_\_\_\_

Other relevant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Father's Details *(biological)*

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_ DOB: \_\_\_\_\_

Address *(if different from child)*: \_\_\_\_\_

*If less than 3 years at current address, please let us know your previous address:*

\_\_\_\_\_

Contact number (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

Parental responsibility? Yes  No  If no, please explain: \_\_\_\_\_

Court Order? Yes  No  If yes, please explain: \_\_\_\_\_

Other relevant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Significant Adult 1 (Guardian/Step Parent/Partner)**

Mr/Mrs/Miss/Ms/Other: \_\_\_\_\_ Surname: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

First name(s): \_\_\_\_\_ DOB: \_\_\_\_\_

Address (if different from child): \_\_\_\_\_

*If less than 3 years at current address, please let us know your previous address:*

Contact number (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

Parental responsibility? Yes  No

Court Order? Yes  No

Other relevant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Significant Adult 2 (Guardian/Step Parent/Partner)**

Mr/Mrs/Miss/Ms/Other: \_\_\_\_\_ Surname: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

First name(s): \_\_\_\_\_ DOB: \_\_\_\_\_

Address (if different from child): \_\_\_\_\_

*If less than 3 years at current address, please let us know your previous address:*

Contact number (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

Parental responsibility? Yes  No

Court Order? Yes  No

Other relevant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Siblings (Aged 0-18)

Name	DOB	Current School / Nursery

### Other Contact (must be over 14 years of age)

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_  
Relationship to child: \_\_\_\_\_ Contact number: \_\_\_\_\_  
Authorised to collect from school? Yes  No   
Contact in emergency? Yes  No  (will only be contacted if parents/carers unavailable)

### Other Contact (must be over 14 years of age)

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_  
Relationship to child: \_\_\_\_\_ Contact number: \_\_\_\_\_  
Authorised to collect from school? Yes  No   
Contact in emergency? Yes  No  (will only be contacted if parents/carers unavailable)

### Other Contact (must be over 14 years of age)

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_  
Relationship to child: \_\_\_\_\_ Contact number: \_\_\_\_\_  
Authorised to collect from school? Yes  No   
Contact in emergency? Yes  No  (will only be contacted if parents/carers unavailable)

## Medical Arrangements

Please give details of any medical condition we may need to be aware of such as Asthma, fits / convulsions and allergies. If appropriate, please also include a list of any medication the child is regularly prescribed.

*(Please circle any of the following which affects your child)*

Wears glasses      Hearing Problem      Speech Problem      Diabetes      Asthma      Eczema

Epilepsy      Blood Disorder      Toileting      Fits or convulsions      Mobility Issues      Allergies

Other please give details \_\_\_\_\_

Prescribed Medication:

Name of Medication	Condition Prescribed For	Required in School (Yes / No)

Name of Doctor's Surgery : \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

### Emergency Consent

If your child requires emergency first aid treatment by qualified staff at school, or requires emergency medical treatment at hospital and we are unable to contact you, please sign below to give permission to proceed with the necessary treatment.

I give permission for my child \_\_\_\_\_ to receive First Aid on the premises or in an emergency, be taken to hospital for treatment.

Signed: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

### Special Education Needs

Does your child have an Educational Healthcare Plan?      Yes       No

Is your child under a Paediatrician?      Yes       No

If yes, please give the name of the Paediatrician: \_\_\_\_\_

Please give information regarding any support your child may need in school:

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## Ethnicity / Culture

Please note: A person's ethnic group describes how they see themselves. This may be based on many things, including, for example, their skin colour, language, culture, ancestry or family history. ***Ethnic group is not the same as nationality.***

### White

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any other White background

### Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

### Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

### Black or Black British

Caribbean

African

Any other Black background

Chinese

Other ethnic background

Country of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Home Language: \_\_\_\_\_

English as a second language: Yes  No

Religion: \_\_\_\_\_

This part of the form is where we ask for parental/guardian permission. Please read carefully and give your permission where you feel appropriate. Permissions are valid from the date you sign until your child leaves our school unless you wish to withdraw your consent. To do this, you must inform us in writing.

**Food Tasting**

As part of the curriculum, we often taste and explore a variety of foods. We need parental authorisation for children to take part in food tasting sessions that we may hold in school. Please make sure you have given details of any allergies on the first page of this form.

I give permission for my child to take part in food tasting sessions: Yes  No

**School Visits**

As part of the curriculum, classes may need to use the local area to support their learning. Rather than requesting permission on a per outing basis, we would like permission for your child to attend these outings when necessary. This consent will cover outings taking part within school hours, either on foot or using the school minibus. These outings will of course be appropriately staffed.

I give permission for my child to participate in visits to the local area: Yes  No

**Using the Internet**

As part of the curriculum, your child may be provided with computing equipment and access to the internet. This access would be under adult supervision and children will only be asked to access age appropriate material.

I give permission for my child to access the internet when necessary in school: Yes  No

Parent/Carer Name (printed): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Data Protection**

To comply with the Data Protection Act 1998, we need permission to photograph or make any recordings of your child. **All photographs used will be unidentified or identified by first name only unless otherwise stated.**

YES- As a parent or guardian of this child, I hereby consent to the use of photographs/video footage taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources).

I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NO- I do not authorise Blackpool Gateway Academy to photograph my child for any event or to publish this online in any form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that websites can be viewed throughout the world and not just in the United Kingdom.**



Blackpool Gateway Academy are Data Controllers for the purpose of the Data Protection Act. We collect information about our pupils and may receive information about them from their previous school/childcare setting and Learning Records Service. We hold this data and use it to:

- Support the teaching and learning of pupils
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess how well the school is doing

The information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special education needs and relevant medical information.

**We do not give information about our pupils to anyone outside the school without your consent unless the law and our rules allow us to.**

We are required by law to pass some pupil information to the Local Authority and the Department for Education (DfE).

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they so wish. A parent would normally be expected to make a request on a child's behalf if the child is younger. If you want a copy of the information we hold and share about you/ your child, then please contact the school on 01253 402936.

**Other Agencies / Professionals involved with your child**

Do you have any of the following in place? :      CAF      TAF      GIR      EHA

Name of Social Worker / Family in Need Worker (*if applicable*): \_\_\_\_\_

Department : \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Notes / Any other information**

# Parental Agreement for Free Early Years Education Entitlements

1092019v3

<b>Child's details</b>	
Child's Legal Last Name	
Child's Legal First Names	
Name by which child is known if different from above	
Date of birth	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address	Post Code
Ethnicity Code	Additional/Special Needs

<b>Your Childcare Provider needs to inspect documentation to verify your child's identity and date of birth</b>	
Document inspected by Childcare Provider: Birth certificate <input type="checkbox"/> Other (specify)	
Document checked by (name)	Date

<b>Parent / carer details</b>	
Parent / Carer Legal Last Name	
Parent / Carer Legal First Names	
Date of birth	National Insurance number
Relationship to child	

<b>Funding type (please select)</b>	
<input type="checkbox"/> Two year old free entitlement	➔ Two year old unique reference number
<input type="checkbox"/> Three and Four year old universal	
<input type="checkbox"/> Three and Four year old extended	➔ Thirty hours eligibility code

<b>Pupil Premium Registration</b>	
<p>The Early Years Pupil Premium is an additional sum of money paid to Childcare Providers for children of families that are in receipt of certain benefits. This funding will be used to enhance the quality of provision by improving teaching and learning facilities and resources with the aim of impacting positively on your child's progress and development. Pupil Premium is paid to Childcare Providers for eligible three and four year olds. This does not affect your free entitlement funding.</p>	
<input type="checkbox"/>	I agree that Blackpool Council may use my details now or in the future to check if my child is eligible for Early Years Pupil Premium from the age of three. I understand I can withdraw this consent at any time.

<b>Attendance details</b>			
Claim dates	Start dd/mm/yyyy	Finish dd/mm/yyyy	Termly <input type="checkbox"/> All year <input type="checkbox"/>

	Mon	Tue	Wed	Thur	Fri	Total
Total hours attending						
Total weekly universal hours claimed						

**Parental Agreement for  
Free Early Years Education Entitlements**

1092019v3

Total weekly extended hours claimed	
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<b>Childcare Provider details</b>	
Name of Childcare Provider	Provider holds this agreement signed by parent/carer <input type="checkbox"/>
Does the child attend any other Childcare Providers? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes provide details:	

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<b>IMPORTANT – Please read the information overleaf and sign the declaration</b>
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**Evidence of date of birth:**

- For all agreements you must show your Childcare Provider evidence of your child's date of birth, usually your child's birth certificate should be produced

**If your child is a two year old:**

- You will need to show your Childcare Provider your child's eligibility code
- Eligible two year olds are entitled to a place from the term after their second birthday

**If your child is three or four years old and you are claiming the extended 15 hours entitlement:**

- You need to show your Childcare Provider your 11 digit reference number
- You will need to reconfirm your eligibility every three months by logging into your childcare choices account
- Eligibility starts for the term after your eligibility has been confirmed

**Attending more than one Childcare Provider:**

- You cannot make a claim at more than two Childcare Provider settings per day
- You must tell each Childcare Provider if you are attending and claiming free entitlement funding at more than one Childcare Provider

**Charges:**

- Your Childcare Provider may charge you for non-funded hours and any extras, for example meals. This is a separate arrangement between you and your Childcare Provider and does not involve Blackpool Council

**Transferring to another provider or if you no longer require childcare:**

- You must inform your Childcare Provider in writing if you wish to leave. Your Childcare Provider will advise you of their own policy and procedures and their notice period. Childcare Providers are entitled to claim a maximum of four weeks' notice funding. You will not be entitled to claim funding at another Childcare Provider during any notice period

**Early Years Pupil Premium:**

- If you do not wish a Pupil Premium validity check to be carried out leave the box overleaf unticked

**Declaration:**

- I confirm the information provided within this agreement form is true and correct
- I understand that any false or incorrect information could lead to funding being withdrawn
- I understand that any false or incorrect information could lead to any funding already provided being repaid by me
- I am aware I will have to pay my Childcare Provider(s) for any non-funded additional hours and any extras they provide
- I agree that the information I have provided may be used to check my eligibility for free childcare funding and that Blackpool Council will contact other agencies as allowed by law to verify my entitlement
- I agree that the information provided may be used to ensure accuracy of data held by Blackpool Council and to check against fraud
- I understand that whether I use free childcare funding or not that this will not affect any of the welfare payments and/or benefits I may be entitled to

**Data protection:**

- Blackpool Council is the data controller for the personal information you have provided on this form
- You can contact us if you have a complaint about the way your data is handled. Blackpool Council's Data Protection Officer can be contacted by email: [dataprotectionofficer@blackpool.gov.uk](mailto:dataprotectionofficer@blackpool.gov.uk) You can contact the Information Commissioner, <https://ico.org.uk> if your complaint is not resolved
- You can access a copy of the information held about you (this is known as a Subject Access Request or Right of Access Request), or ask for it to be corrected if it's wrong, by contacting Blackpool Council's Data Protection Officer
- You and your child's personal information provided by you and collected by your Childcare Provider is used:
  - For the purposes of providing you with a funded early education and childcare place
  - To maintain statistical records of how many childcare places are being accessed
  - For the purposes of producing an annual sufficiency assessment to inform longer term planning for the overall local childcare market
  - To process and allocate funding to childcare providers
- We are allowed to ask for your personal information as Blackpool Council has a statutory duty to provide:
  - Up to 15 hours per week free entitlement for eligible two year olds
  - Universal entitlement for all three and four year olds
  - Extended 30 hours entitlement for eligible three and four year olds
  - Early Years Pupil Premium to Childcare Providers for eligible three and four year olds
- We will share your information with:
  - The Department for Education, we have a statutory duty to provide statistical returns and submit an annual Early Years census
  - HMRC for the purposes of checking eligibility to funding as outlined above
- We may also share your information with:
  - Lancashire County Council to check funding entitlements if your child also attends a Childcare provider within their boundary area
  - Blackpool Children's Centres and Blackpool NHS Health Visitors, so that they can provide further support if necessary
- We will keep your information securely for up to six years from the time you are eligible for the free entitlement

**Signed by Parent / Carer****Date signed****Print Name**

**Your Childcare Provider will:**

- Retain this signed agreement for audit purposes
- Provide you with a copy of this agreement
- Your provider will email a copy of this agreement to Blackpool Council within 30 days of the start date

**Further information:**

If you require any information please discuss with your chosen Childcare Provider or contact Blackpool Council:  
T: 01253 477854  
E: [freentitlement@blackpool.gov.uk](mailto:freentitlement@blackpool.gov.uk)



## **Nursery Request for Place Form**

If you are interested in a place for your child in Blackpool Gateway Nursery please complete this form alongside the Blackpool Gateway Academy Application Form and return it to:

**EYFS Lead:** Sue Robinson  
**Address:** Blackpool Gateway Academy Nursery, Seymour Road, Blackpool FY1 6JH

ALL children in England get 570 free hours per year. It's usually taken as **15 hours a week for 38 weeks of the year**. You can get it from the term after your child's 3rd birthday.

You may be able to get up to **30 hours free childcare**. If you're eligible for the extra hours, you sign up online to get a code to give to your childcare provider to reserve your place. You'll get the extra hours once the next term starts. You can usually get 30 hours free childcare if you (and your partner, if you have one) are:

- in work - or getting parental leave, sick leave or annual leave
- each earning at least the [National Minimum Wage or Living Wage](#) for 16 hours a week - this is £120 if you're over 25

**Please ask at the school office if you want any further information regarding the above.**

### **PART 1: ADMISSIONS CRITERIA**

In the event of the nursery being oversubscribed the Governing Body's criterion gives priority to the following children:

**1 Looked After Children\*** as required by the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006.

\*A Looked After Child is a child in the care of the Local Authority or provided with accommodation by the Authority (as defined in Section 22 of the Children's Act 1989) at the time of application and allocation. This definition has been extended to include adopted children who were previously in the care of the local education authority or provided with accommodation by that authority as defined in Section 22 of the Children Act 1989.

**2 Siblings.** Priority is given to children who have siblings attending Blackpool Gateway Academy at the time of application and who will be attending at the time of admission. This includes full brothers and sisters who may not live at the same address. Stepchildren or foster children who live at the same address are also classed as siblings. You must give full details of all siblings in the application.

**3 Reception Place.** Priority would be given to children who have been offered a place at Gateway Academy for the following September.

**4. Higher/Further Education.** A child whose parent is in higher/further education.



## **PART 2 : ADDITIONAL INFORMATION**

Please provide any additional information that you would like to be considered during the allocation process:

## **PART 3: TIMESCALES**

Timescales for dealing with Blackpool Gateway Nursery admissions are as follows:

- Request for Place Form / Application Form to be submitted to the nursery and the parent/carer advised whether or not there is a place available for their child within five working days of the forms being received;
- Child to take up the suitable place on a date to be agreed with the EYFS Lead.
- An appropriate settling in period for the child will be agreed with the parent/carer.  
Normal procedure will be:
  1. **Stay and Play Session** (1 hour) - an opportunity for you to come into nursery to meet our Early Years Teacher and explore our environment with your child.
  2. **Settling in Session (1 hour)** This is a pre-booked session in which parents may leave the premises if their child is happy and all paperwork has been completed.
- Agreed fees/costs must be paid in advance of your child commencing at Blackpool Gateway Nursery.
- Places are subject to:
  - All required paperwork being completed
  - All required documentation being provided
  - All contracts, permissions and forms signed as per nursery requirements





**PART 4: DETAILS OF THE PLACE REQUESTED**

**Date you require your child's place to start:** \_\_\_\_\_

Please indicate which hours you require each day. **Extra charge sessions (breakfast and after school) are limited due to staffing ratios and need to be booked in advance.** You are not able to use your free entitlement against breakfast and after school sessions.

Fees per hour are £4.00, for example, **£12 for a morning or afternoon session.** A full day is 6.5 hours.

<b>Term Time Only</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
Breakfast Session 8.00am - 8.45am <b>Extra charge of £2.50 per hour</b>					
Morning Session 8.45am to 11 45am					
Afternoon Session 12.15pm to 3.15pm					
Evening Session 3.15 - 5.45pm <b>Extra charge of £5.00</b>					
All Day 8.45am – 3.15pm Must bring a packed lunch.					
All Day 8.45am – 3.15pm <b>Extra charge of £1.80 would include a hot lunch if required.</b>					

Provisional calculation of weekly charges: £..... (office to complete)

**Please delete as appropriate**

- |   |          |
|---|----------|
| I will be accessing 15 hours through the 3 year old free entitlement  | Yes / No |
| I will be accessing 30 hours through the 3 year old free entitlement  | Yes / No |
| I will be paying for some or all of my child's nursery provision      | Yes / No |
| Are you intending for your child to attend Blackpool Gateway Academy? | Yes / No |

**Please Note : You will need to give notice to any other setting that you receive Local Authority funding for.**

I agree that the information I have provided in this form is correct.

**Signed: Parent(s)/Carer(s)** ..... **Date**.....





**PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION**

Parent's Title (Mr, Miss, Mrs etc)	
Parent's First Name	
Parent's Surname	

Parent's National Insurance Number  OR  National Asylum Support Service Reference Number	
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Parent's Date of Birth (DD/MM/YYYY)	-- / -- / -- --
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Relationship to Child (please highlight)	Father Mother Foster Father Foster Mother Step Father Step Mother Legal Parental Responsibility
Parent's Email address	
Parent's Home Address (including postcode)	

Child's Full Name	
Child's Date of Birth (DD/MM/YYYY)	-- / -- / -- --
Child's Gender (male or female)	



Dear Parent/Carer

**\*\*FREE SCHOOL MEALS - PLEASE COMPLETE EVEN IF YOU ARE NOT CURRENTLY ELIGIBLE\*\***  
**\*\*WE WILL GET AUTOMATIC NOTIFICATION IF YOUR CIRCUMSTANCES CHANGE\*\***

You may be aware of the Universal Infant Free School Meals programme which entitles all pupils in Reception, Year 1 and Year 2 to a free school lunch.

However, you may not be aware that children from Years 3 to 6 may also be eligible to receive free school meals and unless you register your child to receive free school meals (regardless of which year group they are in) your child may miss out on the free school meal and the school may lose out on vital funding.

This extra funding is called Pupil Premium. The Government provides it to schools for every registered pupil meeting the specified financial criteria below. The purpose of the funding is to enhance the education of these pupils and bring their attainment in line with their peers. In previous years, we have utilised Pupil Premium in the following ways:

- Pupil Intervention (KS1 and KS2 writing/maths)
- Pupil Intervention (pupil welfare and emotional well-being)
- 1:1 pupil support
- Training and development
- Attendance support
- Additional booster sessions
- Enrichment activities

For each eligible pupil, the school will receive £1,320. In the current climate, I'm sure you can see the benefit and importance of registering your child so that we may receive this funding and give them the best possible start in their education.

Your child will be eligible for Free School Meals (and therefore Pupil Premium) if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an income (as assessed by HMRC) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

I would request that all parents/carers complete the information overleaf and return the form back to the school office as soon as possible.

Yours faithfully

Sue Robinson  
Headteacher