**Mortimer Pre-School**

St John’s Hall, West End Road, Mortimer, Berkshire RG7 3TF

*Main Building Tel:* 0118 933 1668

admissions@mortimerpreschool.org.uk

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| ADMISSIONS FORM |
| Please return this form to the above address marked for the attention of Admissions. We need some details about your child and family, so we can stay in touch with you in the lead up to your child joining us at Mortimer Pre-School. We will keep this file on record until the date of your child joining Mortimer Pre-School. This information will not be retained after your child joining us, or should we hear from you that you no longer need a place at Mortimer Pre-School. You are welcome to request to see the information we hold on you and your child at any time.All information given on this form will be treated with strictest confidence. the strictest confidence.All questions contained in this questionnaire are strictly confidential and will become part of your medical record. |
| Surname of child:  |    **🞎 M 🞎 F** |  | Date of Birth: |  |
| First name of child: |  | Name known as:*(if different)* |  |
|  |
| Home address:**Postcode:** |
|  |
| Parent/carer name (1): | **Ms/Miss/Mrs/Mr** |
| Relationship to child: |  |
| Full address (if different): | **Postcode:** |
| Telephone No: |  |
| Email address: | Would you prefer to receive invoices, newsletters and information via email? **Yes/No** *(please delete as appropriate)**If YES please sign here to consent to us contacting you for the purposes above ………………………………………………………* |
| Parent/carer name (2): | **Ms/Miss/Mrs/Mr** |
| Relationship to child: |  |
| Full address (if different): | **Postcode:** |
| Telephone No: |  |
| Email address: | Would you prefer to receive invoices, newsletters and information via email? **Yes/No** *(please delete as appropriate)**If YES please sign here to consent to us contacting you for the purposes above ………………………………………………………* |
| If applicable please indicate which carer has parental responsibility for the child. | **🞎 Carer 1🞎 Carer 2** |
| PREFERRED START DATE |
| Please indicate below when you would like your child to start at Mortimer Pre-School. Please note that our main intake is in September, at the start of the academic year. Whilst we make every effort to accommodate your wishes, we cannot guarantee that you will be allocated this start date. |

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| --- | --- | --- | --- |
| **January 2020 🞎** | **Easter 2020 🞎** | **September 2020 - 🞎** | **Other (please state below)** |

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| ADDITIONAL INFORMATION (eg if your child attends any other pre-school or nursery) (Voluntary Completion) |
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| Funding / Invoiced SEsSIONS (Voluntary Completion) |
| To support us in our business planning please note how many hours of Universal (15 Hours) Extended Hours (30 Hours) you wish to claim for. ... hours Universal Funding… hours Extended Funding |

Please be advised that this application form and offer of a place are subject to our terms and conditions provided to you in on our website. If you find that you no longer need the place, please inform us as soon as possible via the address or email address shown above.

Once your child is offered a place and you accept it, on admission we will need some details about your child and your family. We have a legal obligation to collect and process this information in accordance with the Early Years Foundation Stage (Welfare Requirements) Regulations 2012. Where information to be supplied is voluntary or where we do need consent we will identify you of this.

We use email to contact parents regarding admissions applications and when allocating places, unless a parent has asked to be contacted in writing. Please ensure that you have provided an up-to-date email or postal address and notify us of any changes to these as soon as possible. We advise that you add our email address admissions@mortimerpreschool.org.uk to your contacts list to avoid our emails being blocked by email filters.

**I wish to be contacted via email / in writing (***delete as appropriate)*

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| We usIt Signed parent/carer (1):*With parental responsibility* |  | Date: |  |

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| --- | --- | --- | --- |
| Signed parent/carer (2):*With parental responsibility* |  | Date: |  |

*Office Use only: Date application received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

It would be really useful to us, if you were able to tell us where you heard about Mortimer Pre-School. The information will only be used to support our understanding of how best to raise awareness of our Early Years Setting. Please comment below………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………