



10.3 WAITING LIST APPLICATION FORM

CHILD'S DETAILS

First Name:		Surname Name:	
Address			
Date of Birth:		Gender:	Male / Female

PARENT/CARER DETAILS

Parent/Carer's Name:		Relationship to Child:	
Address: (If different from above)			
Email address:			
Home Telephone No:		Mobile Number:	

SESSION PREFERENCE

(please tick the sessions you would prefer. Please note this is not a guarantee, they will only be offered if available)

	MONDAY	TUESDAY	WEDNESDAY	THURDAY	FRIDAY
AM Session (9am – 12pm)					
Lunch Club (12 – 12.30)					
PM Session (12.30 -3.30)			*		*
Start Date: You will be contacted approximately a term before the date given to confirm sessions.				Total number of session per week:	
Are you entitled to 2 Year old funding:	YES / NO	When your child is eligible for funding, would you be entitled to 30 hour funding:			YES / NO
Will your child be attending another playgroup as well as this one?	YES / NO		Will your child be attending a Nursery attached to their chosen school when they become funded?		YES / NO
Have you enclosed a deposit/admin fee of £20.00 Please note until a £20.00 deposit is received your child will not be put on our waiting list.					YES / NO

PLEASE RETURN THIS COMPLETED FORM ALONG WITH YOUR £20 DEPOSIT TO THE PLAYGROUP

A deposit of £20.00 is required for your child to be added to our waiting list. Upon acceptance of sessions the deposit will become a non-refundable administration fee.

ALLOCATION OF SESSIONS

Places will be allocated firstly to siblings & then to children on the waiting list who have paid a deposit (in date order of when forms and deposits were received.)

CANCELLING PLACE ON WAITING LIST

If you find that you no longer need the place, please inform us as soon as possible. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice). Your deposit will be refunded.

OFFICE USE

DATE DEPOSIT REC'D		INPUTTED ONTO WAITING LIST	
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NOTE: * These sessions are our school readiness session for 3 and 4 year olds

10.18 Privacy Notice - How we use children's information

The Data Protection Lead with responsibility for monitoring this privacy notice is Tracy Moodie

Why do we collect and use children's information?

Hempstead Pavilion Playgroup Ltd will record, process and keep personal information on you and your child in accordance with Article 6 – 'the rights of data subjects' under the Data Protection Act 1998. {Article 9 – 'processing of special categories of personal data' under the GDPR - from May 2018}

We use this data to:

- Support children's learning
- Make assessments and report on children's development
- Safeguard the children in our care in accordance with relevant legislation
- Comply with Government legislation
- Assess the quality of our services
- To comply with the law regarding data sharing

Hempstead Pavilion Playgroup Ltd collect, hold and share two kinds of records on children attending our setting.

Developmental records

These include:

- Developmental information collected prior to the child starting at the setting
- A copy of the child's Two Year Old Progress Check
- Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records.
- A summary of the child's EYFS profile report.

Personal records

These include:

- Personal details – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language and nationality.
- Contractual matters – including the child's days and times of attendance, a record of the child's fees and/or funding entitlement, any records of fee reminders and/or disputes
- Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.
- Children's health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication records.
- Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.
- Early support and SEN – including any focussed intervention provided by our setting, a record of the child's IEP and, where relevant, their Statement of Special Education Need.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children

Collecting information

Whilst the majority of information you provide to us is mandatory, 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 information to us or if you have a choice in this.

Storing pupil data

We ensure that access to children's files is restricted to those authorised to see them such as the manager, deputy, designated person for child protection, the child's key person or the setting SENCo. These confidential records are stored in a locked filing cabinet.

We retain children's records for three years after they have left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively.

Sharing information

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

We routinely share information without consent with:

- schools that children attend after leaving us
- our local authority for the purposes of FFEE and the Early Years Census
- the Department for Education (DfE) as part of statutory data collections.
- Insurance underwriters (if applicable)

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

- there is evidence that the child is suffering or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

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

Further information regarding information sharing and confidentiality can be found in the attached policies.

Data Collection Requirements

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

For information about services for young people, please visit our local authority website <http://www.medway.gov.uk>.

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 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-user-guide-an-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 data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://giv.uk/data-protection-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-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents/guardians, children and young people have the right to request access to information about them that we hold. Where a child is too young to give 'informed consent' the parent is the 'subject' of the file and has a right to see the information held.

Children's developmental records are shared regularly with parents/guardians and formal requests to access these is not required.

To make a request for your personal information contact [Name of person with responsibility/Data Protection Officer] following the procedure detailed in our access to records policy.

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 would like to discuss anything in this privacy notice, please contact Tracy Moodie

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

Updated by: T Moodie 23/04/18