



## WEYHILL MONTESSORI SCHOOL

## ENROLMENT FORM

Please return this form to: Mandy Hall, Weyhill Montessori School  
Scout HQ, Youth Campus, Weyhill, Haslemere, Surrey, GU27 1BX

Child's full name:

Name by which your child is known:

Date of Birth:

Male  Female

Names & ages of siblings:

Languages spoken at home:

Religion:

Home address:

Telephone:

Email:

Mother's name:

Daytime address:

Occupation:

Telephone:

Mobile:

Father's name:

Daytime address:

Occupation:

Telephone:

Mobile:

Will you be the main person collecting your child?  yes  no

Please provide details of 2 other adults who you authorise to collect your child and you authorise to act in an emergency for your child if we are unable to contact you. [\(Please ask permission for us to use their contact details and for what purpose and inform them of the password. They are welcome to contact us on the above number if they have any questions.\)](#)

Name:

Contact number:

Relationship to child:

Name:

Contact number:

Relationship to child:

Password to be used to secure their identity if they are collecting your child on your behalf:

Family doctor:

Address:

Telephone:

Health Visitor:

Has your child attended a 2 year check with the Health Visitor?

yes  no  not applicable

Were there any developmental concerns?  yes  no

Record of immunisations:

Diphtheria/Tetanus/Pertussis + Polio + Hib  yes  no

Pneumococcal  yes  no

Rotavirus  yes  no

Meningitis C  yes  no

MMR  yes  no

Seasonal influenza  yes  no

My child is not immunised

Record of any infections, diseases, operations, accidents or allergies:

Details of ongoing treatment, medication:

Special dietary requirements, food allergies or intolerances:

Diagnosed Special Educational Needs or additional support required:

Health professionals currently involved in your child's care (paediatrician, speech therapist etc):

Is your child toilet trained?  yes  no  not currently applicable

Term and year you wish your child to start:

Preferred days & sessions:

Would you consider starting your child with afternoon sessions if a morning place was unavailable?  yes  no

Will your child be attending another childcare setting or childminder in addition to coming to our nursery:

### **Permissions & Photography**

I authorise Weyhill Montessori School to disclose information about myself, my partner and children to local and national government bodies (it is a condition of receiving funding for your child that certain details are submitted) & where applicable, to share information on my children with the local Children's Centre.  yes  no

I authorise Weyhill Montessori School to disclose our names to The Friends of Weyhill Montessori School (a group set up by parents to raise funds for the school and to facilitate contact between parents)  yes  no

I authorise Weyhill Montessori School to use photographic images of my child to record evidence of their learning & developmental achievements and allow them to display such images within the setting and to store these images on the My Montessori Child system.  yes  no

I understand that my child's image may be captured in the background of other children's photographs. This may then be displayed on their parent portal and downloaded by the parent once their child leaves the nursery.  yes  no

I understand that other parents may wish to photograph or film concerts or events taking place within the setting that may include my child and I am happy for my child to still take part in these events.  yes  no

I agree not to take photographs within the setting of other children without the prior agreement of their parents.  yes  no

### **Safeguarding**

I understand that it is the priority of Weyhill Montessori School to protect and care for the children who attend the setting. They comply with local child protection procedures approved by Surrey Safeguarding Childrens Board and in the event of safeguarding concerns, I consent to them sharing confidential information with the relevant outside agencies & statutory authorities.  yes  no

### **30 hours Free Entitlement**

I understand that if I am enrolled for 30 hours 'extended' funding and my circumstances change to disqualify me from the 30 hour entitlement, I will be liable to pay for the full outstanding balance  yes  no

### **Conditions of Enrolment**

To enrol your child, please complete and return this form along with the £40 enrolment fee, cheques made payable to Weyhill Montessori School (this fee is non-refundable). Parents are requested to advise the school of any information relevant to the care of their child. If your application is successful, we will acknowledge this in writing. If we do not have a place available, we will contact you to determine whether you wish to place your child's name on our waiting list, or would prefer to withdraw your application. Please note that we are usually able to accommodate children on our waiting list, but that enrolment on the list does not guarantee a place.

### **Notice of Termination**

A full term's notice is required to terminate the enrolment contract. This must be given in writing on or before, the first day of your child's last full term. If no such notice is given, your child's place is automatically held.

Mandy Hall reserves the right to terminate the contract immediately if, in her reasonable opinion, a child can no longer be accommodated by the school.

In the unlikely event that schooling cannot be provided, the school's liability will be limited to returning a proportion of the fees for the term in question.

## **Privacy Notice (under the Data Protection Act 1998 & General Data Protection Regulation (GDPR) 2018 )**

The information you have now shared with us will, in part, be held on a computer and on the My Montessori Child web based system. This is a secure and fully encrypted system which follows rigorous data protection policy. Both Weyhill Montessori School and My Montessori Child are registered with the Information Commissioners Office and all information and photos held by Weyhill Montessori and by My Montessori Child will be held confidentially and securely in accordance with the Data Protection Act 1998. Before uploading your data we will ask you to read and give consent to the terms of My Montessori Childs Privacy Policy.

This information we have about you and your child has been:

- Obtained lawfully & fairly processed.
- Will be held only for specific and lawful purposes and not processed in any matter incompatible with these purposes. [The information gathered is held purely to assist in the administration of the school, to administer safe and secure child care and effective early years education. We will use this information to communicate with you \(by phone, text, email, post\) and to meet our EYFS Statutory requirements.](#)
- Relevant, adequate and not excessive for these purposes.
- Accurate and where necessary, kept up to date. [We do make every effort to ensure that the information we hold is current, you can help us by letting us know of any changes.](#)
- Not kept for longer than necessary. [Information will be held during your child's time with us and then archived for a further 21 years and 3 months in line with the guidelines drawn from European Court of Human Rights judgements.](#)
- The data subject ([you, your partner and children](#)) will be informed upon request of all the information held about you by a particular data controller ([Weyhill Montessori School](#)).
- The data subject has the right to prevent the processing of their data for the purpose of direct marketing. [None of your data will be shared with any other organisations for the purpose of direct marketing. However, we may be asked to share it with Ofsted, Local Governing Authorities, Schools, Surrey Safeguarding or Professional health services.](#)
- The data subject has the right to compensation if they can show that they have been caused any damage by any contravention of the Act.
- The data subject has the right to access, rectify, delete, restrict or object to the information processed. Please speak with the Principal for access requests.
- The data will not be transferred outside the European Economic Area unless the data controller is satisfied that the country in question can provide adequate levels of security for the data. [We transfer no data outside the UK.](#)
- Every effort is made to ensure that personal data is stored & maintained with adequate security to avoid the accidental loss, destruction or unauthorised disclosure of data.

I have read and agree to these conditions of enrolment and to the use and storage of personal information.

I agree to give a full term's written notice of withdrawal of my child from the school on or before, the first day of his/her last term of attendance. I agree to pay a further full term's fees (at the non funded rate) if I give any shorter notice. I enclose the £40 enrolment fee (non-refundable).

Signed..... Print Name. ....

Date.....

Relationship to child.....