



Edward Francis Primary School
Uplands Park Road
Rayleigh SS6 8AJ
email: fairviewpreschool@hotmail.com
Tel: 0771 370 1655

September 2021

Dear Parent/Carer,

Thank you for your enquiry regarding your child starting at Fairview Under Five's Group.

To register your child for a place at Fairview, please kindly complete and return the attached Registration Form, at your earliest convenience. A non-refundable registration fee is also required to confirm your child's place at Fairview. Further information is provided below.

Please be assured that all information you supply will be kept in accordance with General Data Protection Regulations, further detail of which is provided at the end of the Registration Form.

Non-Refundable Registration Fee

If your child will be under 3 years of age and not in receipt of Free Early Education Entitlement funding when they start at Fairview, a non-refundable registration fee of £25.00 will be required to secure their place. This fee covers the necessary costs associated with registering your child at our preschool. Your child will also be provided with a Fairview T shirt as part of the registration fee payment.

If your child will be over 3 years of age and in receipt of Free Early Education Entitlement when they start at Fairview, we kindly ask you for a voluntary registration fee contribution of £25.00 to secure their place. This contribution covers the necessary costs associated with registering your child at our preschool. Your child will also be provided with a Fairview T shirt as part of the registration contribution. Fairview is a registered charity and, therefore, relies on contributions to carry out day to day business successfully. Your contribution is, therefore, much appreciated.

Registration fee cheques should be made payable to **Fairview Under Five's Group**. Alternatively, we welcome payment by direct bank transfer (our preferred payment option), bank account details of which are set out below:

Name of Bank Account: Fairview Under 5's Group
Sort Code: 54-30-60
Account Number: 72882247

Our Admissions Policy is updated annually. Currently, we kindly request that all new starters aged 2 attend a minimum of **3 sessions per week** and, provided spaces are available, your child may start at Fairview from the academic term after they turn 2 years of age.

If your child will be attending Fairview for their final year prior to primary school, we kindly request that they attend a minimum of **4 sessions per week**.

Sessions offered at Fairview from September 2021 will be as follows:

- Morning sessions: Mon–Fri 9:00am – 12:00pm (3 hours) - £20.00
- Afternoon sessions: Mon–Fri 12:00pm – 15:00pm (3 hours – a packed lunch will be required)- £20.00
- Full day sessions (equal to 2 sessions): Mon-Fri 9:00am - 15:00pm (6 hours – a packed lunch will be required)- £40.00

A snack fee of £0.70 per morning or full day session per child attending is also charged.

Please kindly return your completed Registration Form to Fairview Under Five's Group by email or to the above address, marked for the attention of Emily Wilson. An e-mail will be sent in receipt of the registration form and associated fee / voluntary contribution.

Once again, thank you for choosing Fairview Under Five's Group. Should you have any further queries, please do not hesitate to contact me.

We look forward to welcoming your family to our wonderful preschool in the near future.

Kind regards,

Emily Wilson
Office manager
Telephone No: 07787 035 642
Email: Fairviewpreschool@hotmail.com



Pupil Registration Form

Child's name

Preferred name (eg Lizzie, Joe)

Gender: Male / Female (Please delete, where appropriate)

Date of Birth/ /

Parent's / Carer's names

Address.....

..... Postcode

Home phone no:..... Mobile no.

Email address:@.....

Term you wish your child to start at Fairview Under Five's Group
(eg. September 2022)

Sibling of child currently attending or recently attended Fairview?

Sessions Requested:

Please tick, where appropriate, the sessions you wish your child to attend. Please note, there is no guarantee these sessions will be available, but we endeavour to accommodate your request.

| | Morning Session 9:00am to 12:00pm (3 hours) | Afternoon Session 12:00pm to 15:00pm (3 hours) | Full Day Session 9:00am to 15:00pm (6 hours) |
|-----------|---|--|--|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

Signed:

Name of Parent / Carer:

Dated:

General Data Protection Regulation

Why do we need Pupil Registration information?

We require both your child's details and parent / carer details in order to register your child at Fairview. By completing the registration process you consent to Fairview Under Fives Group contacting you about the registration of your child.

What we do with this information?

We process the data during the registration process in order to include your child on our pupil register for the Academic Year, in addition to processing any claim for Free Early Education Entitlement funding.

We hold all information in a secure and safeplace within our setting, plus digitally, in secure cloud based storage. This information is used by our pre school Administrator as well as the Manager and staff at pre school.

Who do we share this information with?

In order to remain compliant with our legal obligations, we share the registration details of the children at Fairview Under Fives Group with the Local Area Education Authority, OFSTED, the Police and Social Services if / when requested.

With your consent, we will also share details with any professionals from outside agencies, such as Health Visitors and speech and language therapists or with other Early Years Providers or your ongoing Primary School.

How long do we keep this information?

Once your child has been registered at Fairview Under Fives Group, we keep all registration information for up to 3 years after your child has left the setting, as recommended in the Statutory Framework for the Early Years Foundation Stage 2021, underpinned by the Childcare Act 2006. After this time period, both digital and physical data is destroyed.

If your child is registered to attend Fairview however does not ever start at pre-school, we will destroy all registration data, both digital and physical, on receipt of confirmation from you that your child will no longer attend Fairview.