



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

September 2023

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 payments should be made by direct bank transfer, bank account details of which are set out below:

Name of Bank Account: Fairview Under 5's Group  
Sort Code: 23-05-80  
Account Number: 45158454

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 2024 will be as follows:

- Morning sessions: Mon–Fri 9:00am – 12:00pm (3 hours) - £24.00
- Afternoon sessions: Mon–Fri 12:00pm – 15:00pm (3 hours – a packed lunch will be required)- £24.00
- Full day sessions (equal to 2 sessions): Mon-Fri 9:00am - 15:00pm (6 hours – a packed lunch will be required)- £48.00

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 Rosie Rayment. An e-mail will be sent in receipt of the registration form and associated fee / voluntary contribution.

Places are allocated according to the following priorities:

- 1) Looked after children (in the care of the Local Authority).
- 2) Existing pupils.
- 3) Deferred places from the previous year.
- 4) Siblings (attended Fairview in the last 5 years).
- 5) Date of registration on our waiting list.

Please note that places will be offered to those aged 2 years or over on the 1<sup>st</sup> September over those that are not, regardless of their placing on the waiting list.

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,

*Rosie Rayment*

Office manager

Telephone No: 07787 035 642

Email: [Fairviewpreschool@hotmail.com](mailto: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 2024, September 2025)**

**Sibling of child currently attending or recently (in the last 5 years) 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.

	<b>Morning Session</b> <b>9:00am to 12:00pm</b> (3 hours)	<b>Afternoon Session</b> <b>12:00pm to 15:00pm</b> (3 hours)	<b>Full Day Session</b> <b>9:00am to 15:00pm</b> (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.