



Portland Spencer Academy Application for Nursery

For Office Use Only:

Application Date:

Admission Due Date:

Groovy Twos Start Date:

SURNAME: (as appears on Birth Certificate)	
FORENAMES:	
Date of Birth:	Male / Female:
Home Address:	
Post Code:	

Session Preference: <i>(please tick as appropriate)</i> We try to accommodate requests for specific sessions but please be aware this may not always be possible.	Morning or Afternoon
30 Hour Eligibility: <i>(please circle as appropriate)</i>	YES / NO

Sibling(s) in School: YES/ NO	Name of sibling(s):
Medical or Dietary Needs: YES/ NO	Details:

Parent / Guardian – Priority 1 This is the primary contact for the school and must be a person with parental responsibility for the child. This must be a parent / guardian with whom the child usually lives.	
Title	
Forename	
Surname	
Relationship to child	MOTHER / FATHER / GUARDIAN
Home Address
	Post Code:
Mobile	
Email address	

Parent / Guardian – Priority 2 This is a second parent/guardian with parental responsibility for your child. This parent / guardian will be contacted should the Priority 1 contact be unavailable.	
Title	
Forename	
Surname	
Relationship to child	MOTHER / FATHER / GUARDIAN
Home Address
	Post Code:
Mobile	
Email address	

Welcome to Groovy Twos

Dear Parent/Guardian

We offer a stay and play session – ‘Groovy Twos’ to children who are two and over. We welcome you and your 2-year-old to be part of our nursery. Feel free to join in the activities, allow your child to play with the other children, enjoy our toys and resources. But be prepared to laugh, sing, get a little messy and learn lots!

You are responsible for the children you sign in, but the adults are there to support in whatever way they can.

Sometimes we may be taking photos or videos of the children to share inside of school, on Class Dojo, on our website, on Twitter etc. The Spencer Academies Trust is a GDPR compliant organisation. We hold information relating to your child including as part of our legitimate purpose to provide education and safeguarding services. Please read our privacy notice overleaf and complete the consent form.

If you have any questions please speak to a member of the office staff.

Yours faithfully

Mrs Kate Green
Executive Headteacher

I would like my child to attend Groovy Twos	<input type="checkbox"/>	Signed	Parent/Guardian
Emergency contact (other than Parent/guardian)			

CONSENT FORM – PERSONAL DATA

During your child’s time with us we will gather information about them which we will use for various purposes. A Privacy Notice has been drafted in relation to the use of this information, and is available on the school website.

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables below. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your child’s place at Portland Spencer Academy. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables includes photographs and videos of your child. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

- Withholding information that might allow identification of your child without explicit consent for this
- Upholding the standards set out in the Spencer Academies Trust Use of Digital Images Policy.

Please note that The Spencer Academies Trust and Portland Spencer Academy may provide photographs and videos to the media, or Portland Spencer Academy may be visited by the media who will take videos and photographs. When images have been submitted to or taken by the media the Trust and school maintain no control over such images.

Celebrating Your Child’s Achievements and Reporting on Events		
Both as a Multi- Spencer Academy Trust and at Portland Spencer Academy level, we are very proud of the achievements of all of our pupils. We want to be able to celebrate these achievements both within the Trust and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.		
In order to celebrate my child’s achievements I am happy for the Trust and school to use:	Yes	No
• 1. Photographs of my child	Yes	No
• 2. Videos of my child	Yes	No
The following information may be used with the above:	Yes	No
• 3. Name	Yes	No
• 4. Class	Yes	No
• 5. Year Group	Yes	No
I am happy for the following information to be used <u>but only without</u> photographs or videos of my child:	Yes	No
• 6. Name	Yes	No
• 7. Class	Yes	No
• 8. Year Group	Yes	No
I am happy for the information selected above to be used:	Yes	No
• 9. On internal screens which may also be viewed by visitors to the Portland Spencer Academy site and on internal notice boards	Yes	No
• 10. On the Trust and Portland Spencer Academy intranet	Yes	No
• 11. As part of Trust and Portland Spencer Academy websites	Yes	No
• 12. On Trust and Portland Spencer Academy social media sites	Yes	No
• 13. In local news media - newspapers, websites and television	Yes	No
• 14. In national news media - newspapers, websites and television	Yes	No

Promoting the Trust and Portland Spencer Academy		
We want to be able to promote the trust and academy to attract new pupils, and to show the quality of our educational delivery. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This may include prospectuses, annual reports and other trust and academy documentation; on social media and where appropriate, may include taking part in local and national media opportunities.		
I am happy for the information selected below to be used for the purpose of promoting the Trust and Portland Spencer Academy:	Yes	No
• 15. Photographs of my child	Yes	No
• 16. Videos of my child	Yes	No
The following information may be used with the above:	Yes	No
• 17. Name	Yes	No
• 18. Class	Yes	No
• 19. Year Group	Yes	No
I am happy for the following information to be used <u>but only without</u> photographs or videos of my child:	Yes	No
• 20. Name	Yes	No
• 21. Class	Yes	No
• 22. Year Group	Yes	No
I am happy for the information selected above to be used:	Yes	No
• 23. On the Trust and Portland Spencer Academy websites	Yes	No
• 24. In the Trust and Portland Spencer Academy prospectus	Yes	No
• 25. For other purposes supporting the work of the Trust or Portland Spencer Academy	Yes	No