

(PLEASE DO NOT ENROL YOUR CHILD UNTIL YOU HAVE BEEN TO VISIT US)
WEYHILL MONTESSORI SCHOOL ENROLMENT

Child's full name:

Name by which 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:

Name and telephone number of other person (in case of emergency):

Names of main people collecting your child:

Family doctor:

Address:

Telephone:

Health Visitor:

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

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

Details of ongoing treatment, medication:

Special dietary requirements:

Is your child toilet trained? yes no

Special Educational Needs:

Term and year you wish your child to start:

Preferred sessions:

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

Any other nursery group experience:

Please write any other relevant information here:

Data Protection Act 1998

As this information will, in part, be held on a computer, Weyhill Montessori School Ltd has 'notified' under the Data Protection Act 1998. This means that information held about you and your child is:

- Obtained lawfully
- 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 and the care of your child.**
- 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 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 child(ren)**) be informed upon request of all the information held about them by a particular data controller (**Weyhill Montessori School Ltd**).
- 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.**
- 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 can require the removal or correction of any inaccurate data about them.
- 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 authorise Weyhill Montessori School Ltd 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** (PLEASE ENCIRCLE ONE)

I authorise Weyhill Montessori School Ltd to disclose our names to The Friends of Weyhill Montessori School Ltd (a group set up by parents to raise funds for the school and to facilitate contact between parents)

Yes **No** (PLEASE ENCIRCLE ONE)

I authorise Weyhill Montessori School Ltd 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.

Yes **No** (PLEASE ENCIRCLE ONE)

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 take part in these events.

Yes **No** (PLEASE ENCIRCLE ONE)

I agree not to take photographs within the setting of other children on their own, without the prior agreement of their parents.

Yes **No** (PLEASE ENCIRCLE ONE)

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 (PLEASE CIRCLE ONE)

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 Ltd (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.

I have read, understood and agree to the conditions of enrolment.

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 if I give any shorter notice.

I enclose the £40 enrolment fee (non-refundable).

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

Return to: Weyhill Montessori, Scout HQ, Youth Campus, Weyhill, Haslemere, GU27 1BX