



# Our Lady of the Wayside PreSchool

Parish Hall, 566 Stratford Road, Shirley, Solihull, West Midlands

B90 4AY

[www.OLOWpreschool.com](http://www.OLOWpreschool.com)

[ourladyofthewaysidepreschool@gmail.com](mailto:ourladyofthewaysidepreschool@gmail.com)

Telephone No: 07474 743744

Registered Charity 1033527

## APPLICATION FOR A PLACE AT PRESCHOOL 2020 - 2021

Child's First Name:	
Child's Middle Names:	
Child's Surname:	
Please delete as appropriate:	BOY/GIRL
Child's date of birth:	
Address:	
Parent/Carer Name (1)	
Relationship to Child:	
Address: (if different)	
	Home Tel No:
	Work Tel No:
	Mobile Tel No:
Post Code:	
Email address:	
Parent/Carer Name (2)	
Relationship to Child:	
Address: (if different)	
	Home Tel No:
	Work Tel No:
Post Code:	
Email address:	

**Our Pre-School sessions, are Monday - Friday, during term time 9.15am - 12.15pm.**

Please advise how many Pre-School sessions you would like your child to attend (minimum of 2 sessions):-

Monday

Tuesday

Wednesday

Thursday

Friday

This application places your child on our waiting list. We will contact you shortly after our closing date for application (listed below). **Please note that completion of this form does not guarantee a place.** You are applying for a place at Pre-School for your child; if a place is offered it will be for your child and you will not be able to transfer to another child.

School Year 2020/21

Friday 28<sup>th</sup> February 2020

Please tell us how you heard about our Pre-School:

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Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child's birth certificate is required at this point, with a copy made for our file.

If you find that you no longer need a place, please inform us as soon as possible. Should you decide you no longer need the place, we will not retain the details on this application form (see our Privacy Notice).

Signed parent/carer (1): \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signed parent/carer (2): \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Please return the completed form & registration fee of £30.00 (Cheques made payable to O.L.O.W. Pre-School) to Annette McHale, Finance Officer, OLOW Pre-School, Parish Hall, 566 Stratford Road, Shirley, Solihull B90 4AY**

Please call Pre-School between 9.00am - 1.00pm if you have any queries 07474 743744

Alternatively, email us at: [ourladyofthewaysidepreschool@gmail.com](mailto:ourladyofthewaysidepreschool@gmail.com)

**For PreSchool Use Only**

Date Registration Fee & Completed Form Received:	
Offer Issued & Date:	
Days offered (delete as appropriate)	Mon/Tue/Wed/Thurs/Fri
Place on Waiting List:	
Date Deposit & signed Terms & Conditions Received	
Visit Date:	
Start Date:	
All parental forms completed:	
File complete:	

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## PRIVACY NOTICE

*Our Data Protection Officer is:* Ann Marie Brady, Pre-School Manager

### **Introduction**

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

### **What Personal Data Do We Collect?**

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- ✚ your child's name, date of birth, address, health and medical needs, development needs and any special educational needs.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- ✚ your name, home and work address, phone numbers, emergency contact details and family details.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare we will also collect:

- ✚ your national insurance number or unique taxpayer reference (UTR), if you are self-employed. We may collect information regarding benefits and family credits that you are in receipt of.

## **Why We Collect this Information and the Legal Basis for Handling Your Data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's well-being and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and to respond to any questions which you may have
- to process your claim for up to 30 hours free childcare (where applicable)
- to keep you updated with information about our service

With your consent we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the nursery/school that your child will be attending (*see Transfer of Records Policy*).

## **Who We Share Your Data With**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:-

- Ofsted - during an inspection or following a complaint about our service
- banking services to process chip & pin and/or direct debit payments (as applicable)
- the Local Authority (where you can claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the nursery/school that your child will be attending

We will also share your data, if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children, for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety;

- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes.

### **How do We Protect Your Data?**

We protect unauthorised access to your personal data and prevent it being lost, accidentally destroyed, misused or disclosed by Our Lady of the Wayside Pre-School, 566 Stratford Road, Shirley, Solihull, West Midlands B90 4AY.

### **How Long Do We Retain Your Data?**

We retain your child's personal data for up to 3 years after your child no longer uses our setting or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our *Children's and Provider Records policies*).

### **Automated Decision-Making**

We do not make any decisions about your child based solely on automated decision-making.

### **Your Rights With Respect to Your Data**

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO) The ICO can be contacted at Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

### **Changes To This Notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.