

## BANKS ROAD NURSERY SCHOOL PUPIL PERSONAL DETAILS FORM

### NOTES OF GUIDANCE

Before your child can start School you are required to complete the attached Pupil Details form. This is a very important document in ensuring that we have all the necessary information for you and your child. Please complete the form in **black ink** (and in your best handwriting!) and **return it to the school office by Friday 25<sup>th</sup> June.**

The following notes are to help you to complete the form; however if you are unsure about any part of it, leave it and we can discuss it at the meeting. **Please complete sections 1 - 6**

#### Section 1: Pupil Personal Information

- Indicate gender by M or F
- Give position in family e.g. 1/3 would be the eldest of three children. 1/1 is an only child.

#### Section 2: Parent/Carer/Guardianship Information

##### Parental Responsibility

- Fill in as appropriate. Married couples have joint responsibility.
- Even if the Mother or Father are not to be contacted in an Emergency, please complete both sections. Only leave out the information for a parent if the child has no contact with them.
- Where relevant please provide as much detail as necessary about living arrangements; this is particularly important where parents are separated and whether the child is adopted or looked after.

##### Contact details

- Please give as much contact detail as possible, including mobile telephone numbers as this helps us to contact someone when your child is ill at nursery.

#### Section 3: Medical Information

- Give details of asthma, allergies and disabilities and their treatment.
- Give details of any other on-going medical conditions for which your child currently has treatment
- Give details of any special needs.
- Give details of any personal circumstances that may affect your child in school. Let us know if there is dyslexia in the family.
- Give details of any speech therapy (if appropriate)

#### Section 4: Other Pupil Information

- Give details of any dietary needs. Notification of any allergies should be accompanied by a letter of support from your doctor.

#### Section 5: Cultural / Ethnic Information

- Tick the appropriate boxes for your child
- Include all languages regularly spoken at home

#### Section 6: School History

- Please provide details of any pre-school or day nursery that your child has attended.

**Thank you for completing the form. If you have any queries, please do not hesitate to ask!**

