

FOR OFFICE USE ONLY		Pupil Surname	<input type="text"/>
Year Group	<input type="text"/>	Pupil Forename	<input type="text"/>
Class	<input type="text"/>	Date of Birth	<input type="text"/>
Enrolment Date	<input type="text"/>		
	<input type="checkbox"/>	Date of Birth Confirmed	
	<input type="checkbox"/>	Proof of Address	
	<input type="checkbox"/>	Guardianship Confirmed	

ENROLLING YOUR CHILD IN EARLY LEARNING & CHILDCARE

This form should be completed if your child is starting in a Highland Council Early Learning & Childcare (ELC) setting for the first time, or if you have recently moved/are moving into a new area.

The form requests important information, necessary for the safety and wellbeing of your child at an Early Learning & Childcare setting. The Highland Council has a legal responsibility to ensure that this information is up-to-date. We believe that all children are of equal value and are entitled to the highest standards of provision throughout their education. The information that you provide will ensure we continue to offer an education service that meets the needs of all children and young people.

Some of this information must be shared with the Scottish Government for statistical purposes and for the allocation of funding. No children will be named in this information and it will be impossible to find out about any child from the numbers. The numbers will be used to make sure that all children have the education that best suits them.

The information provided will be maintained in accordance with the data protection legislation by the relevant school staff that need access to it, and a limited number of staff within the authority who provide appropriate support. Information on all pupils is held on the SEEMiS management information system within schools.

Your child's original birth certificate must be presented together with this form. For the following ELC setting in Inverness we also ask for a proof of your address as we expect high volumes of applications:

Lochardil PS Nursery

This form can also be completed and submitted online at www.highland.gov.uk/enrol

Data Protection

The information you have provided on this form (and the supporting evidence, where applicable) is collected and used by The Highland Council as described in the Privacy Notice 'Enrol your Child at a School or Early Learning and Childcare (ELC) setting' in Appendix 1.

The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law. In order to improve service delivery, we routinely exchange information with NHS Highland. This will only be done if necessary and all agencies will keep this information confidential.

I confirm I have read the Privacy Notice at Appendix 1

PUPIL ENROLMENT FORM

Pupil Details

1. Forename
2. Known As (if different)
3. Surname
4. Gender M/F 5. Date of Birth

Name of the Early Learning & Childcare Setting You Wish Your Child to Enrol in

6. Name of the ELC setting you wish your child to attend

If you enrol your child to one of the ELC settings listed on the first page of the form, please provide your 2nd and 3rd choice of ELC setting in case we are not able to provide a place in your first choice. Otherwise move to Q9

7. Second choice 8. Third choice

9. Name of your Catchment School

Catchment maps can be viewed on https://www.highland.gov.uk/downloads/download/678/school_catchment_maps

10. Has your child attended another Scottish local authority ELC setting at any time? YES NO
If NO, move to question 16

Name and Address of Most Recent Early Learning & Childcare setting Attended

11. ELC setting name
12. Street
13. Town
14. Postal Area 15. Postcode

Pupils Home Address Details

16. House Name/Number
17. Street
18. Town
19. Postcode
20. Pupil Home Telephone 21. Mobile Number

Parent/Guardian Contacts and Other Emergency Contact Details

Contact information for each child requires to be held within the ELC setting so that the correct person(s) may be contacted in the event of an emergency or illness, or for the purposes of correspondence including sending letters, issuing ELC information or in the event of ELC closure. The main contact will be the person who will receive all correspondence and will be the first point of contact - this does not necessarily have to be the parent or guardian. It is important to include:

- The parents or guardians of the child. We have a duty to inform both natural parents of a child, so please also include details of those not living at the home address
- At least one additional contact other than the parents/guardians who is available during the day in the event of an emergency (SOS Contact)
- Nominate one person whom the child may return to the home of in the event of adverse weather
- One additional contact from the previous area of residence is required where relevant
- Please obtain permission from each Priority Contact to share their personal details

PRIORITY CONTACT 1 – This person will always be the first point of contact

22. Title	<input type="text"/>	23. Relationship to Pupil	<input type="text"/>
24. Forename	<input type="text"/>	25. Parental Responsibility? YES	<input type="checkbox"/> NO <input type="checkbox"/>
26. Surname	<input type="text"/>	27. Preferred Language	<input type="text"/>

Address Details

28. House Name/Number	<input type="text"/>		
29. Street	<input type="text"/>		
30. Town	<input type="text"/>	31. Daytime Phone	<input type="text"/>
32. Postcode	<input type="text"/>	33. Mobile Number	<input type="text"/>
34. Email Address	<input type="text"/>		
35. Can this person be contacted in an emergency?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
36. In the event of adverse weather, can this contact accommodate the pupil?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
37. Is this contact a member of the Armed Services?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>Why do we want to know? Please see attached guidance note Appendix 2.</i>
38. If YES, is this Armed Services contact	Serving <input type="checkbox"/>	Veteran <input type="checkbox"/>	Reservist <input type="checkbox"/>
Please indicate which service	<input type="text"/>		
39. Should contact receive school reports or any other correspondence?	YES <input type="checkbox"/>	<input type="checkbox"/>	NO <input type="checkbox"/>

PRIORITY CONTACT 2 – This person will be the second point of contact

40. Title 41. Relationship to Pupil

42. Forename 43. Parental Responsibility? YES NO

44. Surname 45. Preferred Language

Address Details

46. House Name/Number

47. Street

48. Town 49. Daytime Phone

50. Postcode 51. Mobile Number

52. Email Address

53. Can this person be contacted in an emergency? YES NO

54. In the event of adverse weather, can this contact accommodate the pupil? YES NO

55. Is this contact a member of the Armed Services? YES NO *Why do we want to know? Please see attached guidance note Appendix 2.*

56. If YES, is this Armed Service contact Serving Veteran Reservist

Please indicate which service

57. Should contact receive school reports or any other correspondence? YES NO

PRIORITY CONTACT 3 – This person will be the third point of contact

58. Title 59. Relationship to Pupil

60. Forename 61. Parental Responsibility? YES NO

62. Surname 63. Preferred Language

Address Details

64. House Name/Number

65. Street

66. Town 67. Daytime Phone

68. Postcode 69. Mobile Number

70. Email Address

71. Can this person be contacted in an emergency? YES NO

72. In the event of adverse weather, can this contact accommodate the pupil? YES NO

73. Is this contact a member of the Armed Services? YES NO *Why do we want to know? Please see attached guidance note Appendix 2.*

74. If YES, is this Armed Service contact Serving Veteran Reservist

Please indicate which service

75. Should contact receive school reports or any other correspondence? YES NO

PRIORITY CONTACT 4 – This person will be the fourth point of contact

76. Title 77. Relationship to Pupil

78. Forename 79. Parental Responsibility? YES NO

80. Surname 81. Preferred Language

Address Details

82. House Name/Number

83. Street

84. Town 85. Daytime Phone

86. Postcode 87. Mobile Number

88. Email Address

89. Can this person be contacted in an emergency? YES NO

90. In the event of adverse weather, can this contact accommodate the pupil? YES NO

91. Is this contact a member of the Armed Services? YES NO *Why do we want to know? Please see attached guidance note Appendix 2.*

92. If YES, is this Armed Service contact

Serving

Veteran

Reservist

Please indicate which service

93. Should contact receive school reports or any other correspondence?

YES

NO

Information to Meet Requirements of Education (Additional Support for Learning) (Scotland) Act (Amended 2009) and Equalities Act 2010

94. Has your child had additional support needs at any time? YES NO (if NO, move to question 96)

95. Please supply any further relevant information below

Languages Spoken by Your Child

96. Main home language

97. Other languages spoken at home

Heritage

98. Ethnic Origin of Pupil

- | | | |
|--------------------------------|--|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Asian – Bangladeshi | <input type="checkbox"/> Mixed |
| <input type="checkbox"/> Black | <input type="checkbox"/> Asian – Chinese | <input type="checkbox"/> Traveller |
| | <input type="checkbox"/> Asian – Other | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Arab | <input type="checkbox"/> I prefer not to answer this question |

99. Religion

- | | |
|---|---|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Christian Roman Catholic | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Christian – Episcopal Church | <input type="checkbox"/> None |
| <input type="checkbox"/> Christian – Other | <input type="checkbox"/> Other |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> I prefer not to answer this question |
| <input type="checkbox"/> Jewish | |

100. National Identity

- | | | |
|---|----------------------------------|---|
| <input type="checkbox"/> Scottish | <input type="checkbox"/> Welsh | |
| <input type="checkbox"/> English | <input type="checkbox"/> British | |
| <input type="checkbox"/> Northern Irish | <input type="checkbox"/> Other | <input type="checkbox"/> I prefer not to answer this question |

101. Is the child an asylum seeker or refugee? YES NO

If Yes, please provide information about the child's recent asylum or refugee status

Siblings

102. If your child has any brothers or sisters already attending a Highland school or ELC setting, please list them below

Name of Brother(s) or Sister(s) if any

School or ELC setting where Brother(s)/Sister(s) currently attend

Sibling 1

Sibling 1 School/ELC

Sibling 2

Sibling 2 School/ ELC

Sibling 3

Sibling 3 School/ ELC

Sibling 4

Sibling 4 School/ ELC

Sibling 5

Sibling 5 School/ ELC

This page is intentionally blank

Medical Questionnaire

103. Please provide information about any medical conditions (including allergies or food intolerances) of your child

104. Add any additional information regarding medical conditions below

105. Name of your child's Health Visitor

106. Name and Address of Medical Practice your child is registered with

This page is intentionally blank

CONSENT

Consent Under Data Protection Legislation

The following consents will be valid for the duration of your child's education. You have the right to withdraw your consent at any time. If you wish to exercise this right, please contact your child's school directly.

- I give my consent for my child to be photographed and videoed for the purposes of promotional literature, displays and publicity materials which may be used on school social media sites or Highland Council's website
- I give my consent for my child to participate in school events such as plays, concerts, prize-givings and other performances or sports events where photographs will be taken by other parents
- I give my consent to the press taking photographs of my child when they are invited to cover events
- I give my consent for an account to be created for my child in GLOW, Google and with other education software /App providers as part of the Council's use of education software to enhance learning and teaching

- **A Highland Council provided google email account is necessary to access and use Council provided Chromebooks.** The Council are dedicated to enhancing pupil education through the use of Digital teaching and learning. We use systems such as G suite and national platforms like GLOW to deliver education. We have agreements in place with these external providers that ensure student personal information will not be used or shared beyond that needed for authorised educational/school purposes.

Local Trips/Visits Consent

- I give my consent for my child to take part in any trips local to the school

Internet and Email Access Consent

- I acknowledge my child must comply with the Highland Council Acceptable Use Policy when accessing the internet and email in school

The entitlement to hours for early learning and childcare settings runs for the whole year from the beginning of the autumn term in August.

Most school early learning and childcare settings only operate in term time. You may want to take a part of the child's entitlement at the school and use the rest of the time at a different setting for part of the week or bank their hours to use at a different setting in the school holiday.

Do you want to split your full entitlement with another ELC setting, or to bank some of your funded hours to use in a different ELC setting in the holiday period

Y N

If Yes, please give the name of the ELC setting

Checklist

Prior to submitting this form, please confirm the following

- I have read and understand the guidance on Early Learning & Childcare Enrolment Guidance for Parents
- I enclose a copy of a Utility/Council Tax bill as proof of address
- I enclose a copy of my child's Birth Certificate

DECLARATION

- I declare the information on this form to be correct to the best of my knowledge and confirm consent in accordance with the terms indicated above. I have ticked all relevant items with which I agree.

Signature

Date

Appendix 1: Privacy Notice - Enrol your Child at an ELC Setting

Description

In accordance with the Education (Scotland) Act 1980, the provision of education is the responsibility of local authorities. Education is provided at early learning and childcare, primary and secondary levels in both mainstream and special schools. The local authority, schools and early learning establishments process information about children and young people in order to help deliver education and care. Education has to be flexible to fit individual needs, be tailored to 'age, ability and aptitude' and personal information is required for this purpose. The data held by schools and educational establishment includes contact details, curriculum assessment results, attendance information, characteristics such as ethnic group, additional support needs and any relevant medical information. This data is required to:

- Communicate effectively with parents and guardians and promote parental engagement
- Support learning and teaching
- Monitor and report on progress and attendance
- Provide appropriate pastoral care
- Provide additional support needs and medical care
- Evaluate and develop education policy and strategies

If you don't give us your information

We need the information to allow us to enrol your child in a school. If you do not provide the necessary information your child may not be able to access education.

Conditions for processing personal information

We need to process this personal information to fulfil our obligations under the Education (Scotland) Act 1980 and other legislation such as the United Nations Convention on the Rights of the Child, Standards in Scotland's Schools etc Act 2000, Child and Young People (Scotland) Act 2014, The Equality Act 2010, The Education (Scotland) Act 2016, Gaelic Language (Scotland) Act 2005, The Young People's Involvement in Education and Training (Provision of Information) (Scotland) Order 2014 and NHS/ATOS Data Sharing, The Pupils' Educational Records (Scotland) Regulations 2003.

Your rights

- Access to personal data
- Rectification of personal data
- Erasure of personal data
- Restrict processing of personal data
- Object to the processing of personal data

Find out more about your rights

Who we share your information with

Depending on the age of your child we may share information where necessary with Scottish Government and our partner agencies such as NHS, Highlife Highland, Skills Development Scotland, SQA and other bodies responsible for administering services to children and young people. This is to support statistical reporting, medical and immunisation provision, health and wellbeing, careers and examination presentations.

Data is processed on behalf of the Council by IT systems providers and research consultants (for statistical analysis).

Highland Council may check the details provided for enrolment against records held by the Council for the purposes of administering Council Tax and Housing Benefit. This is to ensure that the pupil named on the enrolment form is allocated a place at a school in accordance with the catchment area as determined by The Highland Council. This check will also be used to validate the information held for the purposes of administering Council Tax, Housing Benefit and other entitlements.

Basic information, such as Highland Council provided Google email addresses, may be shared with educational software/App providers to enable accounts to be created for pupils as part of the Council's use of educational software to enhance learning and teaching.

How long we hold your information

Your information will be held for 5 years after the pupil leaves education.

Automated processing

Your personal information is not subject to automated decision making or profiling.

Data controller

The data controller is The Highland Council

Data Protection Officer

Contact our Data Protection Officer:

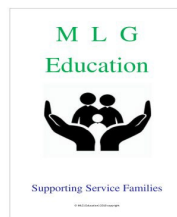
Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029
dpo@highland.gov.uk

Supervisory authority

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Phone 0303 123 1113
<https://ico.org.uk/global/contact-us/>

Appendix 2: Armed Forces Support



Highland is committed to supporting children and young people from Armed Forces Families. At times your child may want some help or you may feel some extra support could be helpful. We focus on developing a pupil's resilience. This means building on their strengths and the support in their lives to help them manage any problems.

How we can help:

- Direct support for the child
- Emotional support
- Family support
- Strategic planning across Highland

Due to the unique characteristics of service life whether regular, veteran or reserve, Highland Schools are committed to supporting the needs of your children and young people and family.

If we know, we can help

Highland Council has signed the Armed Forces Covenant and supports the service community Highland wide.

In Highland there is the Military Liaison Group (Education). This provides a unique partnership of services and agencies that come together regularly to plan and provide support to children of Armed Forces Families in the educational setting.

Highland has a wide network of support for Armed Forces Families.

Contact Louise Kinnear, Promoting Positive Relationships Coordinator who is the educational link for Armed Forces families: louise.kinnear2@highland.gov.uk

We are committed to our strong relationships with the Armed Forces in Highland.

For further information visit: https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools.

Highland Council shares its statistics with the Scottish Government