



PUPIL APPLICATION FORM

Hanwell Fields Community School
Rotary Way
Banbury
OX16 1ER
Tel. 01295 709583
Headteacher: Mr Alex Pearson

If you have any questions concerning the completion of this form, please contact the school.

Please complete each side of this form for your child. The information will be used for administrative purposes within this school. It may also be sent on to your child's next school or other educational institution. It is important that you tell us if there are any changes to the information you give and, from time to time, we may ask you to confirm that it is correct. The school collects and stores information in compliance with the UK GDPR and the Data Protection Act 1998. If you have any questions concerning the completion of this form, please contact the headteacher or the school Office.

Please be aware that completion of this form does not guarantee a place for your child if this has not been notified in writing.

SECTION 1: PUPIL'S DETAILS:

Legal Surname: _____ Forename: _____

Preferred Surname: _____

Gender: Male / Female

Date of Birth __ / __ / ____

Middle Name: _____

Chosen Name: _____

Pupil Address Details:

Postcode: _____ House Number/Name: _____

Street: _____ Town/City: _____

County: _____ Home Tel: _____

Is this the pupil's home address ☐ or term time only address ☐ (tick one box only)

If your child has siblings already at our school please provide their name(s):

SECTION 2: CONTACT DETAILS:

To fulfil the provisions of the Education (Pupil Registration) Regulations the school is required to keep an admissions register that includes the name and address of every person considered, in law, to be the parent of a pupil. Please note that this includes: mother; married father- even if separated or divorced from the mother; unmarried father- provided parental responsibility is obtained either by formal written agreement of the mother or by court order; any person who has a residence order in relation to the child; any person who has actual care of the child.

If any parents do not live with the pupil but require copies of school correspondence e.g. newsletters, pupil report, please notify the school.

Contact 1 Surname: _____ Forename: _____

Gender: Male / Female

Title: Mr / Mrs / Miss / Ms / Dr / Rev Other: _____

Postcode: _____ House Number/Name: _____

Street: _____ Town/City: _____

County: _____

Relationship to Pupil: e.g. Mother, Father etc _____

Does this contact have Parental Responsibility? Yes/No

1. Daytime Telephone Number: _____ is this a home ☐ work ☐ mobile number ☐

2. Alternative telephone number: _____ is this a home ☐ work ☐ mobile number ☐

3. Alternative telephone number: _____ is this a home ☐ work ☐ mobile number ☐

Please add any details that will help us contact you e.g. the name of your work place, extension number: _____

E-mail address: _____ home / work (*delete one*)

First Language: _____ Is a Translator Required? Yes/No

Contact 2 Surname: _____ Forename: _____

Gender: Male / Female

Title: Mr / Mrs / Miss / Ms / Dr / Rev Other: _____

Postcode: _____ House Number/Name: _____

Street: _____ Town/City: _____

County: _____

Relationship to Pupil: e.g. Mother, Father etc _____

Does this contact have Parental Responsibility? Yes/No

1. Daytime Telephone Number: _____ is this a home ☐ work ☐ mobile number ☐

2. Alternative telephone number: _____ is this a home ☐ work ☐ mobile number ☐

3. Alternative telephone number: _____ is this a home ☐ work ☐ mobile number ☐

Please add any details that will help us contact you e.g. the name of your work place, extension number: _____

E-mail address: _____ home / work (delete one)

First Language: _____ Is a Translator Required? Yes/No

If you have any further contacts (to include adults who have your permission to pick up your child from school) please provide their information on a separate piece of paper and attach it to this form.

SECTION 3: MEDICAL INFORMATION

Knowledge about children's health is vital if we are to help them reach their potential educationally. Would you please, therefore, supply the following information about your child. This information will be available to school staff and to the School Health Nurse Service and any other National Health Service professionals, as required.

GP's name: _____ Telephone number: _____

Address of practice: _____

Post Code: _____

In the event of an emergency do we have your consent to contact your child's doctor directly?

Yes ☐ No ☐

Has your child had his/ her pre-school booster? Yes ☐ No ☐ Don't know ☐

Do you give consent to your child's vision being screened by the School Health Nursing Service? Yes ☐ No ☐

Does your child suffer from:

Does your child have any problems with:

Asthma ☐

Mobility ☐

Epilepsy ☐

Behaviour ☐

Diabetes ☐

Hearing ☐

Bowel or bladder conditions ☐

Speech ☐

Serious allergies ☐

Vision ☐

Any other medical conditions ☐

Wears glasses ☐

If you have ticked any of the boxes, please give details:

Does your child need regular medication on prescription? Yes ☐ No ☐

Will your child need medication during school hours? Yes ☐ No ☐

If you have answered 'Yes' please contact the school to make an appointment to discuss your child's needs with school staff.

Does your child suffer from any condition which may affect his/ her participation in PE/ sport/ swimming? Yes ☐ No ☐

If you have answered YES to any of the above please give details...

SECTION 4: ETHNIC MONITORING:

Please tick the ethnic group to which your child belongs. Please note that this question is not about citizenship or nationality. The school collects this information to monitor equality of opportunity or treatment. Further information regarding how we use and safeguard this information is contained in our Policy on Processing Special Category Personal Data. We are required to share this information with the Department for Education via the school census.

White British should include any pupils from England, Scotland, Wales and Northern Ireland. White Irish should include any pupils from the republic of Ireland.

White British	☐	Asian or Asian British - Indian	☐
White Irish	☐	Asian or Asian British - any other Asian background*	☐
White Traveller of Irish heritage	☐	Asian or Asian-British- Pakistani	☐
Any other white background*	☐	Black or Black-British - African	☐
White Gypsy/ Roma	☐	Black or Black-British - Caribbean	☐
Mixed – any other mixed background*	☐	Black or Black-British - any other black background*	☐
Mixed - White and Asian	☐	Chinese	☐
Mixed - White and Black African	☐	Any other ethnic group*	☐
Mixed – White and Black Caribbean	☐	Prefer not to answer	☐
Asian or Asian British -Bangladeshi	☐	*(please specify)_____	☐

Please tick the main language spoken by your child at home. Please tick one box only.

English	☐	Gujerati	☐
Punjabi	☐	Chinese (Mandarin/Cantonese)	☐
Urdu	☐	Albanian	☐
Bengali/ Bangla/ Sylheti	☐	Caribbean Creole	☐
Hindi	☐	Other _____	

Please tick your child's religion, if you wish. Please tick one box only.

Christian	☐	Jewish	☐
Muslim	☐	Buddhist	☐
Hindu	☐	Other	☐
Sikh	☐	No religion	☐

SECTION 5: ADDITIONAL INFORMATION:

Would you like an opportunity to discuss your child's health with the school? Yes ☐ No ☐
-the School Health Nurse? Yes ☐ No ☐

Does your child have any **dietary allergies/special** requirements – If so please note below

How will your child travel to school generally? Please tick **one** box only.

Walks	☐	Car	☐	School coach	☐	Taxi	☐
Bicycle	☐	Bus	☐	Train	☐	Other	_____

Is this child in care? Yes / No If yes please give details:

Start of placement: __ / __ / ____

Care Authority: _____

By law, children in families claiming Income Support or Income Based Jobseeker's Allowance are entitled to free school meals (provided evidence of these benefits has been made available to the school). Even if your child will not be taking free school meals it is important that we have this information since it affects our funding and the way in which the school's performance in tests and examinations is compared with that in other schools. We will ask this question again from time to time to ensure that our records are accurate, and on occasion may need to see relevant proof.

SECTION 6: UNDER 5's (please only fill this in if your child is under 5 year's of age)

Name of Health Visitor: _____

Health Visitor's Surgery: _____

Has your child had their 2 year-check completed by their Health Visitor? YES/NO

Were there any follow-ups or concerns raised by the Health Visiting team following your child's 2 year-check? If yes, please provide further details:

Has your family/child had any involvement with Social Care? YES/NO

If yes, name of Social Worker: _____

SECTION 7: SCHOOL HISTORY:

Please give details of all previous settings attended by your child- if any.
Continue on a separate page if there is insufficient space.

School 1: Name of school or pre-school setting: _____

Address of school or pre-school setting: _____

Post Code: _____

Date of arrival at this school: __ / __ / ____ Date of leaving this school __ / __ / ____

Reason for leaving this school: _____



For Caterpillar Nursery applications ONLY

Sessions Requested: Please indicate using the options below. We ask that Caterpillar children begin the year attending for at least three sessions per week, building on this as the year progresses. Your child's space is theirs only, so as soon as you would like to extend their sessions within the week, please let us know.

15 Hours Funding: All families are eligible to 15 hour Nursery Funding from the term after their child's third birthday. A child's third birthday must fall on or before 31st August. These sessions can either be five mornings (8:30am-11:30am), or two full days (9:00am-3:00pm) and one morning session (8:30am-11:30am).

30 Hours Funding: Working families may be eligible to receive 30 hours Nursery Funding from the term after their child's third birthday. A child's third birthday must fall on or before 31st August. These sessions run for a full day Monday - Friday, 9:00am-3:00pm. *There are options to add wrap around care either side of your child's start and finish time.* To discover if you are eligible for working Parent 30 hour funding, please visit: <https://www.gov.uk/free-childcare-if-working/check-youre-eligible>.

Topping up sessions: If you are not eligible for 30 hours and only qualify for the 15 universal hours, you are able to top up your child's sessions to include some full days. This will be invoiced on a monthly basis and can be arranged with the Nursery Team. Hours can be added at any point in the year (subject to availability).

All Day Sessions (please tick the preferred sessions):

Monday ALL Day (9:00am-3:00pm) ☐

Tuesday ALL Day (9:00am-3:00pm) ☐

Wednesday ALL Day (9:00am-3:00pm) ☐

Thursday ALL Day (9:00am-3:00pm) ☐

Friday ALL Day (9:00am-3:00pm) ☐

Morning Sessions (please tick the preferred sessions):

Monday Morning (8:30am-11:30am) ☐

Tuesday Morning (8:30am-11:30am) ☐

Wednesday Morning (8:30am-11:30am) ☐

Thursday Morning (8:30am-11:30am) ☐

Friday Morning (8:30am-11:30am) ☐

Please note if your child requires a hot dinner, this is charged at £2.50 per meal and is charged through our Arbor App which you will gain access to once your child joins the setting.

Morning & Afternoon Wrap Around

Please choose from the below options to let us know which Wrap Around services you require. Please note, by completing this form, you are not guaranteed a space as places are limited. If your child is offered a place at our Caterpillars settings and you require one of the below options, a member of our team will be in contact with you to find out specific days required.

I do not require Wrap Around Care ☐

Morning Wraparound Between 7:30am-8:30am (Children that start school at 8:30am) ☐

Morning Wraparound 08:30am-9:00am (Children that start school at 9:00am) ☐

Afternoon Wraparound 3:00pm-3:15pm ☐

Afternoon Wraparound 3:00pm-4:30pm ☐

Please see current price list overleaf

Early Years Funding:

Parent 1 National Insurance Number: _____

Parent 1 Date of Birth: _____

Parent 2 National Insurance Number: _____

Parent 2 Date of Birth: _____

Working Parent Entitlement Code (30 hours) (if applicable): _____

DECLARATION

The information I have given in this form is complete and accurate. I understand that my personal information is held securely and will be used only for the purposes outlined within our Pupil and Parent Privacy Notice. The Data Controller for personal information held by Hanwell Fields Community School is United Learning Trust (ULT). ULT is registered with the Information Commissioner's Office (ICO). The registration number is Z7415170. The Company Secretary is the Data Protection Officer (DPO) and is responsible for ensuring that ULT complies with the Data Protection Law. They can be contacted on company.secretary@unitedlearning.org.uk or 01832 864538.

I agree to Hanwell Fields Community School using this information to process my application.

Please sign and date this form below:

Signature _____ Date _____

Name (in block capitals please) _____

Relationship to child _____

For Staff Only

Birth certificate seen: YES/NO Member of staff signature: _____

Red Book seen: YES/NO Member of staff signature: _____

Early Years Fees

At Hanwell Fields Community School, our goal is to provide outstanding early years education and care for every child in our Ladybirds and Caterpillars Nursery classes. We aim to support families by offering high-quality, cost-effective childcare with transparent fee structures.

For most families, these fees will not apply during school hours, as the majority of children aged 2–4 are eligible for government-funded childcare. However, we've outlined our fee structure below to support those who may require additional or wraparound care.

Session Fees

Session Type	2-Year-Olds (Ladybirds)	3–4-Year-Olds (Ladybirds/Caterpillars)
Whole Day (30 hours) 9:00am – 3:00pm	£51.00	£36.00
Morning Session (15 hours) 8:30am – 11:30am	£25.50	£18.00
Afternoon Session 11:30am – 3:00pm (only available with a morning session)	£29.75	£21.00

Wraparound Care (Bookable through the Ladybirds Team)

Wraparound Care	2-Year-Olds	3–4-Year-Olds
School Day wraparound including 08:30am- 09:00am and 3:00pm – 3:15pm	£6.00	£4.50
Breakfast Club 7:30am – 9:00am	£12.75	£9.00
Afterschool Club 3:00pm – 4:30pm	£12.75	£9.00

Meals and Snacks

- Breakfast Club: Includes a light breakfast (toast or cereal).
- Afterschool Club: Includes a snack at the beginning of the session.
- Morning & Afternoon Snack times: Provided free of charge to all children in both nursery classes, and include fruit/vegetable options with milk.

If your child is staying with us for a full day:

- You may provide a healthy packed lunch from home, or order a school meal. These are charged at £2.50 per day.
- Caterpillars: Ordered via the school's Arbor system.
- Ladybirds: Invoiced monthly.

If you have any questions or need assistance with funding eligibility, please contact the school office on: 01295 709583