



The Coombes C of E Primary School

Sunflower Club

REGISTRATION FORM

Email sunflowerclub@coombes.wokingham.sch.uk

This form should be completed and returned to the Coombes CE Primary School.

Please note there is a £15 registration fee per family for brand new users

Please complete all sections

Child's First name:	Child's surname/Last name:
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Preferred name, if different to above:
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Home Address:

Date of Birth:	Class/Year:
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Full Name of first Parent/Carer:	Email of first Parent/Carer:
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Home Tel:	Work Tel:	Mobile:
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Full Name of second Parent/Carer:	Email of second Parent/Carer:
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Home Tel:	Work Tel:	Mobile:
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Name of person who will usually collect child (and relationship to child):

Please provide a password to be used for the collection of your child in an emergency:
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Full Name of local emergency contact:	Email of first local emergency contact:
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Home Tel:	Work Tel:	Mobile:
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Address:

GP Name:	GP Tel:	NHS No:
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GP Address:

Please give details of any medical condition, recurring complaints or allergies e.g. asthma, eczema, hay-fever, epilepsy, diabetes, food or plaster allergies, etc.

Does your child have any specific dietary needs?
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Does your child have any special needs (learning difficulties, disabilities etc)?

Please give any other information about your child that may be useful to staff:

After 7.7.22 you will need to advise the Sunflower Club Manager of your initial (first half-term) booking requests. Thereafter, you will be able to use the online booking system, Scopay, to make all future half termly bookings/payments and the end of each half-term.

Please circle yes or no for each statement:	
I have read and understood and agree to the Terms & Conditions.	Yes/No
I have read and understood and agree to the School AND Club's Policies and Procedures Documents.	Yes/No
I give permission for my child to be photographed by the Club or press for promotional purposes	Yes/No
I give permission for my child's photograph to be used by the Club in the School newsletter and on the School website	Yes/No
I give permission for my child to attend off-site activities with prior notification	Yes/No
I agree to the child named above receiving emergency medical treatment.	Yes/No
I enclose a one-off non-refundable registration fee of £15 per family.	Yes/No
Signed by (1 st Parent/Carer): Date:	
Full name (please print):	
If applicable	
Signed by (2 nd Parent/Carer): Date:	
Full name (please print):	

Waiting list:

In the event of a place not being immediately available, your child's name will be placed on a waiting list. Places will be allocated in accordance with the Admissions procedure found in the Club's Policy and Procedures document.

- Relevant looked-after children (*see below).
- Children of members of the Club Staff.
- Children already in the Club wishing to renew their sessions of the preceding half term– additional days and changes to days will only be made if spaces are available.
- Siblings of children already in the Club wishing to book the same sessions their siblings have used in the preceding half term – additional days to their siblings will only be made if spaces are available based on the waiting list criteria excluding this sibling criterion.
- Children requesting the highest number of sessions.
- Remaining places will be allocated on a first-come-first-served basis and will be kept on a waiting list in this order.
- When we are not able to offer you all days that you have requested, we will offer you as many days as are available. If you then choose not to accept the days available your child will remain on the waiting list in the same priority order and the places will be offered to the next child on the waiting list.
- Any special circumstances will also be considered at the time of application following submission in writing to the Club.

Please put any questions regarding the allocation of places from the waiting list in writing to the Headteacher who has the final discretionary power on admission to the Club.

Waiting list criteria

(*A 'relevant looked-after child' – 'a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989' at the time of application to the club, and who the local authority has confirmed will still be looked after at the time when admitted to the Club.)