



# SONNING OUT OF SCHOOL CLUB

## Registration Form

Please note there is a **£15.00 registration fee per child for brand new users.**

This form should be completed and returned to Sonning Primary School, FAO the OSC Supervisor.  
As we are a 'cashless school', payment should be made by bank transfer to the OSC account, as follows:  
Lloyds Bank, sort code: 30-96-96 Account number 78150968 (please mark the payment with your name  
and Sonning OSC Reg Fee)

Surname/Family Name \_\_\_\_\_ First /Given Names \_\_\_\_\_

Name by which child prefers to be known, if different from above \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_ Class/Year \_\_\_\_\_

Full Name of first parent/carer \_\_\_\_\_ Email \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Daytime \_\_\_\_\_ Mobile \_\_\_\_\_

Full Name of second parent/carer \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Daytime \_\_\_\_\_ Mobile \_\_\_\_\_

Name of person(s) with parental responsibility for the child \_\_\_\_\_

Name and phone number(s) of person(s) usually collecting child

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name and address of local emergency contact \_\_\_\_\_

\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Daytime \_\_\_\_\_ Mobile \_\_\_\_\_

Name and Address of child's GP \_\_\_\_\_

Telephone \_\_\_\_\_

Is there any medical condition or recurring complaint, which the Supervisor should be aware of e.g. asthma, eczema, hay-fever, epilepsy, diabetes, allergies etc? \_\_\_\_\_

Does your child have any specific dietary needs? \_\_\_\_\_

Does your child have any special needs e.g. learning difficulties, disabilities etc? \_\_\_\_\_

Is there any other information you would like to provide? \_\_\_\_\_

You will need to advise the OSC Administrator of your initial booking requests. When your child starts school you will then be set up in the school online booking so you can make subsequent requests and payments via this facility.

I give permission for staff to seek medical attention for my child in an emergency Yes/No

I give permission for my child to attend off-site activities with prior notification 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 on the school website Yes/No

Please provide a password to be used for collection of your child in an emergency \_\_\_\_\_

I have viewed the Out of School Club Prospectus and Policy on the Sonning CE Primary School website (OSC Section) and agree to abide by the policies and procedures therein.

Signed \_\_\_\_\_ (parent/carer)

Signed \_\_\_\_\_ (second parent/carer if applicable)

### 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 in the policy document.

Please circle the highest priority level that you would qualify for:

1. Relevant looked-after children (\*see below).
2. Children of members of the Out of School Club Staff and Club Trustees.
3. 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.

4. 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.
5. Children requesting the highest number of sessions.
6. Remaining places will be allocated on a 'first-come-first-served basis', and will be kept on a waiting list in this order.
7. Where 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.

(\*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.)