**Registration Forms Policy**

* A Registration Form must be completed by the parents/carers before the child attends the setting.
* No child can be accepted without one of these forms being completed.
* The registration form will clearly show who has parental responsibility.
* It is a legal requirement for parents/carers to inform us with which parent/carer the child normally lives.
* In order to keep records up to date and accurate we require parents/carers to complete a new form each September.
* It is the responsibility of the centre manager and admin assistants to look at these forms for the child’s medical requirements and for all other information.
* Registration forms are kept confidential and secure. Current forms must be accessible by the Teaching and Learning and Business Centre Manager at all times
* All old records will be stored electronically on our internal records system for two years.
* Parents/carers have the right to see all records held on their children at all times.
* A data protection form will also be completed at the time of registration.

**Notes on Parental responsibility and Legal contact**

Parental Responsibility is defined as `all the rights, duties, powers, responsibilities, and authority which by law a parent of a child has in relation to the child and his property’. Therefore, if you have Parental Responsibility you are recognised in the eyes of the law as having all the legal powers to make appropriate decisions in relation to the upbringing of your child.

Only a person with PR can give valid consent for medical permissions etc. It is possible to delegate the responsibility of looking after a child to a child minder, teacher, friend or relative but the person with parental responsibility is still liable and responsible to ensure that proper arrangements are made for the child. This must be given in writing.

**Who has PR?**

The Children Act 1989 sets out who has PR

A mother automatically has PR for her child, as does a married father irrespective of whether the marriage to the mother occurred before or after the birth of the child.As from the 1st December 2003, unmarried fathers of children whose birth is registered on or after this date, provided they are named on the birth certificate of the child, also have Parental Responsibility

A step parent, even if married to a parent of children does not automatically acquire PR for a child. This needs to be legally obtained through the courts.

I give permission for personal records to be kept in accordance with the General Data Protection Act 2018.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_