**Application form**

**Required Details**

Please complete the information below to put your child on our waiting list.

You will be contacted via phone or email once a place becomes available.

**The completion of this form does not guarantee a place.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s**  **Surname** |  | **First Name** |  |
| **Date of Birth** |  | **Sex** |  |
| **Ethnicity** |  | **Nick-name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Legal Guardian’s Surname** |  | **First Name** |  |
| **Address** |  | **Tel Home** |  |
|  |  | **Tel**  **Work** |  |
| **Postcode** |  | **Tel Mobile** |  |
| **London Borough** | Islington or Hackney  (Please select one) | **Email Address** |  |

|  |  |
| --- | --- |
| **Is legal guardian’s address same as child’s? If not, please explain.** |  |

|  |  |
| --- | --- |
| **Does your child have sibling(s) who currently attend or has previously attended St. Augustine’s nursery?**  **Please supply name and approximate dates.** |  |

|  |  |
| --- | --- |
| **Does the child have special needs (including speech delay and asthma)? If yes, please explain.** |  |

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| **Special needs must be confirmed. Please provide official documents.** |  |

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| **Please provide Health Visitor details.** |  |

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| **Please indicate when you would like your child to begin.** |  |

|  |  |
| --- | --- |
| **Do you wish to apply for an assisted place (eligible 2 year old)?**  **Please apply to your Local Authority and confirm eligibility (reference number)** |  |

|  |  |
| --- | --- |
| **Will you commit to take a Committee Role? If yes, which one would you be interested in?**  (More information about the roles and a hand over will be supplied. This could be a role shared with another member.) | ꙱ Yes ꙱ No  ꙱ Co-Chair  ꙱ Treasurer (treasurer/ payroll/ or petty cash)  ꙱ Secretary |

I hereby confirm that the information given on this form is accurate to the best of my knowledge:

|  |  |
| --- | --- |
| **Printed Name** |  |
| **Signature** |  |
| **Date** |  |

**Criteria for Admission**

At St. Augustine’s Nursery, places are offered using the admissions criteria below, in this order of priority:

1. Children with special or social need, as identified by Islington Borough Council representatives.
2. Children with siblings who are currently at St Augustine’s nursery.
3. Children whose parents/carers have taken a Committee role, or who are ready to commit to a Committee role.
4. Children with siblings who have previously attended St Augustine’s nursery.

**Within each criteria priority is given to children resident in the Borough of Islington.**

The admissions criteria ensure that St Augustine’s Nursery’s intake supports parents and carers involved in running it and thus criterion 3 benefits families who take an active role in the Management Committee (which means performing specific duties and attending Committee meetings). Committee members who do not fulfil this description will fall under the other criteria only, like any other parents. Length of time on the waiting list is not a criterion for admission.

Places are available for children with professionally supported acute medical or social needs. The number of such children at any one time will be at the discretion of the nursery staff and management committee. We will always seek advice from the Islington Early Years’ Service in these cases.

St Augustine’s provides a number of assisted places to eligible 2 year olds. Please check eligibility with your local council and provide a written proof of eligibility to support your application. Your child will be entitled to 15 hours (4 free weekly sessions).

As stated above, sibling admission applications will be prioritised. However, the following will be considered when a sibling application is received: the attendance/unexplained absences records of the older sibling at nursery (see Attendance Policy), and if relevant, whether fees were paid in a timely fashion, as laid out in the Funding and Parental Involvement Policy. If there are concerns about these issues or other similar ones, admission of the sibling may be delayed or refused.

**St Augustine’s is a parent led nursery**

We encourage parental contribution. The nursery is run by a committee of carers and we ask that families take an active involvement in their child’s nursery. This could be by taking on a role in the management committee, helping out with fundraising or volunteering at the setting from time to time.