**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.**

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

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

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

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

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| **Does the child have special needs (including speech delay, asthma, etc…)?**  **If yes, please explain.** |  |
| **For confirmed special needs, please name the official documents you can provide** |  |

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| **Type of provision required.**  **Please indicate preferred slot for 15 hours provision** | * 15 hours Slot A (Mon-Wed) / Slot B (Wed- Fri) * 30 hours (Mon-Fri) |

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| **Is your child eligible for a funded place?**  **Please supply an eligibility code.**  **For a 2-year-old assisted place, please apply to your Local Authority, for a funded place for working parents, please apply on gov.uk**  **Please note that all 3 year olds are eligible to 15 funded hours the term after their birthday. (No code needed)** |  | |
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| **Will you be interested in taking on a committee role? If yes, which one would you be interested in?**  (More information about the roles and a hand over will be supplied when you attend a committee meeting) | ꙱ Yes ꙱ No  ꙱ Co-Chair  ꙱ Treasurer (treasurer/ payroll/ or petty cash)  ꙱ Secretary |

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

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.

St Augustine’s provides assisted places to eligible 2 year olds. Please check eligibility with your local authority and provide a written proof of eligibility to support your application. Your child will be entitled to 15 hours: either Slot A (Mon, Tues, Wed until 12pm) or Slot B (Wed from 12pm, Thurs, Fri).

We offer provision for children eligible for 15/30 hours funded childcare. Families will need to provide proof of eligibility. Please apply on <https://www.gov.uk/free-childcare-if-working/check-youre-eligible> the term before your child starts at nursery.

All children aged 3&4 years old are eligible to 15 hours funded childcare the term after the child’s 3rd birthday (no need to apply for funding, the nursery does it for you).

We also have fee paid places for non-eligible families or for extra hours on top of the funded hours. Please check our Charging policy on our website for details.

The admissions criteria ensure that St Augustine’s nursery’s intake supports parents and carers involved in running it. Thus, criterion 3 benefits families who take an active role in the management committee (which means becoming a committee member and attending committee meetings).

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.

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 Charging Policy. If there are concerns about these issues or other similar ones, admission of the sibling may be delayed or refused.

Length of time on the waiting list is not a criterion for admission.

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

As the nursery is run by a committee of parents and carers, parental contribution is essential. 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.