



KRISHNA AVANTI  
PRIMARY SCHOOL

# Nursery Application 2016/2017 Guidance Notes

Please read these notes carefully before completing the application form

Nursery sessions are Monday- Friday from 8 am to 11 am. To be eligible for a place at the Nursery School for September 2016-2017 your child must be born between 1 September 2012 and 31 August 2013.

## Timetable

29 February 2016 Closing date for receipt of applications  
21 March 2016 Letters posted to parents/carers offering places

## Application process

To apply for a place, please complete the attached application form and return it to the school office for the attention of:

## School Admissions

**Krishna-Avanti Primary School**

**Camrose Avenue**

**Edgware**

**HA8 6ES**

**Tel: 0208 381 3344**

**E-mail: [kapsharrow@avanti.org.uk](mailto:kapsharrow@avanti.org.uk)**

Please note: The Supplementary Information Form (SIF) must be returned with the application form. If you are applying under the Bhaktivedanta Manor Form (BMF) criterion, a BMF form must be completed by the Designated Priest from Bhaktivedanta Manor Temple, Watford. Please see our Nursery Admissions Policy for full details.

## When you submitting the application form you must provide the following documents:

1. Proof of your child's date of birth- Birth certificate
2. Proof of your address – your current council tax bill; formal tenancy agreement; letter from your Housing Association or letter from solicitor confirming date of completion. Please note the proof of address must be in the name of the parent/carer signing the completed application form including BMF and SIF forms.

Once all the details have been checked, the school will give you a receipt to acknowledge your application has been received along with your proof of documents supplied. Please keep this safe for future reference.

You must complete only one application form for each child naming one community, voluntary aided or academy school as a preference. If, at a later date, you wish to change your nursery preference, please cancel the original application before applying to any other nursery school in Harrow. Information about any offers will be shared across Harrow nurseries to ensure that each child is only allocated one nursery place in the borough. If more than one application is submitted to any of the schools, and this results in more than one place being offered, the application form with the latest date will be taken as the valid application. Any earlier applications which resulted in an offer being made will be withdrawn.



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**Outcome of Application**

All parents will be notified on 21<sup>st</sup> March 2015 of the outcome of your application in writing. Parents who are unsuccessful in securing a place will be offered the option to place your child's name on to the school's waiting list.

**Waiting lists**

Waiting list will be maintained in priority order using the admissions criteria. As vacancies occur, places will be offered from the waiting list in order of the published criteria.

**Admissions criteria**

If more applications are received than there are places in a nursery, places will be offered to children using the oversubscription criteria outlined the KAPS Nursery Admissions policy (available on our website). Distance will be measured in a straight line from the home address to the school.

**Changes to your application**

If you change address before the closing date please ensure that you inform the school office and provide confirmation of your proof of new address to change the details on your application form including any SIF/BMF forms submitted. This will ensure correspondence is sent to the correct address. Please note that if you submit more than one application this will make your previous applications invalid.

- It is important to understand that getting a place in the Nursery Class does NOT mean your child will be given a place in Reception Class at Krishna Avanti Primary School.
- You must make a separate application for the Reception class at Krishna Avanti.
- You may need to plan for, and prepare your child for changing school.

**For further queries please do not hesitate to contact the Krishna Avanti School office.**



## Nursery Application Form for 2016/2017

N.B. To be eligible for a nursery place at nursery school for your child for this September 2015-2016 your child must be born between 1 September 2012 and 31 August 2013. Nursery timings are Monday – Friday from 8am - 11am.

Is this a sibling Application yes/no      If yes please state below sibling name and class/year

Sibling name .....and class/year .....

### Your child's details

First Name		Date of Birth	
Last Name		Girl <input type="checkbox"/>	Boy <input type="checkbox"/> (please tick)
Your child's Home Address		Parent/carer address if different from child's	
Post Code		Post Code	
Home tel no.		Work tel no.	
E-mail address.		Mobile tel no.	

Is your child looked after or previously looked after? (please see nursery admissions policy for further information)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered "yes" to the question above please tell us which Local Authority the child is or was in the care of, and attach a letter from the local authority confirming this	Name of the Local Authority the child was or is in the care of?	

Is your child known to Harrow's special educational needs and review service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Is your child a twin or multiple births Yes / No If yes please state names of siblings. Please ensure a separate application is completed for each sibling.
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Before you sign the declaration below please tick the following checklist.

#### Have you enclosed?

#### For School office use only

Proof of date of birth	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Proof of address	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
SIF	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
BMF	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

### Declaration

- I declare the information given on this form is correct
- I certify that I am a person with parental responsibility for this child
- I authorise the school and/or Harrow Council to carry out any verification they require
- I will inform the school of any changes to my application or if I move address
- I understand that if I make more than one application or if any false statement is made on this form this may make the application void and may result in any nursery offer being withdrawn
- I understand that if I get a place in the nursery class, this does NOT mean my child will be given a place in a Reception class at Krishna Avanti Primary school and I will need to plan and prepare my child for changing school.
- I understand that If I am applying under the criterion 3 or 5 of the Nursery Admissions Policy I must submit a Supplementary Information Form (SIF) and/or where applicable a Bhaktivedanta Manor Faith form (BMF) to the school office along with this application form by the deadline date of 29<sup>th</sup> February 2016.

Please print your name clearly.

Title (please circle) Mr Mrs Miss Ms	Your relationship to child
Parents/carers full name .....	
Signature: ..... Date: .....	