



KRISHNA AVANTI
PRIMARY SCHOOL

Nursery Application 2017/2018 Guidance Notes

Please read these notes carefully before completing the application form

You may only complete one application form in the borough for each child.

Nursery sessions are Monday- Friday from 8 am to 11 am. To be eligible for a place at our Nursery for September 2017-2018 your child must be born between 1 September 2013 and 31 August 2014.

Timetable

27 February 2017

Closing date for receipt of applications

20 March 2017

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

Website: www.avanti.org.uk/kapsharrow

When you submit 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.

Admissions criteria

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

If, under any criterion, there are more children than there are places remaining in the nursery, then the available places will be offered to child(ren) who live closest. Distance will be measured in a straight line from home to the centre point of the school site. To find out which are your local Harrow schools, you can go to www.harrow.gov.uk/distancetool

Home to school distance will be measured by Harrow's School Admissions Service

Please note: If you are applying under the faith criteria of the Nursery Admissions Policy the Supplementary Information Form (SIF) and/or Bhaktivedanta Manor Form (BMF) faith forms must be returned to school office by the above deadline date. The SIF must be returned with the application form. If you are applying under the BMF criterion, a BMF form can only be completed by the **Designated Priest from Bhaktivedanta Manor Temple, Watford**. Please see our Nursery Admissions Policy for full details.

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.



KRISHNA AVANTI
PRIMARY SCHOOL

You must complete only one application form in the borough for each child. 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.

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 in the borough 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.

If you change address but do not want to change your nursery preference, please take proof of your new address to the school office to change the details on your application form. This will ensure correspondence is sent to the correct address. Please note that if you submit more than one form this may make your applications invalid.

Invalid Application

You may only complete one application form in the borough for each child. If, at a later date, you wish to change your nursery preference, please cancel the original application by sending a written confirmation by post or e-mail to the school office before applying to any other nursery in the borough. If more than one application is submitted, 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 application which resulted in an offer being made will be withdrawn.

Outcome of Application

All parents will be notified of the outcome of your child's application in writing on the above date. Parents who are unsuccessful in securing a place will be offered the option to place their child's name on to the school's waiting list.

Unsuccessful Applications

If the school is not able to offer a place to your child you he/she will be placed on the waiting list for KAPS. At this time parents can contact other nurseries in the borough to make an application for Nursery and ask the new school to place your child on their schools waiting list. For more information on other Nurseries in the Harrow Borough please see Harrow Council's website admissions page.

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.

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



Nursery Application Form for 2017/2018

N. B. To be eligible for a nursery place at nursery school for your child for September 2017-2018 your child must be born between 1 September 2013 and 31 August 2014. Nursery timings are Monday – Friday from 8am - 11am.

Is this Sibling Application **Yes /No**. If yes please state sibling name _____ class: _____
 Sibling is only considered if the older child is attending KAPS Harrow in Reception – Year 5 during 2016-2017 academic 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 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"/> |
|---|------------------------------|-----------------------------|

Before you sign the declaration below please tick the following checklist.

If you are applying under the criterion 3 or 5 of the Nursery Admissions Policy you 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 29th February 2016.

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 understand that if I make more than one application in the Borough 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 will inform the school of any changes to my application or if I move address
- 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.

Please print your name clearly.

| | |
|--------------------------------------|----------------------------|
| Title (please circle) Mr Mrs Miss Ms | Your relationship to child |
| Your full name | |

Parent Signature: Date: