



**Earlsmead Nursery**  
Arundel Drive, South Harrow HA2 8PW  
Phone: 020 8864 5546  
Email: [office@earlsmead.harrow.sch.uk](mailto:office@earlsmead.harrow.sch.uk)

**Headteacher: N. Marshall**

# Nursery Application 2021/2022 Notes

**Please read these notes carefully before completing the application form**

To be eligible for a place at Earlsmead Nursery, your child must be born between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018.

## Timetable

Monday 2 <sup>nd</sup> November 2020	Nursery applications 'open' - sent to families on request by post or email
Friday 26 <sup>th</sup> February 2021	Applications close for on time applications (applications can be accepted at any point after this date, but will be dealt with after on time applications)
Monday 15 <sup>th</sup> March 2021	Nursery places are offered to families by email and/or post.
Tuesday 20 <sup>th</sup> April 2021	Deadline for families to accept Nursery places in writing (by email is sufficient)

## Application process

To apply for a place, please complete the attached application form and either post it to either Earlsmead School (address above) or email your application with proof to the [office@earlsmead.harrow.sch.uk](mailto:office@earlsmead.harrow.sch.uk).

When you submit the application form you must provide the following documents:

1. Proof of your child's date of birth – Birth Certificate or Passport.
2. Proof of your address – either your current council tax bill listing your full name, formal tenancy agreement, letter from your Housing Association or letter from solicitor confirming date of completion.

## Outcome of Application

All parents will be notified week beginning 15<sup>th</sup> March of the outcome of your application. Parents who are unsuccessful in securing a place will automatically be placed on the school's waiting list.

## Waiting Lists

The 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 our nursery, places will be offered to children using the oversubscription criteria below. For more details or definitions please refer to the full school admission policy on our school website.

1. **Children who are or were previously looked after** - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. **Medical or social needs of the child** – Children for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs and or social needs.
3. **Medical reasons relevant to parent(s)** - Parent(s) where there are special medical reasons for seeking a place for their child at the nursery.
4. **Siblings** - Children with a brother or sister attending the school at the time of application.

**5. Children of staff in the school** – Children where their parent(s) has been employed at the school for at least two years at the date of application or where the member of staff has been recruited to a vacant post where there is demonstrable skills shortage.

**6. Distance from home to school** - Places are allocated to applicants who live closest to the school. This must be the address where parents and child normally live and they must be living there on the closing date for receipt of applications.

**Tie-breaker:** If more applications are received in any one criterion than there are places available the tiebreaker of distance from home to school, measured in a straight line, will be applied.

Please note that the distance is measured in a straight line from home to the center point of the school site. To find out the distance of Earlsmead Nursery or any other Harrow School you can go to [www.harrow.gov.uk/distancetool](http://www.harrow.gov.uk/distancetool).

### **Changes to your application**

If you move address before the closing date, please ensure that you inform the school office and provide confirmation of your proof of new address to update the details on your application form. This will ensure correspondence is sent to the correct address.

## Nursery Application 2021/2022

### Child's details

First Name:		Date of Birth:	
Last Name:		Girl <input type="checkbox"/> Boy <input type="checkbox"/> (please indicate)	
Child's Home Address:		Parent/carer address if different from child's:	
Post Code:		Post Code:	
Mobile tel no:		Work/Home tel no:	
Email address:			

**Nursery name:** EARLSMEAD NURSERY (please indicate/delete as appropriate)

Session preferred (please indicate:	Morning (8.50- 11.50 am)	Afternoon (12-3 pm)	Either Session
--	-----------------------------	------------------------	----------------

Does your child have a brother or sister currently attending the school?	Yes	No
--	-----	----

If Yes please provide details:- Name:

Class:

Please refer to the attached notes and in particular the oversubscription criteria. Please provide in the section below any additional information to support your application. For example, is your child known to Harrow's special educational needs and review service? Is your child looked after? Does your child have special medical or social reasons to attend this school? Are you a member of school staff?

Before you sign the declaration below, have you enclosed a copy of your child's birth certificate or passport? Have you enclosed proof of address? Please do not send original copies in the post. Copies are acceptable. If you are sending this application via email then photographs of the documents are also acceptable.

### Declaration

- I declare the information given on this form is correct
- I certify that I am the person with parental responsibility for this child
- I authorise the school 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 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 Earlsmead School and I may need to plan and prepare my child for changing school.

Please print your name clearly

Title (e.g. Dr, Mr, Mrs, Miss):	Your relationship to child: (e.g. Mother)
Your full name:	
Signed:	Date:

(if completing this form electronically and returning by email then an electronic signature will be accepted)