



# St. Alphege Pre-School Application Form



## Explanatory Notes

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

- Please complete and return this form, with any additional supporting documentation required/applicable via post to:
  - FAO Pre-School Admissions Secretary, Oliver Bird Hall, Church Hill Road, Solihull, B91 3RQ.
- Your application will be acknowledged via e-mail. If you do not have an e-mail address, please enclose a stamped addressed envelope (SAE) for acknowledgement.
- If you have not heard from us within 15 working days, please contact the Admissions Secretary to ensure that your form has been received. (Admissions@StAlphege-PreSchool.org.uk)
- There is no registration fee at this stage.
- Your application must be received prior to 31<sup>st</sup> January for places in the academic year that commences in the September following the closing date. Your application will be held on file and you will be informed of the outcome of your application before 31<sup>st</sup> March of the same year. Successful applicants will be asked to select their preferred days to attend Pre-School and will be invited to an Open Evening in the Spring.
- Places are strictly allocated on the basis of the Pre-School Admissions Policy, as below.
- In the interim if you would like to visit or discuss any aspects of Pre-School, please contact:
  - Pre-School Manager, Meryl Homer (Manager@StAlphege-PreSchool.org.uk)

Any information provided is confidential, but if there are details you would prefer to discuss in person then please contact the Pre-School Manager.

**Each applicant will be considered on an individual basis and we would therefore appreciate as much information as possible. Please attach an accompanying letter if necessary.**

**Incomplete application forms will not be considered.**

St. Alphege Pre-School welcomes children of differing needs and operates an Inclusion Policy.

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## Admissions Policy

### **Statement of Intent**

It is our intention to make our Pre-school accessible to children and families from all sections of the local community.

### **Aim**

We aim to ensure that all sections of our community have access to the Pre-school through open, fair and clearly communicated procedures.

### **Methods**

In order to achieve this aim, we operate the following admissions policy:

- We apply agreed admissions criteria to all applications received.
- We ensure that the existence of the Pre-school is widely advertised in places accessible to all sections of the community.
- We ensure that information about our Pre-school is accessible - in written and spoken form - and, where appropriate, in different languages. Where necessary, we will try to provide information in Braille, or through signing or an interpreter.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our Pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our Pre-school and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We describe our Pre-school and its practices in terms of how it enables children with disabilities to take part in the life of the Pre-school.
- We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We consult with families about the opening times of the Pre-school to avoid excluding anyone.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

### **Admissions Criteria**

Admission criteria for St. Alphege Pre-school, in order of priority, are:

1. Regular attendance (more than once a month) at worship in the ecclesiastical Parish of Solihull (i.e. at St. Alphege, St Helen's or St. Michael's District Churches), including active involvement at the heart of the church.
2. Regular attendance (at least once per month) at worship in the ecclesiastical Parish of Solihull, or regular attendance and active involvement at another place of worship.
3. Occasional attendance at worship in the ecclesiastical Parish of Solihull or another place of worship.

The above criteria will be verified by the minister/religious leader of the relevant place of worship.

The remaining criteria, in no particular order, are:

- Child is baptised - proof of baptism is required.
- Attendance at children's church groups such as Praise & Play, or our playgroups: Little Treasures and 2's Group
- Proximity to St. Alphege Pre-school
- A sibling who attends/attended St. Alphege Pre-school or attends St. Alphege Infant/Junior Schools

Should you feel that other special circumstances may apply, please document this clearly and attach to the Pre-school application form.

**There is no appeals procedure should you be unsuccessful in your application.**

This policy was adopted at the Annual General Meeting of St Alphege Pre-School.

Last Review: 18<sup>th</sup> July 2018

Next Review: 11<sup>th</sup> June 2019

Signed on behalf of the Pre-school:

Lisa Newey-Keane, Chair Person

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**Application form** - Please read the explanatory notes carefully before completing this form.

<b>Child's details</b>			
Family name			
Forename		Middle name (s)	
Date of Birth		Gender	
Address			
Postcode			
Nationality*		Ethnicity*	
*This information is used to check that Pre-School is reaching the full range of local families			
<b>Parent(s) / Carer(s)' contact details – please include details for ALL parents/carers.</b>			
(Please continue on a separate sheet if necessary)			
Full name(s) <small>(including surname, title and relationship to child)</small>			
Email address <small>(please print carefully)</small>			
Home address			
Telephone number			
Mobile number			
<b>Other background information</b>			
Language spoken at home			
Do you or your child have any additional needs or health problems relevant to your application? <small>(please give details, using separate sheet if necessary)</small>			
<b>Supporting information</b>			
<ul style="list-style-type: none"> <li>Please attach a <b>family</b> photograph with your application.</li> <li>If applicable, please complete the 'Supporting Religious Information' form and return it with this application form. If you attend a church or place of worship other than St. Alphege Church/The Junction, please ask your religious leader to sign the 'Supporting Religious Information' form to confirm your involvement. If you worship at St. Alphege, please return the 'Supporting Religious Information' form unsigned.</li> </ul>			
Please circle which of the following groups you attend on a regular basis.	Oasis	Messy Church	2's Group
	Little Treasures	Prams to Pre-School Praise and Play	
	Other – please specify:		
Have you had any previous children attend St Alphege Pre-School? Do you have any children attending St Alphege Infant & Junior schools? <small>(If so please provide names and dates.)</small>			
St Alphege Pre-School is managed on a voluntary basis & parents are expected to help in some way either as a committee member or 'behind the scenes' support. Please indicate any special skills you feel might be of benefit.			

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Which church or place of worship do you currently attend, if any?	
How often do you attend your church or place of worship?	
Has your child been Baptised or Christened or the equivalent at your place of worship? (Please include a copy of the Baptism certificate or equivalent.)	
How long have you been involved in your church/place of worship? If less than 6 months, where did you worship before?	
Why have you chosen to apply for St Alphege Pre-School?	
Please give details of any other involvement / ways in which you support your church or place of worship and how you are committed to strengthening your faith. (Please continue on a separate sheet if necessary)	
<b>Declaration</b>	
I confirm that the information that I have provided is correct and that I have read the accompanying explanatory notes, including the St Alphege Pre-School Admissions Policy.	
Signature of Parent / Carer	Date
<b>Checklist</b>	
<ul style="list-style-type: none"> <li>Have you filled in all sections of the form? Please use additional sheets if necessary.</li> <li>Have you checked your personal details are correct, including email address for confirmation, or included a SAE?</li> <li>Have you included a copy of your child's Baptism certificate or equivalent?</li> <li>Have you included a family photograph?</li> <li>If applicable, have you included the 'Supporting Religious Information' form?</li> <li>If you worship somewhere other than St. Alphege has your religious leader signed the 'Supporting Religious Information' form to confirm your involvement?</li> <li>Have you included any additional information you would like to support your application?</li> <li>Have you checked and signed the form?</li> </ul>	
<ul style="list-style-type: none"> <li><b>Please return this application form to arrive no later than the 31<sup>st</sup> January 2019 to:</b> FAO Pre-School Admissions Secretary, Oliver Bird Hall, Church Hill Road, Solihull, B91 3RQ</li> </ul>	