

St Alphege Pre-School Application Form



Application form

Please read the explanatory notes carefully before completing this form. Incomplete application forms will not be considered and there is no appeals procedure.

Child's details			
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			
Parent(s) / Carer(s) contact details			
Email address <small>(please print carefully)</small>			
Full name(s) <small>(including surname, title and relationship to child)</small>			
Telephone number		Mobile	
Other background information			
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>			
Supporting information			
<ul style="list-style-type: none"> If you attend St Alphege please attach a family photograph with your application. Your application and photo will then be forwarded for the Priest's signature to confirm your involvement. If you attend St Michael or St Helen please attach a family photograph and ask your priest to sign this form to confirm your involvement. If you attend a different church or place of worship please attach a family photograph and a supporting letter from your Minister/Religious Leader indicating your level of involvement and attendance 			
Please circle which of the following groups you attend on a regular basis.	Children's Praise	Daddy & Me	Praise and Play
	Little Treasures	St. Michael's Little Angels	
	2's Group	St Helen's Friday fun @ 4	
Have you had any previous children attend St Alphege Pre-School or 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 may be of benefit. <small>(e.g. Human Resources, Secretarial, Treasury, Fundraising, P.R)</small>			

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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)	
Declaration	
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
Checklist	
<ul style="list-style-type: none"> Have you filled in all sections of the form? Please use additional sheets if necessary. Have you checked your personal details are correct, including email address for confirmation, or included a SAE? Have you included a copy of your child's Baptism certificate or equivalent? Have you included a family photograph? If you attend St Michael's or St Helen's has your priest signed the form to confirm your involvement? If you attend a different church or place of worship have you included a supporting letter from your minister? Have you included any additional information to support your application? Have you checked and signed the form? 	
<ul style="list-style-type: none"> Please return this application form to arrive no later than the 31st January 2012 to: Faye Morris, Admissions Secretary, 1 Crimscote Close, Solihull, West Midlands, B90 4TT 	



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Explanatory Notes

Please read these notes carefully before completing the application form.

- Please complete and return this form via post to: Faye Morris, Admissions Secretary, 1 Crimscote Close, Solihull, West Midlands, B90 4TT. (Tel. 0121 745 7150 / faye.morris@tiscali.co.uk)
- Your application will be acknowledged via e-mail. If you do not have an e-mail address please enclose a stamped addressed envelope for acknowledgement.
- If you have not heard from us within 15 working days please contact Faye Morris to ensure she has received your form.
- There is no registration fee at this stage.
- Your application will be held on file and you will not hear anything further until the March before your child is due to commence Pre-School. Successful applicants will then be asked to select their preferred days to attend Pre-School and will be invited to an Open Evening in May.
- Places are strictly allocated on the basis of the Pre-School Admissions Policy - see below.
- In the interim if you would like to visit Pre-School do please contact Meryl Homer (see contact details below).
- Your application must be received prior to 31st January for places in the academic year that commences in the September following i.e. 8 months after the closing date.

Any information provided is confidential, but if there are details you would prefer to discuss in person then please telephone the Pre-School Manager, Meryl Homer (0121 247 8489) after 6pm Mon to Fri.

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 and there is no appeals procedure.

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 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.
- 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 Helens or St Michaels 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:

- Child is baptised - proof of baptism is required
 - Attendance at children's church groups, e.g. Daddy and Me, Little Treasures, 2's Group
 - Proximity to St Alphege Pre-School
 - A sibling who attends / attended St Alphege Pre-School or St Alphege Infant / Junior Schools
 - Should you feel that other special circumstances may apply, please document this clearly and attach to the application form.
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- 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.

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: 9th June 2011

Next Review: June 2012

Signed on behalf of the Pre-School

Sarah Sabine, Chair Person