

**STUDENT APPLICATION FORM****Eligibility**

To be eligible for a Nursery place you must be

- a registered University of Portsmouth student, (studying six or more hours per week)
- or a member of University of Portsmouth staff – (please complete and return a Staff Application)

PLEASE NOTE – **ICP students** (International College Portsmouth) are **not** eligible to use the Nursery

**Waiting list priority**

Nursery applications are prioritised on the waiting list as follows:

1. Brothers or sisters of children already attending the Nursery, or having a confirmed Nursery place offer at the Nursery
2. Children of Undergraduate students
3. Children of Postgraduate students\*
4. Children of University of Portsmouth staff\*

\*Postgraduate students employed by the University as researchers will be classified as (3) postgraduate students, and **not** (4) staff

**Date received**

Applications in each category will be prioritised by date they were received at the Nursery. If you refuse an offered Nursery place or do not reply to the offer email by the deadline, your application will be removed from the waiting list. If you subsequently request to remain on the waiting list, the date on the application will be updated to show the date of the request.

**Early Years free education**

Some two year old children and all three and four year old children (from the term after they become three) are eligible for universal 15 hours free education\* per week. The Nursery claims this for all eligible children.

If you want your child to attend the Nursery for their free hours **only**, (3 hours per day 9.30-12.30pm **only** x 5 days **or** 1.30-4.30pm **only** x 5 days), please speak to a Nursery manager to request this, on 023 9284 2299. Please also see '[Admissions policy for funded early education](#)' which can be found at [www.port.ac.uk/nursery/new-parents](http://www.port.ac.uk/nursery/new-parents)

**General Data Protection Regulations 2018**

We collect and hold data on you and your child to support your child's teaching and learning, to monitor and report on your child's progress, to provide appropriate pastoral care, and to assess how well the Nursery is doing. All data on parents and children is stored securely on computerised and manual files. We will not give information about you to anyone outside the Nursery without your consent, unless required to by law. We reserve the right to share information with outside agencies *without* your consent in the interests of your child's safety and well-being according to our Safeguarding Children: child protection policy.

Please **complete and return** this application form to:

*University of Portsmouth Nursery,  
The Quadrant, Milldam,  
Burnaby Road,  
PORTSMOUTH, PO1 3AS*

Or send via email to: [nursery@port.ac.uk](mailto:nursery@port.ac.uk)

UNIVERSITY OF PORTSMOUTH NURSERY

**STUDENT APPLICATION FORM**

YOUR CHILD'S INFORMATION	
Child's first name	
Child's surname / family name	
Date of birth	<i>If unborn</i> Expected Delivery Date
Male / Female ( <i>please specify</i> )	
Date you wish your child to start at Nursery ( <i>MM/YYYY</i> )	

YOUR INFORMATION - STUDENT PARENT	
If you are offered a Nursery place, this information will be shared with the University finance dept for purposes of invoicing	
Parent's title ( <i>please specify Mr / Mrs / Miss / Ms / Dr</i> )	
Parent's first name	
Parent's surname / family name	
University of Portsmouth <b>Student ID</b> number	
Home address	
Post code	
Email address <b>Please note - offers of Nursery places are sent via email</b>	
Home telephone	Mobile number
Course title	
<b>Type of course</b> ( <i>please specify</i> )      Undergraduate / Postgraduate	
<i>PLEASE NOTE - International College Portsmouth (ICP) students are <b>not</b> eligible to use the Nursery</i>	

Student's signature	Date

FOR OFFICE USE ONLY					
Date Received	App acknowledged	Status of parent	SIB attending	SIB on waiting list BF / BB / LB	EY funded place only?
Details of offers/unavailable/refusal					