

## MEMBER OF UNIVERSITY STAFF: NURSERY APPLICATION FORM

### Eligibility

To be eligible for a Nursery place you must be a registered University of Portsmouth student, or a member of University of Portsmouth staff. If you are a student, please complete and return a Student Application form.

### 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 on our website. [www.port.ac.uk/nursery](http://www.port.ac.uk/nursery)

### 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

**MEMBER OF UNIVERSITY STAFF\* APPLICATION FORM**

\*If you are a postgraduate student, employed by the University, please complete and return a **Student Application form**

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

YOUR INFORMATION – MEMBER OF UNIVERSITY STAFF	
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	
Home address	
Post code	
Email address <b>Please note - offers of Nursery places are sent via email</b>	
Home telephone	Mobile number
Job title	Extension number
Department	

Member of staff's signature	Date

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