

APPLICATION FOR EARLY LEARNING AND CHILDCARE PLACEMENT (ACCOMPANYING NOTES)

Currently all children are entitled to 600 hours of early learning and childcare. Parents should complete an application form and make contact with the Head Teacher or manager of their chosen setting to establish whether or not a place and your preferred pattern of attendance are available.

TWO YEAR OLD FUNDED PLACES

Children who turn two years old during the current school session may be entitled to a funded two- year-old early learning and childcare place.

Admission Criteria for Two Year Olds

Parents, carers or guardians of children who will be two-years-old at any point during the school session are eligible for the increased childcare provision if they meet the current criteria for free school meals. This includes two-year-olds who have a parent(s) or carer(s) on:

- Income Support
- Income-based Jobseeker's Allowance
- Employment and Support Allowance (income based)
- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credits, but not Working Tax Credit, and your total household income is less than £16,105*
- Both maximum Child Tax Credit and Maximum Working Tax Credit and your total household income is under £6,420*
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit and your total household take home pay** is less than £610* per month

*The income thresholds for Child Tax Credit , Working Tax Credit and Universal Credit can vary annually.

** "Take-home pay" is the money your household receives from work after tax, National Insurance and any pension contributions have been taken off. Your award letter will tell you how much your take-home pay is for the claim period. This should be £610 or less.

Additionally free early learning and childcare is available for two year olds who are, or have been at any point since their second birthday:

- Looked after by a local council
- Under a kinship care order
- Under a guardianship order

Provision for two-year-olds is currently available at the centres listed below.

Changes will be updated at the end of each calendar month (Playgroups denoted by PG)

Arbroath	Brechin	Carnoustie	Forfar	Monifieth	Montrose	Kirriemuir
Friockheim & Kinnell PG	Edzell PG	Panmure Pre-school	Chimes PG	Tiddlywinks	Little Beehive	Newtyle & Eassie PG
Hayshead PG	Smallworld	Scallywags	Jack & Jill's Elite	Busy Bees	Nursery	Sunshine Playschool
Ladybird PG	Nursery	Nursery	Nursery	Nursery	Ferryden PG	Southmuir Primary
Muirfield PG	Playspaces	Burnside Primary	Letham PG		First Steps Nursery	School
Rosemount Little Rascals	Private Nursery	School	Stepping Stones PG		Lochside PG	
Ladyloan Primary School	Andover Primary School		Strathmore Primary School		Rompers Private Nursery	

If your child is 30 months old and meets the admission criteria above the option of an early learning and childcare place is also available at:

Arbroath Abbey PG Condor PG Helping Hands Nursery Inverbrothock PG	Forfar Mothergoose PG	Kirriemuir Charleston PG	Monifieth Grange PG	Montrose Hillside PG
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All arrangements for starting a 2 year old placement **MUST** be agreed with the manager of your preferred setting.

THREE AND FOUR YEAR OLD FUNDED PLACES

From August 2018 admission dates for 3 and 4 year olds will be:

Children born between NB any child with a DoB prior to 17 April 2015 is also eligible to start	Eligible to start nursery	Application Deadline for Local Authority Nurseries *	Notification from Local Authority Nurseries by	Parent/Carer acceptance of place by
17 April 2015 and 31 August 2015	Start of Autumn Term (14 August 2018) (Tuesday)	20 April 2018	25 May 2018	8 June 2018
1 September 2015 and 15 October 2015	Start of Winter Term (15 October 2018) (Monday)	31 August 2018	14 September 2018	28 September 2018
16 October 2015 and 7 January 2016	Start of Spring Term (7 January 2019) (Monday)	2 November 2018	23 November 2018	7 December 2018
8 January 2016 and 23 April 2016	Start of summer Term (23 April 2019) (Tuesday)	8 February 2019	1 March 2019	15 March 2019

*Please note that any applications received after the deadline date may only be considered once all other applications have been considered for the eligible start date

Priority Categories for Early Learning and Childcare Places at local authority nurseries

Category 1	All children in catchment area of nursery within a date of birth range 01/03/2014– 28/02/2015 (inc. deferrals) for session 2018-19
Category 2	All children in catchment area of nursery within a date of birth range 01/03/2015 – 28/02/2016 for session 2018-19
Category 3	All eligible 2yr olds who turn 2 after 01/03/2016 for session 2018-19 (This should only be used by settings who provide 2yr old places)
Category 4	Outwith catchment area children with siblings already in attendance at the nursery/school
Category 5	All children who live part of the time with a parent who resides within the catchment area of nursery/school (proof of residence should be sought for this)
Category 6	Angus residents living outwith catchment area of the nursery
Category 7	All non Angus residents

In the case of St Thomas' and St Margaret's Roman Catholic Primary Schools only, priority will be given to children within the catchment area who have been baptised into the Roman Catholic faith. This will be confirmed by inspection of the Baptismal Certificate. Thereafter the above categories will apply.

Children with Additional Support Needs

The placement of children with additional support needs is determined at multi-agency meetings held within the timescales for nursery applications. Recommendations are made based on the additional support needs of the child and the level of support required to best meet the child's needs.

In the event of a request for an additional support placement where a child has not been assessed, the Head Teacher should consult with the Additional Support Needs (ASN) Team.

Proof of Residence

When completing an application for an early learning and childcare place, you will be asked to provide two forms of proof of residence. These may be in the form of:-

- Council Tax Letter
- Bank/Building Society Statement
- Credit Card Statement
- Utility Bill (e.g. Electricity, Gas, Telephone)
- Utility Connection Letter
- Driving Licence or V5 Vehicle Registration Document
- Department of Work and Pensions Letter
- HMRC Letter
- Social Work Letter
- Child Support Agency Letter

Acceptance Deadline

The offer of a nursery place must be accepted by returning the acceptance slip to the nursery by the date indicated. Failure to do so will result in the need to re-apply for nursery at a later date.

Allocation of Nursery Places

We will endeavour to meet parental preferences where possible. However, if requests exceed the number of places available then the single criterion of age within each category will be used (with priority being given to the oldest). If your child is not given a place at your first choice nursery, your application will be moved to your second choice and so on. However places will have already been allocated and your preferred sessions may not be available. Entitlement is to receive up to 600 hours of a funded early learning and childcare place which may be within any Private & Voluntary Provider in partnership within Angus Council or Local Authority Nursery where places are available.

Within a Local Authority setting any variation from the offered allocation must be agreed prior to your child starting nursery.

In some instances parents requesting a variation in hours/patterns of attendance may be offered an alternative provider in order to meet their needs.

Enrolment for Primary One

Please note that attendance at a nursery outwith your catchment area will not give your child priority for a place at that school when starting primary one.

APPLICATION FOR EARLY LEARNING CHILDCARE PLACEMENT



Please complete all the sections in BLOCK CAPITALS, sign and date the form.

SECTION 1: CHILD DETAILS

Surname Forenames

Known as Male Female

D.O.B Birth certificate no.

Full home address

Postcode:

Tel no. Email

Funding place being applied for: 2 year old 3 year old 4 year old

Supporting evidence required for all applications

Birth certificate seen and copied by provider

Two proofs of address seen and copied by provider

Requested Provide

Requested Start Date

Two Year old funding applications ONLY (applications may be submitted once child turns 2)

Are you in receipt of one or more of the criteria detailed on the accompanying notes? Yes No

If yes, please state which:

A full copy of the benefit award letter dated within last three months at point application is being considered or confirmation form from the Department of Work and Pensions must be provided.

SECTION 2: FAMILY DETAILS

Adults the child lives with:

	Parent/Carer 1	Parent/Carer 2
Title	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Forename	<input type="text"/>	<input type="text"/>
Telephone no. (Home)	<input type="text"/>	<input type="text"/>
Mobile no.	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
Relationship to child	<input type="text"/>	<input type="text"/>

Other children in the family

	Child 1	Child 2	Child 3
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Current school	<input type="text"/>	<input type="text"/>	<input type="text"/>

Emergency Contacts

Please give details of two appropriate adults who can be contacted in the event of an emergency where no contact can be made with parent, carer.

	Adult 1	Adult 2
Name	<input type="text"/>	<input type="text"/>
Relationship to child	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
	Postcode: <input type="text"/>	Postcode: <input type="text"/>
Telephone no.	<input type="text"/>	<input type="text"/>
Mobile no.	<input type="text"/>	<input type="text"/>

Please note any specific instructions in the event of an emergency

Does this child already attend an early year's provision, nursery? YES NO

If YES, please give details:

SECTION 3: PREFERRED EARLY YEARS SERVICE

We aim wherever possible to offer a place in your first choice but sometimes this is not possible.

Nursery you would prefer for your child (please see options on accompanying notes).

1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>
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Enrolment Preference

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any other information on hours requested:

Ethnic Background

<input type="checkbox"/> White - Scottish	<input type="checkbox"/> Caribbean or Black - Caribbean/British/Scottish	<input type="checkbox"/> Asian - Chinese/British/Scottish
<input type="checkbox"/> White - Gypsy/Traveller	<input type="checkbox"/> Caribbean or Black - Other	<input type="checkbox"/> Asian - Other
<input type="checkbox"/> White - Other	<input type="checkbox"/> British African - African/British/Scottish Other	<input type="checkbox"/> Arab
<input type="checkbox"/> White - Irish	<input type="checkbox"/> African - Other	<input type="checkbox"/> Other
<input type="checkbox"/> White - Polish	<input type="checkbox"/> Asian - Indian/British/Scottish	<input type="checkbox"/> Not Disclosed
<input type="checkbox"/> White - Other	<input type="checkbox"/> Asian - Pakistani/British/Scottish	<input type="checkbox"/> Not Known
<input type="checkbox"/> Mixed or multiple ethnic groups	<input type="checkbox"/> Asian - Bangladeshi/British/Scottish	

National Identity

<input type="checkbox"/> Scottish	<input type="checkbox"/> English	<input type="checkbox"/> Northern Irish	<input type="checkbox"/> Not disclosed
<input type="checkbox"/> British	<input type="checkbox"/> Welsh	<input type="checkbox"/> Other	<input type="checkbox"/> Not known

Language spoken at home

SECTION 4: PROFESSIONAL DETAILS

Name	Address	Telephone No.
Child's GP (essential info)		
Child's Health Visitor (essential info)		
Child's Social Worker Lead Professional (if applicable)		
Any professionals involved with your child e.g. speech therapist (if applicable)		

SECTION 5: HEALTH

Indicate any health problems by putting a cross in the appropriate boxes

- | | | | | |
|-------------------------------------------|-------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Sting allergy | <input type="checkbox"/> Migraine/headaches | <input type="checkbox"/> Heart problem | <input type="checkbox"/> Bladder problems |
| <input type="checkbox"/> Gastric problems | <input type="checkbox"/> Nut allergy | <input type="checkbox"/> Vision impairment | <input type="checkbox"/> Chest Problems | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Diabetic | <input type="checkbox"/> Hay fever | <input type="checkbox"/> Walking problems | <input type="checkbox"/> Skin complaint | <input type="checkbox"/> Pills/medicines carried |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Kidney complaint | <input type="checkbox"/> Speech Impairment | <input type="checkbox"/> Other (please detail in Section 6: Additional Information) | |

Special dietary needs - please detail

Additional support needs - please detail

SECTION 6: ADDITIONAL INFORMATION

e.g. legal status of the child, conditions of any legal order, outcome of health assessment or screening

DECLARATION

- I confirm that to the best of my knowledge, all of the information provided by me on this application form is accurate and I understand that Angus Council will use my information for the purposes below.
- I agree that funding is applied for and guarantee this child is not receiving funding elsewhere.
- I am also aware that Angus Council will carry out checks to ensure that public funds/resources are correctly allocated/awarded.

DATA PROTECTION

The council is the 'Data Controller' of the personal data you provide to us. The information gathered on this form is used to process admission of your child into early learning and childcare/school and to update contact details should we need to contact you/your nominated emergency contact regarding your child. We use personal information so that we can provide public services, carry out our statutory functions and to meet our legal obligations in accordance with the Education (Scotland) Act 1980. We collect information via enrolment forms, annual data check forms, secure file transfers and information provided by previous early years providers, schools and other local authorities. Information may be shared with early years providers, schools within Angus, or other local authorities where your child has previously been enrolled.

The information you provide is kept in accordance with the Angus Council Retention Policy.

For further information please refer to the Council's full privacy statement at www.angus.gov.uk/infogovernance/angus_council_full_privacy_statement

Signed (parent/carer):

Date:

Surname

Forename

Relationship

Address

Postcode:

Telephone no.

COMPLETED FORMS MUST BE RETURNED TO THE NURSERY OF YOUR FIRST CHOICE, ALONG WITH SUPPORTING EVIDENCE AS NOTED IN SECTION ONE.

FOR OFFICIAL USE ONLY (TO BE COMPLETED BY REQUESTED SETTING)

Date application received: Category:

Proof of Birth certificate: YES / NO Proof of residence: YES / NO

Signature: Date: