

OFFICE USE ONLYApplication full & complete Priority 1 eligibility checked

LAP date: _____

East Renfrewshire Council**Early Learning and Childcare**

2 YEAR OLD APPLICATION FORM (updated April 2023)

1. Nursery Information – details of the establishments at which placement is requested.

Please indicate your order of choice by placing a 1 for 1st choice in the appropriate box, 2 for 2nd choice and 3 for 3rd choice.

Arthurlie Family Centre
Glen Family Centre
Madras Family Centre
McCready Family Centre
Cart Mill Family Centre

(*Please note that there is no guarantee you will be allocated your 1st choice)

2. Details of Child

 Forename(s) _____

Surname _____

 Male Female (Please tick appropriate box)

 Has your child been known by any other name? No

 Yes

 (Please provide details)

 Date of Birth

 Age of child at the date of application

Address _____

Post Code _____ Telephone number _____

Mother's/Carer Name _____ Father's/Carer Name _____

 Date of Birth

 Date of Birth

 NI Number:

 NI Number:

 Address _____
 (if different from child)

 Address _____
 (If different from child)

E-mail address _____

e-mail address _____

3. Support

Health Visitor/ Named Person _____ GP Name/Clinic _____

Does any other worker/professional support your family? E.g. physiotherapist, dietician, social worker, paediatrician?

 Yes No If yes, please give details: _____

4. Please refer to the attached priority list and indicate to which band you judge your child belongs.

5. Please tick any of these benefits that you are currently receiving:

Income Support

Jobseeker's Allowance

Employment and Support Allowance

Incapacity Benefit or Severe Disablement Allowance

Pension Credit

***Evidence of benefits must be enclosed**

Child Tax Credit (CTC), but not Working Tax Credit and your income is less than £18,725

Both maximum CTC and maximum Working Tax Credit and your income is under £8,717.00

Support under Part VI of the Immigration and Asylum Act 1999*

Universal Credit - where your maximum monthly earned income from employment does not exceed £726

Are you claiming as a single parent Yes No

6. Placement Request *(Please note that there is no guarantee of preference being granted)*

Please indicate which sessions you would like to apply for by ticking the boxes below.

Please note if you re applying as an entitled priority 1 placement the maximum you can request is 23h45m over 48 weeks (5 x AM or PM sessions or 2 full days and one half day) or 30 hours term time over 38 weeks - core hours only.

	AM 8am to 12.45pm Full Year 48 weeks	PM 1pm to 5.45pm Full Year 48 weeks	FULL DAYS 8/8.30am to 5.30/6pm Full Year 48 weeks	Core Hours 9am to 3pm Term Time 38 weeks
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If there are more applications than spaces would you be interested in any pattern of attendance which would be drawn from a ballot?

Please indicate YES or NO When would you like to start? _____

Additional Information

Please provide any additional information that you think will support your application – ***please indicate if you are flexible in the provision requested particularly if choosing 2 ½ days***

The information you supply on this form will be used by East Renfrewshire Council to process your application for a place in an early learning and childcare setting. We will use your information to verify your identity where required, contact you by post email or telephone and to maintain our records. The council will use this information because we need to do so to perform a task carried out in the public interest. If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can find out more about how we handle this information and your rights in respect of it by going to www.eastrenfrewshire.gov.uk/privacy. If you do not have access to a computer and wish a paper copy please contact your early learning and childcare establishment.

Declaration of Parent /Guardian: –

I confirm that the information given in this application form is accurate*.

Signed: _____ Date: _____

NB if any of the information provided on this form is found to be incorrect at any time, any place offered may be withdrawn.

Please return completed form to - or post to

earlylearningandchildcare@eastrenfrewshire.gov.uk
Business Support Section
East Renfrewshire Council
Education Department
211 Main Street
BARRHEAD
G78 1SY

Contact Telephone Number:
0141 577 3288

OFFICE USE ONLY: Once Completed **PROTECT**

Priority System for 2 year old children:

- Priority 1: Children from households where a parent or carer is in receipt of certain out of work benefits or any child who is considered to be in need of protection, prevention, is looked after (including Kinship Care) or who has additional support needs considered by Psychological Services.
- Priority 2: All East Renfrewshire children who have not been admitted under priority 1. Charges will apply in line with the authority's charging policy.
- Priority 3: Any child who resides out with East Renfrewshire Council and whose parents/carers wish to enter into an agreement with the Council for a place will only be offered after the needs of the children living within the authority has been met and where applicable, charges will apply in line with the authority's charging

PRIVACY NOTICE – 0 - 4 YEAR OLD PLACES IN EARLY LEARNING AND CHILDCARE**Who will process your information?**

The personal information you give to us through any of our forms relating to a 0 - 4 year old places in Early Learning And Childcare and any other personal information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock G46 6UG for the administration of 0 - 4 year old places in Early Learning and Childcare and any charges that may need to be applied to you.

Why do we process your information?

Your information is processed to help us administer 0 - 4 year old places in Early Learning and Childcare and collect fees where these apply. Your information may also be shared with other departments within the council and other organisations out with the council to check the information we have is accurate and to protect public funds.

What is the legal basis for us to process your information?

The council processes your information in order to perform a task carried out in the public interest, and where appropriate to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

The law gives certain types of information special significance because of its sensitivity eg health information. If we process this type of information about you in relation to 0 - 4 year old places in Early Learning and Childcare we do so on the basis that it is necessary for reasons of substantial public interest.

These are the main points of our privacy notice. You can access the full privacy notice at www.eastrenfrewshire.gov.uk/privacy If you do not have access to a computer and wish a paper copy please contact the Business Support Section on 0141 577 3288/3265.