You have requested an application form for Early Learning & Childcare support for your 2 year old child.

These guidance notes are to assist you in completing the application form and also to explain how places are allocated.

**Eligible criteria:**

Your two year old may be eligible if one of the following apply, or you are in receipt of one of the following benefits

- Income support
- Income based job seekers allowance
- Any income related element of the Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit and your income is less than £16,105 per year
- Maximum Child Tax Credit **and** maximum Working Tax Credit and your income is less than £6,420 per year
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit and your household income is £610 a month or less

**OR your child is or has been at any time since their second birthday:**

- Looked after (as defined in section 97(2) of the Children (Scotland) Act 1995)
- Under a kinship care order (as defined in section 11(1) of the Children (Scotland) Act 1995)
- Lives with a Parent Appointed Guardian (as defined in section 72(1) of the Children (Scotland) Act 1995)

To allow your application to be progressed parents/carers are required to complete/provide the following information:

- Application form for 2 year olds eligible for 600 hours early learning and childcare under the Children & Young People (Scotland) Act 2014
- Department for Work and Pensions form or
- Current Tax Credits award letter or
- Universal credits statement (all pages must be provided)
- Confirmation that your child is Looked After, under a Kinship Care Order or staying with a parent appointed guardian
- Proof of support under part VI of the Immigration and Asylum Act 1999
- Council tax statement and a copy of the child’s birth certificate

For Department of Work & Pensions forms you should provide all information requested, including the date your qualifying benefit took effect.

Proof of Birth Date – when you post your application form to Intervention and Inclusion, Municipal Building, Kildonan Street, Coatbridge, ML5 3BT you must send a copy your child’s birth certificate (for UK nationals)
or passport (for non-UK national). PLEASE DO NOT SEND THE ORIGINAL, WE ARE UNABLE TO RETURN.

Proof of address – please also send a copy of your current year Council Tax Statement to allow Intervention & Inclusion to ensure you are a North Lanarkshire resident.

The identification type is either the child’s Birth Certificate (for UK nationals) or Passport (for non-UK nationals)

The eligibility cut off dates are as follows:-

<table>
<thead>
<tr>
<th>If your child turns two between</th>
<th>Term start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September 2016 – 31 December 2016</td>
<td>9 January 2017</td>
</tr>
<tr>
<td>1 January 2017 – 28 February 2017</td>
<td>18 April 2017</td>
</tr>
<tr>
<td>1 March 2017 – 31 August 2017 *</td>
<td>18 August 2017</td>
</tr>
</tbody>
</table>

* If your child’s 2nd birthday falls between 18 August and 31 August they will start the day after their 2nd birthday

You will be issued with a list of approved suppliers after your application has been processed and it has been confirmed that your child is eligible for a place.

All correspondence you receive from this office will be referenced with the same unique reference number and this should be used if you have to contact us with regards to your application.

For more information on this entitlement visit our website: www.northlan.gov.uk/childcare

APPLICATION FORM

PART 1 CHILD DETAILS

You should provide all of the information requested about your child in this section, particularly the Birth Certificate number, format, District Number, Year of Birth, Entry Number (for UK nationals) and Passport number (for non-UK nationals). All of the details at this part of the form are used by us to identify each child on our records and in particular our computer systems. Your child’s details will be kept safe and treated in the strictest confidence.

PART 2 OFFICE USE ONLY

Although this is for office use only there is information gathered here you will wish to be aware of:

Date of application – the office will record in this box the date they received the application from you.

Details of placement – the office will record information about the nursery place your child has been allocated.

Category recommended – the Council has a policy for allocating nursery places in its own nurseries in a priority order. There are 4 priority bands and band 1 is the highest priority. All band 1 children will be allocated a place before any band 2 child is considered and so on through all 4 categories. The 4 priority categories are:

Category 1
Children who are on the child protection register or subject to child protection procedures and those children who have progressed to a family support plan, in order to reduce the risk of significant harm, as determined by Social Work Services. This includes children who have turned 2 and are looked after, looked after and accommodated, have been looked after in the past, have been looked after and accommodated in the past and are subject to a kinship care order or with a parent appointed guardian.

Category 2
Children who have been identified as having additional support needs arising from a disability, as defined by legislation and where a nursery placement is recommended, following multi agency review. Children with a recognised disability as defined in the 1995 Disability Discrimination Act.

Category 3
Children from families where the impact of significant circumstances is recognised by more than one professional, as preventing a positive start and where a nursery placement will support families to engage with professionals resulting in improved outcomes for children.

Category 4
Children from families affected by circumstances requiring a short term immediate response, as identified by a professional agency. Placements will be for a maximum of 12 weeks only and any extension will be through re-referral.

PART 3 FAMILY DETAILS

Contact 1 (The Applicant) and Contact 2

A parent/carer should take responsibility for completing the application form and you need only complete the address if it is different from the child’s details. Carers should always be listed as a contact.

Complete details of other children within the household a separate sheet may be used for this purpose.

Please note that under the provisions of Part 1 of the Children (Scotland) Act 1995 it may be necessary for the nursery to keep both parents advised separately of progress and nursery events. Speak to the nursery or childminder if you have any queries about this.

PART 4 CURRENT CHILDCARE PROVISION

It is helpful if we know if your child is currently in registered childcare.

PART 5 MARKETING

So that we can tell which advertising area is most effective, please tell us how you became aware of the application process.

PART 6 ETHNIC BACKGROUND

We have to collect information on ethnic origin. You are not required to answer these questions, however this makes sure that no group is disadvantaged and that we meet the needs of all children.

PART 7 APPLICANT DECLARATION

Please sign and date your application, acknowledging your commitment to provide accurate and up to date information.

Your form should be returned to:-

North Lanarkshire Council
Education and Families
Intervention and Inclusion
Municipal Buildings
Kildonan Street
Coatbridge
ML5 3BT

Some General Information

PLEASE NOTE securing a place for your 2 year old child does not have any bearing on your child’s 3-5 statutory funded place. You will need to submit an application within the admissions timeline and guidance, to your first choice nursery.

If you have not heard from us within 14 days of posting your application please contact Intervention & Inclusion on (01236) 812281.

Further information on North Lanarkshire Council’s nursery admissions policies, procedures and frequently asked questions can be found on www.northlanarkshire.gov.uk/nurseryplaces.