



APPLICATION GUIDANCE FOR 1140 hours

FOR 3-5 STATUTORY FUNDED PLACE 2023-2024

Application Guidance Notes for Parents/Carers applying to an Early Learning & Childcare provider

You should complete this form if your child will become eligible for a free funded place according to North Lanarkshire Council's Admission Policy for children aged 3 to 5 years.

For full details go to northlanarkshire.gov.uk/ELC

North Lanarkshire Council offers several models for 1140 hours provision. The council is in a framework agreement with a number of partner providers (private, voluntary and independent nurseries and childminders), and this offers flexibility for parents/carers in how they use their 1140 hours.

Council Nurseries offer the following options:

Term Time: 6 hours per day, over 38 weeks of an academic school year.

48 Week: 4 hours 45 minutes sessions per day, 5 mornings, 8.00am to 12.45pm or 5 afternoons, 1.00pm to 6.00pm.

Mixed Models: Offering a choice of Term Time sessions or 48 weeks sessions.

NB 48 week establishments will close for the following public holidays; 1st and 2nd January, Good Friday and Easter Monday, Mayday Holiday, Friday and Monday of May Weekend Holiday, Fair Monday, Friday and Monday of September Weekend Holiday, Christmas Day and Boxing Day. They will also close during the 3 days between Christmas and New Year and In-service days.

Partner Providers: these include childminders and private, voluntary & independent nurseries that have entered into a framework agreement with North Lanarkshire Council. These partner providers can offer a variety of models between 38 - 51 weeks per year. Partner providers should be approached directly for details of the models they provide.

Parents/carers can choose a split placement allowing funding to be split between 2 providers. An example of this is a child attending 2 council establishments, council and a partner provider or 2 partner providers. A fully completed application form **MUST** be submitted to BOTH Early Learning & Childcare provider that you wish your funding to be split between.

Submission of your Application Form

Due to the ongoing pandemic and in the interest of public health and safety, application forms and supporting documentation should be submitted electronically where possible to your first choice Early Learning & Childcare provider. Providers email addresses can be found on northlanarkshire.gov.uk/ELC. Where an electronic submission is not possible, all relevant documentation should be contained in a single sealed envelope. Your Early Learning & Childcare provider will advise how they will collect this from you.

The following information will be of assistance to you

- **Date application received:** The Early Learning & Childcare provider will record in this box the date they receive the application form from you. Applications received after the deadline date will be considered late and will be reviewed once applications that were submitted on time have been allocated a place.
- **Category Recommended:** Within Council settings, there are 6 priority council bands, with category 1 being the highest priority. Within all settings priority will be given to North Lanarkshire children.

Places will be allocated in line with the categories below:

1. Children whose application is supported by an agency significantly involved with the child and family.
2. Children who have brother(s) and sisters(s) who will be **in the nursery at August 2023.**
3. Children from the defined local area and those whose entry to primary school is being deferred.
4. Children from the defined local area whose parents/carers are in employment and/or education and who require additional childcare and children resident in North Lanarkshire whose carers live within the defined local area.
5. All other eligible children residing in North Lanarkshire.
6. Eligible children residing outwith North Lanarkshire (Cross Boundary).

Please note that Partner Providers have their own admissions policy, which is available directly from them by request.

- **Proof of Date of Birth:** when you submit your application form to the Early Learning & Childcare provider you must provide a copy of your child's birth certificate (for UK nationals) or passport or national identification card (for non-UK nationals) (please provide copies as originals will not be returned). This will allow us to check that your child is eligible for a nursery place, i.e. is the correct age.
- **Proof of Address:** Please provide a copy of your current year Council Tax Statement or current letter from Department of Works and Pension, NLC Housing, Social Work or HMRC letter to confirm you are a North Lanarkshire resident as this will assist in determining your category.

NB: Should you live with family members/friends, proof of the householder's council tax bill, along with **additional** documentation with your name and address i.e. DWP letter, Child Tax Credit letter, must be provided.

- **Split Placement:** Refer to Part 2 of this guidance.

PART 1: Child Details

You should provide all of the information requested about your child in this section; please ensure all mandatory fields completed. Your child's details will be kept safe and treated in the strictest confidence. **Please note we are required to use your child's name as it appears on their birth certificate.**

PART 2: 1140 Hours Early Learning & Childcare Choices

Only one application should be submitted per child, except in cases where a split placement is being requested. You are required to make a separate application to each Early Learning & Childcare provider.

It is mandatory that 3 choices of Early Learning & Childcare provider are selected in order of preference. If a place is not available in your first choice, your application will be considered by your second choice and so on. *You must think carefully about your second and third choice of providers as not all providers offer the same type of provision.*

If you are not offered a place with your first choice provider, you will remain on their waiting list for **this academic year only.**

PART 3: Place Requested

Alternative patterns of attendance may be available within settings. Parent/carers should familiarise themselves with the option offered at the Early Learning & Childcare provider of their choice and should discuss their preferences directly with the provider.

Depending on their birth date, children will get at least 4 terms of funded provision before attending school. The funding dates can be found at www.northlanarkshire.gov.uk/ELC

NB: Funding is restricted to no more than 30 hours per week, and 10 hours per day. Unfortunately no guarantee can be given on your choice and pattern of attendance, but we will do our best to accommodate your request.

PART 4: Current Early Learning & Childcare Provider

It is important to know if your child is currently attending another Early Learning & Childcare setting, possibly in an under 3 place, as this will support the transition process.

PART 5: Family details, Contact 1, 2 & 3

Please note that under the provisions of Part 1 of the Children and Young People (Scotland) Act 2014 it may be necessary for the Early Learning & Childcare provider to keep both parents advised separately of progress and Early Learning & Childcare provider's events. Speak to the person in charge/Manager of your Early Learning & Childcare provider if you have any queries about this.

Parent/carer must ensure that all contact details are fully completed as these are mandatory fields. A separate sheet may be used for this purpose. Carers (grandparents, childminders etc.) should always be listed as a contact.

Please provide details of other children who live with the child.

PART 6: Extended Childcare – All Early Learning & Childcare Providers

Please discuss availability and costs fully with your choice of Early Learning & Childcare Provider for any charges that may be applied over and above the 1140 hours.

PART 7: Health & Wellbeing Information

Please provide details of the child's Health Visitor.

Children should have a 27 – 30 month health review. You should contact your Health Visitor about this if you have not received an appointment.

PART 8: Additional Information

If you feel there is any other information which might assist with your application please complete this section.

PART 9: Ethnic & Religious Background

North Lanarkshire Council are required to collect information on ethnic origin. Although this is not mandatory it is helpful to insure no group is disadvantaged and that we meet the needs of all children.

PART 10: Marketing

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

PART 11: Applicant Declaration

If not submitting electronically, please sign and date your application, acknowledging your commitment to provide accurate and up to date information.

PART 12: Receipt Slip

An electronic receipt will be provided.

Some General Information

All Early Learning & Childcare Providers are **non-denominational** even when nursery classes are located in denominational primary schools. This means that the place you are offered may be based in a school which your child will not attend for primary education. Your application will not be given any additional priority because your child will attend the primary school where the nursery class is located.

Further information on North Lanarkshire Council's 1140 hours admissions policies, procedures and frequently asked questions can be found at www.northlanarkshire.gov.uk/ELC