

# APPLICATION FORM – 1140 hours

## FOR 3-5 STATUTORY FUNDED PLACE 2024-2025

**NOTE:** Completed forms must be returned to your first choice Early Learning & Childcare (ELC) Provider, preferably by email, with a COPY of your Child’s Birth Certificate (UK Nationals) or Passport or National ID Card (non-UK Nationals)

Application forms will not be accepted without a Birth Certificate, Passport or National ID Card and a copy of your current Council Tax Statement or a current letter from Department of Works and Pension, NLC Housing, Social Work or HMRC.

**Please read the Application Guidance Notes to assist you in completing this form.**

### 1. Child’s Details

This information must match the information on the child’s birth certificate

FORENAME(S)	CURRENT
SURNAME	ADDRESS
KNOWN AS	
GENDER	
DATE OF BIRTH	

CONTACT NUMBER(S)	EMAIL
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### 2. ELC Provider Choices

Please indicate your 3 choices of ELC Provider in order of priority. Please note choices are not guaranteed. Whilst ELC aims to meet the needs of parents/carers, and is supportive of these requests, it will not always be possible to offer the first ELC setting/model/hours.

Choice 1  
Choice 2  
Choice 3

Do you wish to split your child’s funding between more than one ELC Provider?

**(Please read Part 2, Split Placement of the guidance notes carefully)**                      YES                      NO

If yes, please indicate the name of ELC Provider. Please ensure you have also submitted a fully completed application to the other ELC Provider.

#### FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED	CATEGORY RECOMMENDED
PROOF OF DOB ATTACHED	PROOF OF ADDRESS ATTACHED
EXPECTED FUNDING	SPLIT PLACEMENT DETAILS
AUGUST 2024	
JANUARY 2025	
APRIL 2025	

### 3. Pattern of Attendance Requested

Please tick the pattern of attendance requested.

#### Term Time 38 weeks (Council Nursery)

**MON      TUE      WED      THURS      FRI**

6 Hours per day over 38 weeks

#### Full Time 48 week (Council Nursery)

Please indicate number of weeks Statutory Funding is being requested. (Please discuss with your provider; for split placements discussion with both providers is necessary)

**38 Wks      48 Wks**

**MON                  TUE                  WED                  THU                  FRI**

AM - 4 Hours 45 minutes per day over 48 weeks
PM - 4 Hours 45 minutes per day over 48 weeks

#### Childminder and Private & Voluntary Nurseries - Please discuss with your Funded Provider how you wish your funding to be allocated

**MON      TUE      WED      THURS      FRI**

AM Session
PM session
Full Day
Or indicate hours required

**Number of weeks Statutory Funding is being used over (please discuss with funded provider as this may vary between settings)**      **38 Wks      48 Wks      50 Wks      Other (please state)**

### 4. How do you wish your placement prioritised?\*

- Model - Council Nursery Term Time (38 weeks))
- Model - Council Nursery Full Time (48 weeks AM/PM)
- Model - Funded Provider Term Time (38 weeks)
- Model - Funded Provider Full Time (various options)
- OR
- Provider (Local Authority/Funded Provider)

By accepting provider as your priority, you are happy to accept any model offered by your chosen provider.  
**The model option is therefore not your preferred priority.**  
 By accepting the model as your priority, you will only consider the model identified by your chosen provider.  
**The provider option is therefore not your preferred priority.**

## 5. CURRENT ELC PROVIDER

Does your child already attend an ELC provision? YES NO

If yes, please give name and address of Early Learning & Childcare provision:

## 6. FAMILY DETAILS

Applicant should be the parent or main carer. Please also provide the details of child's carer, e.g. childminder, grandparent etc. **All information must be fully completed.**

### CONTACT 1 (APPLICANT) - please complete the address if different from child

TITLE ADDRESS  
FORENAME  
SURNAME  
GENDER  
RELATIONSHIP  
TO CHILD  
CONTACT NUMBER(S) EMAIL

CONTACT YES NO CAN COLLECT YES NO

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### CONTACT 2 (APPLICANT) - please complete the address if different from child

TITLE ADDRESS  
FORENAME  
SURNAME  
GENDER  
RELATIONSHIP  
TO CHILD  
CONTACT NUMBER(S) EMAIL

CONTACT YES NO CAN COLLECT YES NO

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### CONTACT 3 (APPLICANT) - please complete the address if different from child

TITLE ADDRESS  
FORENAME  
SURNAME  
GENDER  
RELATIONSHIP  
TO CHILD  
CONTACT NUMBER(S) EMAIL

CONTACT YES NO CAN COLLECT YES NO

### OTHER CHILDREN IN THE HOUSEHOLD Please state in order of age, with oldest first

NAME & AGE  
NAME & AGE  
NAME & AGE  
NAME & AGE

## 7. WRAPAROUND CHILDCARE (No guarantees are given to provide extended childcare)

Do you require extended childcare YES NO

If yes, please discuss availability and cost with the ELC Provider when submitting this application.

## 8. HEALTH INFORMATION

Does this child have any long-term medical condition or disability?	YES	NO	NOT DISCLOSED
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If yes, has there been a professional assessment identifying a disability?	YES	NO
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If yes, can you provide copies of the professional assessments?	YES	NO
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Does this child have any special dietary requirements? If yes, please provide details:- e.g., allergy to eggs/dairy/nuts/gluten intolerance.	YES	NO
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### CHILD'S HEALTH VISITOR

NAME

ADDRESS

TELEPHONE  
NUMBER

### CHILD'S DOCTOR

PRACTICE  
NAME

ADDRESS

TELEPHONE  
NUMBER

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Is any other agency involved with your with child e.g. Social Work, Health Professional, CPN etc	YES	NO
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If yes, please state the agency details below.

AGENCY  
NAME

TELEPHONE  
NUMBER

AGENCY  
NAME

TELEPHONE  
NUMBER

## 9. ADDITIONAL INFORMATION

Please include all relevant information in support of your application

## 10.ETHNIC & RELIGIOUS BACKGROUND

We would like you to help us collect information about your child's ethnic background, language, religion and national identity. This information is extremely valuable as it is used to monitor the effectiveness of the Council's Race Equality Policy. (Please tick below)

WHITE SCOTTISH	WHITE OTHER	ASIAN INDIAN	ASIAN BANGLADESHI
ASIAN PAKISTANI	ASIAN	CHINESE	ASIAN OTHER
AFRICAN OTHER	BLACK OR CARIBBEAN	BLACK OTHER	WHITE GYPSY TRAVELLER
MIXED	NOT DISCLOSED	OTHER (please specify)	

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### CHILD'S RELIGION

Please State: (e.g. Christian, Muslim, etc.)

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### ASYLUM STATUS

(Please tick as appropriate)

N/A	ASYLUM SEEKER	REFUGEE
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### NATIONAL IDENTITY:

(Please tick as appropriate)

SCOTTISH	BRITISH	ENGLISH
N.IRISH	WELSH	OTHER
NOT KNOWN	NOT DIS-CLOSED	

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## 11. ARMED FORCES

North Lanarkshire Council is committed to the Armed Forces Covenant

Are you part of the Armed Forces?                      YES                      NO

Please tick if you are a:                      Regular                      Reserve                      Veteran

## 12. MARKETING

Where did you hear about making application for ELC place?

Please give details below

## 13. APPLICANT DECLARATION

The details provided are a true statement of my circumstances. I understand that if I give false information it will put at risk any placement offered. I agree to inform the ELC provider of any changes in my circumstances as this also may affect any placement offered.

SIGNATURE

DATE

PRINT NAME

RELATIONSHIP  
TO CHILD

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*If your application has been submitted electronically, an email will be issued to confirm receipt by the first choice ELC Provider.*

## 14. RECEIPT

Please complete and return to applicant as proof of submission

I CAN CONFIRM A COMPLETED APPLICATION FORM AND SUPPORTING PAPERWORK HAS BEEN RECEIVED FOR (insert child's name):

RECEIVED BY  
(print name please):

DATE RECEIVED:

NAME OF ELC PROVIDER:

## What is this statement?

This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

## Who are we?

North Lanarkshire Council is a Local Authority established under the Local Government (Scotland) Act 1994. Education Headquarters is located in Civic Centre, Windmillhill Street, Motherwell ML1 1AB.

## Why do we need your personal information and that of your child or young person?

The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

## Legal basis for using your information

We provide this service as part of our statutory function as your Local Authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

## Your personal information

Education uses the national IT system (SEEMiS) to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email). We will also ask you to update this information annually.

We may also ask you for information about medical conditions, additional support needs, religion and ethnicity. We may also record information you might wish to provide about your family circumstances.

We require this information to ensure children and young people are educated appropriately, are supported and that we take account of their health and wellbeing.

During a child's journey through education a pupil's record is kept. This core record is mainly paper-based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

## How will we use this information?

Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of Scottish Qualifications Authority (SQA) and to support young people's access to Further Education
- to allow us to process Education Maintenance Allowance (EMA) applications
- to make appropriate transport arrangements for children and young people
- to process placing requests
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland
- to contact you by post, email, telephone or text, when required.

## Who do we share information with?

To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between services within Education. From time to time, education staff may also need to share information about you, your child

or young person with another person from another agency or service, e.g. Social Work, Health.

We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young peoples' learning.

When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school.

Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect of the education of children and young people. We will keep this information safe and secure.

## How long do we keep your information for?

We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003> or you can request a hardcopy of this from Education Headquarters, Civic Centre, Windmillhill Street, Motherwell ML1 1AB.

## Your rights under data protection laws

You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.
- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request transfer – you can request that your information is transferred to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
- you think that we no longer need to hold the information for the purposes for which it was originally obtained
- you have a genuine objection to our use of personal information
- use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it or have it removed from records please contact your child or young person's head teacher or head of establishment in the first instance.

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## Data Protection Officer

Our Data Protection Officer (DPO) is the Head of Business for Legal and Democratic Solutions. The DPO oversees compliance with this privacy statement. If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the DPO at

### Data Protection Officer (DPO)

**Civic Centre,  
Windmillhill Street,  
Motherwell ML1 1AB or by email to [AITeam@northlan.gov.uk](mailto:AITeam@northlan.gov.uk)**

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## Information Commissioner's Office

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can raise the matter with the Information Commissioner's Office, who can be contacted at

**Information Commissioner's Office,  
45 Melville Street,  
Edinburgh, EH3 7HL or by e-mail to [casework@ico.org.uk](mailto:casework@ico.org.uk)**