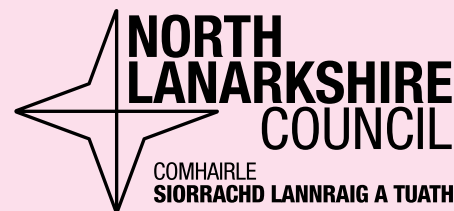


# EARLY LEARNING & CHILDCARE FOR ELIGIBLE TWO YEAR OLDS



## GUIDANCE NOTES APRIL 2025 – FOR PARENTS/CARERS

You have requested an Early Learning and Childcare Application Form for your **2 year old child**.

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

### Eligibility criteria:

You may be eligible if you receive one or more of the following qualifying benefits:

- Income support
- Income based job seekers allowance
- Any income related element of the Employment and Support Allowance
- Incapacity or Severe Disablement allowance
- State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

If you receive Universal Credit, then you can earn a certain amount of money and still be eligible.

The income threshold for Universal Credit can change each year.

- If you are on Universal Credit, then your household take-home pay can be **£850 a month or less (based on the equivalent of £10,200 a year or less). \*Take home pay is how much money you get after you have paid Tax, National Insurance and Pension Contributions**

### OR if your child is:

- Looked after and accommodated
- Under a kinship care order
- Lives with a Parent Appointed Guardian
- Care experienced or has a parent who is care experienced

To allow us to confirm eligibility application parents/carers should provide the following information:

- Completed application form for eligible **2 year olds**
- Proof of benefit received
- Confirmation that your child is either: Looked after and accommodated, under a Kinship Care Order or staying with a parent appointed guardian
- If you are a Care Experienced parent/carer we will require confirmation from a professional person who can confirm your circumstances e.g. social worker, doctor a list of professional individuals is available on request
- Proof of support under part VI of the Immigration and Asylum Act 1999 if applicable
- A copy of your current Council tax statement and a copy of the child's birth certificate

Eligible **2 year olds** will receive a childcare place from the term after their second birthday:

Child's two year old birthday falls between	Term start date
1 September to 31 December	January Term
1 January to end of February	April Term
1 March to 31 August	August Term

**\* If your child's 2nd birthday falls between start of August term and 31 August, they will start the day after their 2nd birthday.**

## APPLICATION FORM

### PART 1 CHILD DETAILS

You should provide all the information requested about your child in this section. Please make sure you include a copy of your child's birth certificate with your Application Form. Your child's details will be stored securely in line with GDPR guidelines.

### PART 2 CONTACT DETAILS

The information provided should match the name on the benefit paperwork and the parent/carer must sign the application form.

### PART 3 BENEFIT INFORMATION

Please refer to Benefit Guidance note enclosed and tick the appropriate box to confirm which criteria you meet.

### PART 4 HEALTH INFORMATION

Please provide all the information requested about your child in this section.

### PART 5 ETHNIC & RELIGIOUS BACKGROUND

We would like to collect information on ethnic origin. You don't have to answer these questions, however this makes sure that no group is disadvantaged and that we meet the needs of all children.

### PART 6 MARKETING

So that we can find out which advertising area works best, please tell us how you heard about funded Early Learning and Childcare for Eligible 2 year olds.

### PART 7 APPLICANT DECLARATION

Please sign and date your application to confirm that you have provided accurate and up to date information.

Your completed form and supporting documentation should be emailed to [ef.earlyyears@northlan.gov.uk](mailto:ef.earlyyears@northlan.gov.uk) or posted to:

**North Lanarkshire Council,  
Education and Families  
Early Learning and Childcare,  
Windmillhill Street,  
Motherwell ML1 1AB**

## SOME GENERAL INFORMATION

**To ensure your application is processed quickly please make sure you have enclosed all information requested.**

Once we have processed your 2 year old Application and confirmed your child is eligible you will be issued with a list of approved suppliers. This will allow you to choose a childcare provider.

**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 a 3-5 childcare application within the admissions timeline and guidance to your first choice nursery.

If you have any questions regarding your application, please contact the Early Learning and Childcare Team by email:

[ef.earlyyears@northlan.gov.uk](mailto:ef.earlyyears@northlan.gov.uk)