APPLICATION FOR EARLY LEARNING AND CHILDCARE PLACEMENT
(ACCOMPANYING NOTES)

Please take all completed application forms to the Head Teacher / Manager of the preferred service who will advise of the sessions available.

TWO YEAR OLD FUNDED PLACES

Children who turn two years old during the current school session may be entitled to a funded two- year-old early learning and childcare place.

Admission Criteria for Two Year Olds

Parents, carers or guardians of children who will be two-years-old at any point during the school session are eligible for the increased childcare provision if they meet the current criteria for free school meals. This includes two-year-olds who have a parent(s) or carer on:

- Income Support
- Income-based Jobseeker’s Allowance
- Employment and Support Allowance (income based)
- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credits, but not Working Tax Credit, and your total household income is less than £16,105*
- Both maximum Child Tax Credit and Maximum Working Tax Credit and your total household income is under £6,420*
- Support under the Immigration and Asylum Act 1999
- Universal Credit and your total household income is less than £610 per month

*The income thresholds for Child Tax Credit and Working Tax Credit can vary annually.

Additionally free early learning and childcare is available for two year olds who are, or have been at any point since their second birthday:

- Looked after
- Under a kinship care order
- Under a guardianship order

Provision for two-year-olds is currently available at the centres listed below.

Changes will be updated at the end of each calendar month (Playgroups denoted by PG)

<table>
<thead>
<tr>
<th>Arbroath</th>
<th>Brechin</th>
<th>Carnoustie</th>
<th>Forfar</th>
<th>Monifieth</th>
<th>Montrose</th>
<th>Kirriemuir</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friockheim &amp; Kinnell PG</td>
<td>Edzell PG</td>
<td>Panmure Pre-school</td>
<td>Chimes PG</td>
<td>Tiddlywinks</td>
<td>Little Beehive Nursery</td>
<td>Newtyle &amp; Eassie PG</td>
</tr>
<tr>
<td>Hayseedhead PG</td>
<td>New Friends Nursery</td>
<td>Scallywags Nursery</td>
<td>Jack &amp; Jill’s Elite Nursery</td>
<td>Nursery</td>
<td>Ferryden PG</td>
<td>Sunshine Playschool</td>
</tr>
<tr>
<td>Ladybird PG</td>
<td>Nursery</td>
<td>Nursery</td>
<td>Letham PG</td>
<td>Strathmore</td>
<td>Nursery</td>
<td>Southmuir Primary School</td>
</tr>
<tr>
<td>Muirfield PG</td>
<td>Smallworld</td>
<td>Playspaces</td>
<td>Primary School</td>
<td>Primary School</td>
<td>Nursery</td>
<td></td>
</tr>
<tr>
<td>Rosemount Little Rascals</td>
<td>Nursery</td>
<td>Private Nursery</td>
<td>Burnside Primary</td>
<td>Stepping Stones</td>
<td>Nursery</td>
<td></td>
</tr>
<tr>
<td>Ladyloan Primary School</td>
<td>Andover Primary</td>
<td>School</td>
<td>School</td>
<td>PG</td>
<td>Nursery</td>
<td></td>
</tr>
</tbody>
</table>

If your child is 30 months old and meets the admission criteria above the option of an early learning and childcare place is also available at:

<table>
<thead>
<tr>
<th>Arbroath</th>
<th>Forfar</th>
<th>Kirriemuir</th>
<th>Monifieth</th>
<th>Montrose</th>
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</thead>
<tbody>
<tr>
<td>Abbey PG</td>
<td>Mothergoose PG</td>
<td>Charleston PG</td>
<td>Busy Bee Nursery</td>
<td>Hillside PG</td>
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<tr>
<td>Condor PG</td>
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<td>Grange PG</td>
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</tbody>
</table>

All arrangements for starting a placement MUST be agreed with the manager of your preferred choice.
THREE AND FOUR YEAR OLD FUNDED PLACES

From August 2017 Admission dates for 3 and 4yr olds will be:

<table>
<thead>
<tr>
<th>Children born between*</th>
<th>Eligible to start nursery</th>
<th>Application Deadline for Local Authority Nurseries</th>
<th>Notification from Local Authority Nurseries by</th>
<th>Parent/Carer acceptance of place by</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 August 2014 and 16 October 2014</td>
<td>Start of Winter Term (16 October 2017)</td>
<td>25 August 2017</td>
<td>15 September 2017</td>
<td>29 September 2017</td>
</tr>
<tr>
<td>17 October 2014 and 8 January 2015</td>
<td>Start of Spring Term (8 January 2018)</td>
<td>27 October 2017</td>
<td>17 November 2017</td>
<td>28 November 2017 (due to In-Service and St Andrews Day)</td>
</tr>
<tr>
<td>9 January 2015 and 16 April 2015</td>
<td>Start of summer Term (16 April 2018)</td>
<td>26 January 2018</td>
<td>23 February 2018</td>
<td>9 March 2018</td>
</tr>
<tr>
<td>17 April 2015 and 14 August 2015</td>
<td>Start of Autumn Term (14 August 2018)</td>
<td>20 April 2018</td>
<td>25 May 2018</td>
<td>8 June 2018</td>
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</tbody>
</table>

Priority Categories for Early Learning and Childcare Places at local authority nurseries

| Category 1 | All children in catchment area of nursery within a date of birth range 01/03/2013 – 28/02/2014* (inc. deferrals) for session 2017-18 |
| Category 2 | All children in catchment area of nursery within a date of birth range 01/03/2014 – 28/02/2015* for session 2017-18 |
| Category 3 | All eligible 2yr olds who turn 2 after 01/03/2015* for session 2017-18 (This should only be used by settings who provide 2yr old places) |
| Category 4 | Outwith catchment area children with siblings already in attendance at the nursery/school |
| Category 5 | All children who live part of the time with a parent who resides within the catchment area of nursery/school (proof of residence should be sought for this) |
| Category 6 | Angus residents living outwith catchment area of the nursery |
| Category 7 | All non Angus residents |

*In subsequent years the year of birth will increase incrementally to reflect the age range respectively in each category.
Children with Additional Support Needs

The placement of children with additional support needs is determined at multi-agency meetings held within timescale for application to nursery. Recommendations such as placement in a nursery within a specifically resourced school are made based on the additional support needs of the child and the level of support required to best meet the child’s needs.

In the event of a request for an additional support placement where a child has not been assessed, the Head Teacher should consult with Additional Support Needs (ASN) Team.

Proof of Residence

When completing an application for an Early Learning & Childcare place, you will be asked to provide 2 forms of proof of residence. These may be in the form of:-

- Council Tax Letter
- Job Centre Plus Letter
- Bank/Building Society Statement
- Credit Card Statement
- Utility Bill (e.g. Electricity, Gas, Telephone)
- Utility Connection Letter
- Driving Licence/V5 Vehicle Registration Document
- Department of Work and Pensions Letter

Acceptance Deadline

Formal acceptance of a nursery place must be made by returning the acceptance slip to the nursery by the date indicated on the notification letter. Failure to do so will result in the need to complete a subsequent application.

Allocation of Nursery Places

Whenever possible, we will endeavour to meet parental preferences. However, if requests exceed the number of places available then the single criterion of age within each category will be used (with priority being given to the oldest). If your child is not given a place at your first choice nursery, your application will be moved to 2nd choice and so on. However places will have already been allocated and your preferred sessions may not be available. Entitlement is to receive up to 600hrs of a funded early learning and childcare place which may be within any Private & Voluntary Provider in partnership within Angus Council or Local Authority Nursery where places are available.

Enrolment for Primary One

NB Attendance at a nursery outwith your catchment area will not give your child priority for a place at that school when starting P1.
APPLICATION FOR EARLY LEARNING
CHILDCARE PLACEMENT

Please complete all the sections in BLOCK CAPITALS, sign and date the form.

SECTION 1: CHILD DETAILS

Surname  Forenames

Known as  Male  Female

D.O.B  Birth certificate no.

Full home address

Tel no.  Email

Funding place being applied for:  2 year old  3 year old  4 year old

Supporting evidence required for all applications

Birth certificate seen and copied by provider

Two proofs of address seen and copied by provider

Requested Provider

Requested Start Date

Two Year old funding applications ONLY (applications may be submitted once child turns 2)

Are you in receipt of one or more of the criteria detailed on the accompanying notes?  Yes  No

If yes, please state which:

A full copy of the benefit award letter dated within last three months at point application is being considered or confirmation form from the Department of Work and Pensions must be provided.

SECTION 2: FAMILY DETAILS

Adults the child lives with:

Parent/Carer 1  Parent/Carer 2

Title

Surname

Forename

Telephone no. (Home)

Mobile no.

Email address

Relationship to child

Other children in the family

Child 1  Child 2  Child 3

Name

Date of birth

Current school
Emergency Contacts
Please give details of two appropriate adults who can be contacted in the event of an emergency where no contact can be made with parent, carer.

Name

Relationship to child

Address

Postcode:

Telephone no.

Mobile no.

Please note any specific instructions in the event of an emergency

Does this child already attend an early year’s provision, nursery? YES [ ] NO [ ]

If YES, please give details:

SECTION 3: PREFERRED EARLY YEARS SERVICE
We aim wherever possible to offer a place in your first choice but sometimes this is not possible.

Nursery you would prefer for your child (please see options on accompanying notes).

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Enrolment Preference

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<th>Tuesday</th>
<th>Wednesday</th>
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Any other information on hours requested:

Ethnic Background

- White - Scottish
- White - Gypsy/Traveller
- White - Other
- White - Irish
- White - Polish
- White - Other
- Mixed or multiple ethnic groups

- Caribbean or Black - Caribbean/British/Scottish
- Caribbean or Black - Other
- British African - African/British/Scottish Other
- African - Other
- Asian - Indian/British/Scottish
- Asian - Pakistani/British/Scottish
- Asian - Bangladeshi/British/Scottish
- Asian - Chinese/British/Scottish
- Asian - Other
- Arab
- Other
- Not Disclosed
- Not Known

National Identity

- Scottish
- British
- English
- Welsh
- Northern Irish
- Other
- Not disclosed
- Not known

Language spoken at home
### SECTION 4: PROFESSIONAL DETAILS

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone No.</th>
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<tbody>
<tr>
<td>Child’s GP (essential info)</td>
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<td>Child’s Health Visitor (essential info)</td>
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<td>Child’s Social Worker Lead Professional (if applicable)</td>
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<tr>
<td>Any professionals involved with your child e.g. speech therapist (if applicable)</td>
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### SECTION 5: HEALTH

Indicate any health problems by putting a cross in the appropriate boxes

- [ ] Asthma
- [ ] Sting allergy
- [ ] Migraine/headaches
- [ ] Heart problem
- [ ] Bladder problems
- [ ] Gastric problems
- [ ] Nut allergy
- [ ] Vision impairment
- [ ] Chest Problems
- [ ] Hearing impairment
- [ ] Diabetic
- [ ] Hay fever
- [ ] Walking problems
- [ ] Skin complaint
- [ ] Pills/medicines carried
- [ ] Epilepsy
- [ ] Kidney complaint
- [ ] Speech Impairment
- [ ] Other (please detail in Section 6: Additional Information)

Special dietary needs - please detail

Additional support needs - please detail

### SECTION 6: ADDITIONAL INFORMATION

e.g. legal status of the child, conditions of any legal order, outcome of health assessment or screening
DECLARATION

- I confirm that to the best of my knowledge, all of the information provided by me on this application form is accurate.
- I agree that funding is applied for and guarantee this child is not receiving funding elsewhere.
- I am also aware that Angus Council will carry out checks to ensure that public funds/resources are correctly allocated/awarded.

DATA PROTECTION

The information you have provided on this form (and from supporting evidence - where applicable) will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) in order to process the admission of your child into an Early Learning and Childcare setting. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law. In order to improve service delivery, we routinely exchange information with e.g. NHS Tayside.

Signed (parent/carer):

Surname
Forename
Relationship
Address
Postcode:
Telephone no.

COMPLETED FORMS MUST BE RETURNED TO THE NURSERY OF YOUR FIRST CHOICE, ALONG WITH SUPPORTING EVIDENCE AS NOTED IN SECTION ONE.

FOR OFFICIAL USE ONLY (TO BE COMPLETED BY REQUESTED SETTING)

Date application received: Category:
Proof of Birth certificate: YES / NO Proof of residence: YES / NO
Signature: Date:

NB: All two year old funding applications should be sent to Pupil Information Team, Angus House, Forfar for approval

August 2015