



## **Application Form 2023-24**

## **Early Learning and Childcare place for 2 year olds**

## **Under the Children & Young People (Scotland) Act 2014**

## **Note:**

* **Please refer to the attached GUIDANCE NOTES (appendix 1) when completing this form**
* **Without the required supporting documents this application form will not be processed**

## Part 1: Where did you hear about “A Good Time to Be 2”

|  |
| --- |
| Please tell us where you heard about early learning and childcare for 2 year olds (A Good Time to be 2): |
|  |

## Part 2 Child’s details - for completion by Parent/Carer

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s forename |  | Child’s Surname |  |
| Date of Birth: (dd mm yyyy) |  | Gender: M/F |  |
| Address line 1 |  |
| Address line 2 |  |
| Address line 1 |  | Postcode |  |

|  |
| --- |
| Do you consider your child to have any additional support needs? |
| If yes please provide brief details:  |  |

|  |
| --- |
| Is your child currently receiving support from any other professional involved with the family?Such as social worker, speech and language, occupational therapist. Please provide details. |
| Name  |  | Contact details |  |
| Name  |  | Contact details |  |

## Part 3 Parent/Carer’s details - for completion by Parent/Carer

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Carer’s Forename |  | Parent/Carer’s Surname |  |
| Relationship to child: |  |
| Daytime phone number |  | Evening phone number |  |
| Email Address |  |
| Address if different to child’s: |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  | Postcode |  |

## **Part 4 Parent/Carer’s Eligibility - for completion by Parent/Carer**

The person signing this form should be in receipt of the benefit detailed below. Please tick appropriate box/s (if ticked, a*ward letters must be attached with application form*)

|  |  |  |
| --- | --- | --- |
| Benefit | **In receipt of:** Please tick | **Award letter enclosed:** Please tick |
| Income Support  |  |  |
| Job Seekers Allowance (income-based) |  |  |
| Employment and Support Allowance (income-related)  |  |  |
| Child Tax Credit, but not Working Tax Credit, and your earnings are £19.995\* per year or less |  |  |
| Child Tax Credit **and** Working Tax Credit and your earnings are £9,552\* per year or less |  |  |
| Incapacity Benefit or Severe Disablement Allowance |  |  |
| State Pension Credit |  |  |
| Support under Part VI of the Immigration and Asylum Act 1999 |  |  |
| Universal Credit (if household take home pay of £796 per month or less) |  |  |

\*This award is subject to legislative change please visit [www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare](http://www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare) to note any changes.

**Open to Children and Families**

|  |  |
| --- | --- |
| Is the child or has the child been: | Please tick |
| Looked after (By the Local Authority or with Foster carers)  |  |
| Under a Kinship care order |  |
| Lives with a parent appointed guardian |  |
| Child Protection Order |  |

“

**Discretion**

**We have a limited budget that funds some discretionary spaces.**

1. **DLA/ PIP/Social Security Scotland Payments:** We will consider application from parent/carers of a 2 year old in receipt of medium or high DLA/PIP/Social Security Scotland payments. This criteria applies to families and children dealing with long-term disability or health condition, and need help or support with daily living, and/or with mobility difficulties.

**If this applies to you please tick here**

**Along with the application form, parent/carer please enclose an award letter from DWP/PIP/SSS.**

1. **Please see Appendix 3 for a further list of discretionary criteria you can apply under. If you intend to apply via the discretionary criteria please tick here**

## **Part 5 Preferred Location (Please circle)**

For a list of locations please see the list of settings offering Good Time to be 2 places (Appendix 3) or visit the early learning and childcare for 2 year olds page on our website.

|  |
| --- |
| **Which childcare setting do you wish your child to attend?** Please list up to 2 choices in order of preference. Whilst we will try to accommodate your request we cannot guarantee a place in your first choice.  |
| 1. |  |
| 2. |  |

|  |
| --- |
| **Is your child currently attending another nursery or early year setting?**Please state where and the number of hours per week they attend. |
| Nursery /centre name |  | Number of hours per week |  |
| Nursery /centre name |  | Number of hours per week |  |

## **Part 6 Declaration (applications must be signed)**

|  |
| --- |
| I declare that to the best of my knowledge the above information is complete and correct and that I have read the Privacy notice and by signing this I’m agreeing to my information being shared with other agencies the council works with (see appendix 2) |
| **Signature of parent/Carer**  |  |
| **Date**  |  |

Once the application has been received

* the Council will contact both the parent/carer and the Early Learning and Childcare setting to confirm whether the place will be funded
* If eligible for funding the parent/carer will contact the ELC setting to arrange a start date for the child

## **Part 7 Supporting Documents**

Completed application form must be sent together with copies of the following:

Check list

* application form is signed
* child’s birth certificate or passport
* proof of residency, such as council tax notice, child benefit letter or utility bill
* proof of benefits/award letter – all pages including take home pay amount
* documents to support discretionary criteria i.e. supporting statement

If possible please return your application form to: **earlyyears@midlothian.gov.uk**

or **Myra Henderson, Senior Support Assistant, Early Learning and Childcare, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3AA**





## **Appendix 1 - Guidance notes for parents and carers on completing application form**

## **GENERAL INFORMATION**

Please fully complete sections 1 to 7 of the application form (if applicable). If you need any help in doing this please contact the early learning and childcare setting you wish to attend.

You should only complete one Early Learning and Childcare application form per child. Any additional forms completed will not be processed.

You must also provide evidence of your child’s date of birth (either birth certificate **or** passport) along with proof of your address (council tax bill, utility bill or Child Benefit letter) and any other eligibility criteria required. **Please note we will be unable to accept your application unless this information is provided**.

If you have any other information that you think is relevant to your application please enclose with your application.

A parent/carer or family representative can complete the application form. However **the form must be signed by the parent/carer**.

## **PART 1 – WHERE DID YOU HEAR ABOUT ‘A GOOD TIME TO BE 2’**

This information will help us plan where to promote information on the ‘A Good Time To Be 2’ programme in the future. Please let us know where you heard about ‘A Good Time To Be 2’.

## **PART 2 - CHILD’S DETAILS**

You should provide all of the information requested about your child in this section. 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

If you consider your child to have additional support needs please provide brief details. This will help in providing support for your child at their chosen placement.

Please provide name and contact details of any other professional involved with supporting your family.

**Please ensure you submit evidence of your child’s date of birth and address with your Application Form.**

## **PART 3 - PARENT/CARER’S CONTACT DETAILS**

You should provide all of the information requested about the child’s parent or carer in this section. Please include the address of the parent/carer if this is different from the child’s address.

## **PART 4 - PARENT/CARER’S ELIGIBILITY**

To be able to receive an early learning and childcare place the child must be from a household where parents/carers are receiving one or more of the qualifying benefits. We will use the information on this section to assess whether the child will be eligible for a free early learning and childcare place.

Please tick appropriate box to confirm the benefit you are in receipt of. If you have included an award letter please tick that box as well.

If your child is or was looked after please tell us the name of your child’s social worker.

## **PART 5 – PREFERRED LOCATION - WHICH CHILDCARE SETTING DO YOU WISH YOUR CHILD TO ATTEND**

Midlothian Council want all eligible 2-year olds to access their early learning and childcare place in a setting that best suits their individual needs. This may be within a specific early learning and childcare setting, a playgroup or with a childminder.

Early learning and childcare place can now be offered over mornings, afternoons or extended sessions to incorporate lunchtime or full day provision (please note your child’s weekly allocation of their annual 1140 hours of early learning and childcare will be FREE however additional hours may be charged at individual setting rates). Settings are able to offer a flexible delivery of these early learning and childcare spaces to meet the needs of our growing children and families in Midlothian.

The application form enables you to list in order of preference two childcare settings you would like your child to attend. There is no requirement to list more than one setting. However, as a placement at your first choice cannot be guaranteed it is recommended that you indicate a second choice. If your child already attends a childcare or early year setting, please provide details.

## **PART 6 – DECLARATION**

This part **must be** signed to show you have read the Data Protection statement and to allow us to process your application. By signing the declaration at the end of this form, you are giving your consent to this information being used.

## **PART 7 - SUPPORTING DOCUMENTATION**

The completed application form **must be** sent together with copies of the child’s birth certificate or passport, proof of residency, such as council tax notice, child benefit letter or utility bill and proof of benefits/award letter – all pages including take home pay amount. If applicable, documents to support discretionary criteria including payslips or P60.

## **Appendix 2 - General Data Protection Regulations 2018 – Privacy Notice**

## **How personal Information is used by Schools and Early Learning and Childcare Provider**

Here at Midlothian Council, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data.

This privacy notice explains the information we need in order to deliver early learning and childcare provision. This activity is part of the Education Service provided by Midlothian Council. More information about the Education Service privacy notice can be found at <https://www.midlothian.gov.uk/privacy>

**Our Privacy Promise**

**We promise to collect, process, store and share your data safely and securely.**

## **What lets us collect your information?**

If we work with you we will be acting under some, or all, of the legislation noted below:

* Education (Scotland) Act 1980
* Standards in Scotland’s Schools etc. Act 2000
* Children and Young People (Scotland) Act 2014
* Education (Scotland) Act 2016
* Children (Scotland) Act 1995
* Equality Act 2010

## **What kinds of personal data do we collect?**

The personal data we collect might include your **name, date of birth, address, National Insurance number, or other information that identifies you.** We will also collect information about your child as this data is essential for the local authority’s operational use. We use child and young person’s data to:

a) Enable us to carry out specific functions for which we are responsible

b) Derive statistics which inform decisions such as the funding of early learning and childcare provision

c) Assess performance and to set targets for schools/early learning and childcare settings

If necessary, we might also collect what is called ‘special category’ data – that is, sensitive information such as medical/health information.

## **How do we collect your personal data?**

We collect your personal data in many different ways. You might give us your personal data yourself, by entering your information on a form or by contacting a Council officer in person, in writing or over the phone. We might also receive your personal data from other agencies or local authorities.

Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain personal information to us or if you have a choice in this

If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement.

## **How do we use your personal data?**

The personal information we need to collect is required for the purpose below:

To secure the safety and welfare of every child eligible for early learning and childcare funding and ensure that those children are supported to be healthy, to learn and to be resilient.

## **Why do we share your personal data?**

The sharing is necessary for the exercise of the Council’s Education function under the Education (Scotland) Act 1980, Children (Scotland) Act 1995, Children and Young People (Scotland) Act 2014 and related legislation.

## **With whom do we share your personal data?**

If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided. We will only share your personal data if it is necessary to do so, and the appropriate conditions have been met.

The external bodies with whom we share School and Nursery information might include (organisations with a star are mandatory):

* Internal Council services: Education, Children’s Services\*
* NHS Service: Immunisation and Dental Health\*
* Police: Where appropriate and for the purposes of Child Protection\*
* Central Government: ScotXed (Scottish Government Data Exchange)\*
* Scottish Children’s Reporter Administration \*
* Parentpay: Pupil payment service
* Others (software suppliers etc)
* SQA (Scottish Qualifications Authority)\*
* SEEMIS (Scottish Education Establishment Management Information Service)\*
* 3rd Party Assessment providers including but not exclusively Granada Learning, CEM (Centre for Evaluation & Monitoring).

## **How long do we keep your personal data?**

Your personal data is kept in line with Midlothian Council’s Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its ‘life’. To access our retention schedule please click on the link below:

<https://www.midlothian.gov.uk/downloads/file/1632/business_classification_schemeretention_schedule>

## **Further Information**

You can also find out more about how we use your information to detect and prevent fraud or crime, information collected through our website, recorded telephone calls, CCTV, the rights you have under the Data Protection Act, and how to contact us by referring to the overarching Midlothian Privacy Notice at: <https://www.midlothian.gov.uk/privacy>.

## **Appendix 3 – Discretionary Criteria**

## **The discretionary criteria is:**

**We have a limited budget that funds some discretionary spaces. Applications under this criteria will only be considered if they include a statement from an agency or worker supporting the family.**

1. **Child with Additional Support Needs**
This criteria applies to those children with complex additional support needs whereby the child would not be able to access learning without the provision of additional support.
Supporting Evidence – Application supported by a statement from the **Early Years Support Team** or **Paediatrician** based on complexity and needs of the child stating the reason why it is felt the child would benefit from a placement.
2. **Child or parents/carer with critical or terminal illness**
This criteria applies when either a child or parent is critically or terminally ill where their 2 year old would benefit from a placement.
Supporting Evidence – Supporting statement **from health visitor** **or another child/family key professional** stating the reason why it is felt the child would benefit from a placement.
3. **Bereavement – death of parent or main carer**
Supporting Evidence – Supporting statement from **health visitor or other professional** involved with the family stating the reason why it is felt the child would benefit from a placement.
4. **Team Around the Child and Wellbeing meetings**
Supporting Evidence - Supporting statement from **Team around the child/Wellbeing meeting** stating the reason why it is felt the child would benefit from a placement.
5. **Domestic Violence**
This criteria applies to families of 2 year old where there is definite or suspected domestic violence or abuse. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial and emotional.

Supporting Evidence - Supporting statement from **key professional** stating the reason why it is felt the child would benefit from a placement.

1. **Family Nurse Partnership (FNP)**

This criteria can be used when a family has been supported by the FNP team. This criteria can only be used if the family don’t meet eligibility in Part 4 of the application form (receipt of benefit / open to children and families).

Supporting Evidence – Supporting statement from **FNP team** stating the reason why it is felt the child would benefit from a placement.

1. **Parent/carer with a care experience background**

This criteria applies when the parent/carer is care experienced.

## **Appendix 4 - List of settings providing early learning and childcare for 2 year olds in Midlothian (Oct 2022)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre Name** | **Address** | **Town, Postcode** | **Contact Number** |
| **Acre Wood Nurseries** | Seafield Moor Road | Bilston EH25 9RQ | **0131 445 2841** |
| **Arcadia Easter Bush** | 39 Easter Bush,  | Roslin, EH25 9RE | **0131 650 8855** |
| **Arniston Playgroup** | Stobhill Primary School 1 Bonnybank Road | Gorebridge EH23 4DT | **0131 271 4700** |
| **Chapter One - The Country Park** | Dalkeith Country Park | Dalkeith EH22 2NA | **0845 177 1008**  |
| **Chapter One - Tree Tops** | Dalkeith Country Park | Dalkeith EH22 2NA | **0845 177 1008** |
| **Chapter One Shawfair House** | Shawfair House, Campend, Rd,  | Dalkeith EH22 1RS | **0845 177 1008**  |
| **Cranston Country Nursery** | Edgehead Road Edgehead | Pathhead EH37 5RG | **01875 321370** |
| **Danderhall Playgroup** | Edmonstone Road | Danderhall EH22 1QG | **0131 654 1031** |
| **Gorebridge Family Learning Centre** | The Beacon, Hunterfield Road | Gorebridge EH23 4TT | **07591 213928 /****01875 822 428** |
| **Happy Days Dalkeith** | 127 High Street | Dalkeith EH22 1BE | **0131 663 4280** |
| **Happy Days Hardengreen** | Hardengreen House, Eskbank | Dalkeith EH22 3LF | **0131 660 0168** |
| **Hawthorn Family Learning Centre** | 2F Bogwood Road | Mayfield EH22 5DQ | **0131 271 3116** |
| **Hopefield Castle Nursery** | Cockpen Road  | Bonnyrigg EH19 3HS | **0131 629 3363** |
| **LASC Community Nursery Loanhead** | George Avenue | Loanhead EH20 9LA | **0131 448 0103** |
| **LASC Community Nursery Rosewell** | Rosewell Pavilion Recreation Ground | Rosewell EH24 9DN | **0131 448 2505** |
| **Lasswade High School Childcare Service** | Lasswade HS, Eskdale Drive | Bonnyrigg EH19 2LA | **0131 271 4540** |
| **Little Hawthorn (Loanhead)** | 16 Hawthorn Gardens | Loanhead EH20 9EG | **0131 440 3057** |
| **Mayfield Family Learning Centre** | Mayfield PS Grounds, Stone Avenue | Mayfield EH22 5PB | **0131 660 6644** |
| **Mount Esk Family Learning Centre** | Dalhousie Gardens | Bonnyrigg Eh19 2LT | **0131 660 1749** |
| **Newbattle Community Nursery** | Newbattle Centre67 Gardiner Place | Newtongrange EH224RT | **0131 663 6055** |
| **Newbyres Nursery** | 5 Hunterfield Road | Gorebridge EH23 4TP | **01875 898060** |
| **Paradykes Family Learning Centre** | Paradykes Primary SchoolMayburn Avenue | Loanhead EH20 9HB | **0131 271 4650** |
| **Penicuik Family Learning Centre** | 60 Queensway | Penicuik EH26 0HE | **01968 679215** |
| **Pinocchio’s Nursery (Eskbank)** | Newbattle Road, Eskbank | Dalkeith EH22 3AE | **0131 654 0070** |
| **Pinocchio’s Nursery (Lasswade)** | School Green | Lasswade EH18 1NB | **0131 654 2914** |
| **Pinocchio’s Nursery (Penicuik)** | Eastfield Drive | Penicuik EH26 8BA | **01968 679007** |
| **Polton Green Nursery** | Eskdale Drive | Bonnyrigg EH19 2JT | **0131 663 7181** |
| **Scallywags Nursery** | 10 Academy Lane | Loanhead EH20 9RP | **0131 440 2004** |
| **Scots Corner Early Learning and Childcare Centre**  | Scots Corner Community Centre, Blackhall Terrace | Penicuik EH26 0EW | **0131 271 4740** |
| **Start Bright Nursery** | 1b Cockpen Road  | Bonnyrigg EH19 3HS | **0131 629 1060** |
| **Temple Nursery and Playgroup** | Traddoch Hall Temple Village | Nr Gorebridge EH23 4SQ | **01875 830560** |
| **The Crescent Playgroup** | St John’s and King’s Park Church, 33 Eskbank Road | Dalkeith EH22 1HJ | **0131 660 5871** |
| **Wizkidz Nursery**  | 22-24 Station Road | Newtongrange EH22 4NB | **0131 660 0077** |
| **Woodburn Family Learning Centre**  | Woodburn PS Cousland Road | Dalkeith EH22 2PS | **0131 654 1565** |

**Childminders**

**There are a number of high quality childminders offering early learning and childcare places across**

**Midlothian. For more information please contact: earlyyears@midlothian.gov.uk**