



Application Form 2019-20
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):

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

Childs forename		Childs 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:

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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

Parents/Carers Forename		Parents/Carers Surname	
Relationship to child:			
National Insurance number			
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

Benefits

The person signing this form should be in receipt of the benefit detailed below. Please tick appropriate box/s (if ticked, award 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 income is less than £16,190* per year		
Maximum Child Tax Credit and maximum Working Tax Credit and your income is less than £7,320* per year		
Incapacity Benefit or Severe Disablement Allowance		
Pension Credit		
Support under Part VI of the Immigration and Asylum Act 1999		
Universal Credit (if working earnings below £610.00 per month)		

*This award is subject to legislative change. Visit [Help paying for childcare](#) to note any changes.

Open to Children and Families *

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

* Our (Midlothian Council's) internal systems will be used to confirm LAC or CP status

Discretion

We have a limited budget that could fund some discretionary spaces.

- DLA/ PIP Payments:** We will consider application from parent/ carers of a 2 year old in receipt of medium or high DLA/PIP 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/carers please enclose an award letter from DWP/PIP.

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

Part 7 Supporting Document

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

Please send to:

**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 **or** other utility bill) 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 hand this in at the same time as 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 tick any of the places you heard about 'A Good Time To Be 2' or found out further information.

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 CONTACT DETAILS

You should provide all of the information requested about the child's parent or carer in this section Please provide telephone and email contact details if possible. Please include the address of the parent/carer if this is different from the child's address.

PART 4 - PARENT/CARER 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 and if you have included an award letter please tick that box as well.

If your child is 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 15 hrs 50 minutes per week 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 your 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'. [Our retention 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](#).

Appendix 3 – Discretionary Criteria

The discretionary criteria is:

We have a limited budget that could fund 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. Children 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** (EYSupportteam@midlothian.gov.uk) 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 Early Intervention and Prevention (EIP) meetings

Supporting Evidence - Supporting statement from **Team around the child/EIP meeting member or child/family key person** 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 provider or from **Multi-agency risk assessment conference (MARAC)** meeting stating the reason why it is felt the child would benefit from a placement

6. Family Crisis

This criteria can be used if it is felt that a placement in a setting for 2 year old children will be beneficial to the child as well as to the family who may need time and space to deal with the crisis to mitigate it's affects long term.

Supporting Evidence – Supporting statement from **health visitor or other key professional** stating the reason why it is felt the child would benefit from a placement

Appendix 4 - List of settings providing early learning and childcare for 2 year olds in Midlothian (as at Sept 19)

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 Option 2
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 Eskbank	3 Eskview Villas	Dalkeith EH22 3BN	0131 660 4567
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
LASC Community Nursery	George Avenue	Loanhead EH20 9LA	0131 448 0103
Lasswade High School Childcare Service	Lasswade HS, Eskdale Drive	Bonnyrigg EH19 2LA	0131 271 4540
Little Hawthorn (Bonnyrigg)	Moorfoot View	Bonnyrigg EH19 3EP	0131 261 6206
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
Milton Bridge Nursery	31B Milton Bridge	Penicuik EH26 ORD	01968 679285
Mount Esk Family Learning Centre	Dalhousie Gardens	Bonnyrigg Eh19 2LT	0131 660 1749
Newbattle Community Nursery	Newbattle Centre 67 Gardiner Place	Newtongrange EH22 4RT	0131 663 6055
Newbyres Nursery	5 Hunterfield Road	Gorebridge EH23 4TP	01875 898060
Paradykes Family Learning Centre	Paradykes Primary School Mayburn 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	Dakeith 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
Scallywaggs Nursery	10 Academy Lane	Loanhead EH20 9RP	0131 440 2004
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: Laurence McIntosh on: 0131 271 3754.