



A good time to be 2



**Application Form 2018-19
Early Learning and Childcare place for 2 year olds
Under the Children & Young People (Scotland) Act 2014**

Please refer to the attached guidance notes when completing this form

Part 1 Child's details - for completion by Parent/Carer

Name of Child:			
<i>(Forenames)</i>			
<i>(Surname)</i>			
<i>Date of Birth: (dd mm yyyy)</i>		<i>Gender: M/F</i>	
Address:			
House Number			
Street			
<i>(Area eg Poltonhall)</i>			
<i>(Town eg Bonnyrigg)</i>		<i>Postcode</i>	

Do you consider your child to have any additional support needs?	
<i>If yes please provide brief details:</i>	

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.			
<i>Name</i>		<i>Contact details</i>	
<i>Name</i>		<i>Contact details</i>	

Part 2 Parent/Carer's details - for completion by Parent/Carer

Name of Parent/Carer:			
<i>(Forenames)</i>			
<i>(Surname)</i>			
<i>Relationship to child:</i>			
<i>National Insurance number</i>			
Telephone number			
<i>Daytime</i>		<i>Evening</i>	
<i>Email Address</i>			

Address if different to child's:			
House Number/Street			
(Area eg Poltonhall)			
(Town eg Bonnyrigg)		Postcode	

Part 3 Parent/Carer's Eligibility - for completion by Parent/Carer

If you receive housing benefit and/or council tax reduction, or free school meals and/or clothing grant for another child, from Midlothian Council we can use the information from our internal system to confirm your eligibility. By signing the declaration at the end of this form, you are giving your consent to this information being used.

	Yes	No
Are you in receipt of housing benefit and/or council tax reduction?		
Are you in receipt of free school meals and/or clothing grant for another child	If so please provide details below.	
Child's name		
School		

I am in receipt of the following benefit:

Please tick appropriate box/s

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 £16,105* per year		
Maximum Child Tax Credit and maximum Working Tax Credit and your income is less than £6,420* 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)		

NB The person signing this form should be in receipt of the benefit detailed above.

Looked after Status (Please complete if applicable)

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	

Part 4 Preferred Location (Please circle)

For a list of locations please see the guidance notes, visit the early learning and childcare for 2 year olds page on our website or contact Pupil Support on 0131 271 3682 to discuss available options.

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 5 Where did you hear about "A Good Time To Be 2"

Please help us target future information about our "A Good Time To Be 2" programme by telling us where you heard about early learning and childcare for 2 year olds.

	Please tick
Midlothian Council Website	
Publicity Material i.e. leaflet/poster	
Health Visitor	
Refuse Lorries	
Midlothian Childcare Information Service (0131 271 3754)	
Other: Please say below.	

Part 6 How your personal information is used by Schools and Early Learning and Childcare Providers.

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 School and 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>.

Part 7 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 above.	
Signature of Parent/Carer	
Date	

Application process

Parents/carers should complete the application form and send it, **together with copies of the following:**

- **child’s birth certificate or passport**
- **proof of residency, such as council tax notice, child benefit letter or utility bill**
- **proof of benefits**

to **Myra Henderson**
Midlothian Council
Education, Communities & Economy
Fairfield House, 8 Lothian Road
Dalkeith EH22 3ZG

Once the application has been accepted, the Council will contact both the parent/carer and the provider to confirm whether the place will be funded; the parent/carer should then contact the provider to arrange a start date for the child.

<i>FOR OFFICE USE ONLY</i>			
Benefit number		Benefit received	
Monthly Earnings (if applicable)			
Date	Signature		



Guidance notes for parents and carers on completing application form

GENERAL INFORMATION

Please fully complete sections 1 to 6 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.** You will receive a receipt to say that your application has been received.

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 - 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 2 - 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 3 - 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 you are in receipt of :
Income Support/Income Based Job Seekers Allowance or Income Related Employment and Support Allowance,
and/or
Housing benefit and/or council tax reduction or Free School Meals or Clothing Grant from Midlothian Council for another child

You **do not** need to send us a copy of your benefit award letter. We can check this through our shared system. By signing the declaration on page 3, you are giving your consent to this information being shared.

- If you are **not** in receipt of housing benefit and/or council tax reduction or Free School Meals/Clothing Grant for another child a **your Benefit Award Letter or Child Tax Credit Notice, dated within the last 6 months**, must be supplied with your application.

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

PART 4 - 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. If you have a specific request please contact pupil placement to discuss further.

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.

List of available setting providing early learning and childcare for 2 year olds in Midlothian

Centre Name	Address	Town, Postcode	Contact Number
Acre Wood Nurseries	Seafield Moor Road	Bilston EH25 9RQ	0131 445 2841
Arniston Playgroup	Stobhill Primary School 1 Bonnybank Road	Gorebridge EH23 4DT	01875 820492
Chapter One Childcare	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
Forest Friends Nursery	Roslin BioCentre	Roslin EH25 9PP	0131 440 4900
Gorebridge FLC	Gorebridge Primary School 2C Barleyknowe Lane	Gorebridge EH23 4XA	07591 213928
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
Hawthornden FLC	2F Bogwood Road	Mayfield EH22 5DQ	0131 271 3116
LASC Community Nursery	George Avenue	Loanhead EH20 9LA	0131 448 0103
Lasswade HS Nursery	Lasswade HS, Eskdale Drive	Bonnyrigg EH19 2LA	0131 271 4530
Little Hawthorn (Bonnyrigg)	Moorfoot View	Bonnyrigg EH19 3EP	0131 261 6206
Little Hawthorn (Loanhead)	16 Hawthorn Gardens	Loanhead EH20 9EG	0131 440 3057
Mayfield FLC	Mayfield PS Grounds, Stone Avenue	Mayfield EH22 5PB	0131 660 6644
Milton Bridge Nursery	31B Milton Bridge	Penicuik EH26 0RD	01968 679285
Mount Esk FLC	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 FLC	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 FLC	Woodburn PS Cousland Road	Dalkeith EH22 2PS	0131 654 1565

We also have a number of high quality childminders offering early learning and childcare places across Midlothian for details of childminders in your local area please contact: Laurence McIntosh on: 0131 271 3754.

PART 5 – 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 6 - DATA PROTECTION

This section includes details on how Midlothian Council use and store information supplied on this form for the purpose of assessing and placing your child.

PART 7 – 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