



COMHAIRLE NAN EILEAN SIAR

Early Learning & Childcare Enrolment (Two Year Olds) for Session 2019/20

Date & Time Rec'd:

Some two year olds are entitled to up to 600 hours of funded early learning and childcare during the year if the parent(s)/carer(s) are in receipt of out of work benefits or certain tax credits. **If you think you may be eligible and wish to apply for a place for your 2 year old child please complete this form and follow the instructions below:**

Funding Criteria	What To Do Next
Receipt of any of the following out of work benefits: Income Support, Income-based Job Seekers Allowance, Income-based Employment Support Allowance, Incapacity Benefit, Severe Disablement Allowance, Pension Credit	Take/send this form to Jobcentre Plus, 2 Castle Street, Stornoway, Isle of Lewis, HS1 2BA for them to stamp and confirm your eligibility, then send the completed form to the Early Years Office, Education Development Centre, 6 Kenneth Street, Stornoway, Isle of Lewis, HS1 2DR for consideration.
Receipt of Child Tax Credit (but not Working Tax Credit) based on an annual income not exceeding £16,105	Send this completed form to the Early Years Office, Education Development Centre, 6 Kenneth Street, Stornoway, Isle of Lewis, HS1 2DR, along with a copy of your most recent Tax Credit Award Notice for consideration.
Receipt of both maximum Child Tax Credit and maximum Working Tax Credit based on an annual income not exceeding £6,600	
Receipt of Universal Credit (under Part 1 of the Welfare Act) not exceeding £7320 per year	

Once your eligibility has been confirmed your child's place can begin at the start of the term after their second birthday or at the start of the term following the date when you (the parent(s)/carer(s)) become eligible for any of the above benefits/credits. Terms are Autumn (August – December), Spring (January – March) and Summer (April – June).

Child's Surname		Forename(s)			
Address		Date of Birth		Sex (M/F)	
		Postal Code			
		Telephone			
Parents(s)/Carers(s) with whom child resides:					
1. Surname		Forename(s)			
Relationship		NI Number			
2. Surname		Forename(s)			
Relationship		NI Number			

Places will normally be allocated with your local early learning and childcare provider. Places with alternative providers can be considered if available. Details of all nursery providers in the Western Isles can be found through the Scottish Family Information Service at www.families.scot

Please indicate below your preferred provider, along with the date you would like your child to start their place. (Please note that places with specific providers on specific days cannot be guaranteed).

Name of Preferred Provider		Start Date	
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A member of Early Years staff will be in touch to discuss placement availability and to agree the final details with you. If you would like further information or advice please contact the Early Years Office on (01851) 822655.

SIGNATURE REQUIRED:

I can confirm I have read and understood the notes on both sides of this form and that I wish to apply for an early learning and childcare place for my 2 year old child. I authorise Jobcentre Plus to give information relating to my current benefits where required.

Signature	Date
Name	

Which primary school do you intend to enrol your child with?			
Do you intend to enrol your child in Gaelic Medium Education?	Yes	No	Undecided

TO BE COMPLETED BY JOBCENTRE PLUS OFFICE:

I confirm that the parent(s)/carer(s) noted overleaf are currently in receipt of the following out of work benefits:

	PLEASE TICK:
Income Support	
Income-based Job Seekers Allowance	
Income-based Employment Support Allowance	
Incapacity Benefit	
Severe Disablement Allowance	
Pension Credit	
Universal Credit	

Signature of Manager/Clerk:	
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Please print name:	
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Date:	
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Jobcentre Plus Stamp

TO BE COMPLETED BY THE EARLY YEARS OFFICE:

Copy of Tax Credit Award Notice Letter Checked and Attached (where applicable)	Yes / No / N/A
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Placement Details:

Provider:				Start Date:	
Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Times:					
Total Hours:					
				=	Per Week

Placement agreed with parent/carer (date & initials):	
Placement confirmed with provider (date & initials):	
Confirmation letters sent (date & initials):	

Data Protection Privacy Notice

Comhairle nan Eilean Siar (Council Offices, Sandwich Road, Stornoway, Isle of Lewis HS1 2BW) will use the personal data on this form to the extent that it is necessary in order to provide education and associated services in compliance with its legal obligations and in carrying out its public functions in the public interest. The Comhairle will hold the data securely and will share it only with partner agencies which require the information to assist with the provision of the services, or where the Comhairle has a legal obligation to share it or where it is in the public interest to do so. Your data will be kept for the duration of the provision of the service and for any further period for which the Comhairle is required by law to keep it, or considers appropriate in accordance with its file retention policy. You have the right to request access to the data which the Comhairle holds; to request rectification, erasure or restriction of it; and to object to the Comhairle's processing of it. You also have the right to lodge a complaint with the Information Commissioner's Office if you feel that the Comhairle has not handled your data properly. More information on your rights, and how the Comhairle uses personal data, is available at <https://www.cne-siar.gov.uk/your-council/data-protection/>. Please contact the Comhairle's Data Protection Officer (dataprotection@cne-siar.gov.uk) if you have any queries about the Comhairle's use of your personal data.