



COMHAIRLE NAN EILEAN SIAR

Early Learning & Childcare Enrolment (3 & 4 year olds) for Session 2019/20

Date & Time Rec'd:

Pupil's Surname		Forename(s)	
Address		Date of Birth	Sex (M/F)
		Postal Code	
		Telephone	
Person with whom pupil resides			
Surname		Forename(s)	
Relationship			

Your child is entitled to a maximum of 15 hours & 50 minutes funded Early Learning & Childcare in any one week. Your provider will provide you with details of how these hours can be allocated each day throughout the week. Your child can split their entitlement between more than one centre.

Once you have discussed how you intend to split your Early Learning & Childcare entitlement please enter the total number of hours you would like to claim each day and the day they will be starting at the nursery/group (*please note: do not include hours that your child may be attending over and above the funded hours*).

Name of Group/Nursery				Start Date	
Day	Monday	Tuesday	Wednesday	Thursday	Friday
Total number of funded hours					

If your child is attending more than one nursery please fill in details for the second nursery below.

Name of Group/Nursery				Start Date	
Day	Monday	Tuesday	Wednesday	Thursday	Friday
Total number of funded hours					

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

AUTHORISATION OF FUNDING ALLOCATION

I can confirm I have read and understood the notes on the reverse of this form and that I wish the funding for my child's Early Learning & Childcare place to be allocated as detailed above.

Signature	Date
Name	

Data Protection Privacy Notice
Comhairle nan Eilean Siar (Council Offices, Sandwick 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.

Notes on completion.

The Scottish Government fund 600 hours of Early Learning & Childcare per year (15 hours 50 minutes x 38 weeks of the year). If a child is registered with more than one provider but their total attendance does not exceed 600 hours, both providers will receive full funding for the relevant hours. If your child is enrolled with more than one provider and is attending, in total, for more than 15 hours 50 minutes per week, you are likely to exceed the funding limit. In this case indicate how you wish your child's funding to be allocated. You will be responsible for meeting any additional fees over and above the funded hours, your provider will provide you with details of their charges.

If your child's sessions or hours change, please inform the Education & Children's Services Department AND your Early Learning & Childcare provider as soon as possible, as payments to Early Learning & Childcare providers will only be changed after confirmation from parents. You should use a copy of this form (available from your pre-school provider) to notify us.

Return this form to your Early Learning & Childcare provider or to the Early Years Office, Education Development Centre, 6 Kenneth Street, Stornoway, Isle of Lewis, HS1 2DR. Please note that the Department will not make payment to your provider unless we receive your completed enrolment form.

If you would like further advice on any issue, please contact the Early Years Office on 01851 822655.