

APPLICATION GUIDANCE FOR 1140 hours

FOR 3-5 STATUTORY FUNDED PLACE 2025/2026

Application Guidance Notes for Parents/Carers applying to an Early Learning & Childcare (ELC) provider

You should complete this form if your child will become eligible for a free funded place according to North Lanarkshire Council's Admission Policy for children aged 3 to 5 years.

For full details go to northlanarkshire.gov.uk/ELC

Eligibility for entitlement

All children who will be three years of age before 1 March 2026 are entitled to receive up to 1140 hours statutory funded place during session August 2025/2026:

- Children who reach three years of age between 1 March 2025 and 31 August 2025 can take up their ELC placement from August 2025. (day after their 3rd birthday, up to the 31 August 2025).
- Children reaching three years of age between 1 September 2025 and 31 December 2025 can take up their ELC placement from January 2026.
- Children reaching three years of age between 1 January 2026 and last day of February 2026 can take up their ELC placement from April 2026.

North Lanarkshire Council offers several models for 1140 hours provision. The council is in a framework agreement with a number of partner providers (private, voluntary and independent nurseries and childminders), and this offers flexibility for parents/carers in how they use their 1140 hours.

Council Nurseries offer the following options:

Term Time 38 weeks: 6 hours per day, over 38 weeks of an academic school year.

Full-Time 48 weeks: 4 hours 45 minutes sessions per day, 5 mornings, 8.00am to 12.45pm or 5 afternoons, 1.15pm to 6.00pm.

Parents/carers can select for example a provider that offers AM and PM placements within a Full-Time provider but only select to utilise it over 38 weeks. The remainder of funding may be utilised for a split placement with another provider.

Mixed Models: Offering a choice of Term Time sessions or Full-Time sessions.

NB 48 week establishments will close for the following public holidays; 1st and 2nd January, Good Friday and Easter Monday, Mayday Holiday, Friday and Monday of May Weekend Holiday, Fair Monday, Friday and Monday of September Weekend Holiday, Christmas Day, and Boxing Day. They will also close during the 3 days between Christmas and New Year and In-service days.

Funded Providers: these include childminders and private, voluntary & independent nurseries that have entered into a framework agreement with North Lanarkshire Council. These funded providers can offer a variety of models between 38-51 weeks per year. Funded providers should be approached directly for details of the models they provide.

Split Placements: Parents/carers can choose a split placement allowing funding to be split between 2 providers. An example of this is a child attending 2 council establishments, council and a funded provider or 2 funded providers. A fully completed application form **MUST** be submitted to BOTH ELC provider that you wish your funding to be split between.

Submission of your Application Form

The application form can be completed online and submitted via email to your first choice provider. If this is not possible, please hand in the application and relevant documentation to your first choice provider. Providers contact details can be found at northlanarkshire.gov.uk/ELC.

The following information will be of assistance to you

- **Date application received:**

Applications received after the closing date will be considered as late and will be reviewed once all on time applications have been allocated a placement.

- **Category Recommended:**

Within Council settings, there are 6 priority council bands, with category 1 being the highest priority.

Places will be allocated in line with the categories below:

1. Children whose application is supported by an agency significantly involved with the child and family.
2. Children who have brother(s) and sister(s) who will be **in the nursery at August 2025**.
3. Children from the defined local area and those whose entry to primary school is being deferred.
4. Children resident in North Lanarkshire whose carers live within the defined local area. Children from the defined local area whose parents/carers are in employment and/or education and who require additional childcare.
5. All other eligible children residing in North Lanarkshire.
6. Eligible children residing outwith North Lanarkshire (Cross Boundary).

Please note that Funded Providers have their own admissions policy, which is available directly from them by request.

- **Proof of Date of Birth:**

When you submit your application form a copy of your child's birth certificate (for UK nationals) or passport or national identification card (for non-UK nationals) must be provided. This allows us to confirm your child's age and eligibility for an ELC placement.

- **Proof of Address:**

Please submit a copy of your current year Council Tax Statement or current letter from Department of Works and Pension, NLC Housing, Social Work or HMRC letter to confirm you are a North Lanarkshire resident. This will assist in determining your admissions category. Should you live with family members/friends, proof of the householder's council tax bill, along with **additional** documentation with your name and address i.e. DWP letter, Child Tax Credit letter, must be provided. Council tax statements can be obtained from the Council Tax Portal at <https://www.northlanarkshire.gov.uk/council-tax/view-and-manage-your-council-tax-account-online>

- **Split Placement:** Refer to Part 3&4 of this guidance.

PART 1: Child Details

You should provide all of the information requested about your child in this section; please ensure all mandatory fields are completed. Your child's details will be kept safe and treated in the strictest confidence. **Please note we are required to use your child's name as it appears on their birth certificate.**

PART 2: Pattern of Attendance Requested

Alternative patterns of attendance may be available within each setting. Parent/carers should familiarise themselves with the option offered at the ELC provider of their choice and should discuss their preferences directly with the provider. You can choose to utilise your full statutory funding within one provider or split between 2 providers. Depending on their birth date, children will receive at least 4 terms of funded ELC provision before attending school. The funding dates can be found at www.northlanarkshire.gov.uk/ELC

NB: Funding is restricted to no more than 30 hours per week, and 10 hours per day.

Unfortunately no guarantee can be given on your choice and pattern of attendance, but we will do our best to accommodate your request.

PART 3: Your ELC Provider

Only one application should be submitted per child, except in cases where a split placement is being requested, when a separate application should be submitted for each ELC provider.

It is mandatory that 3 choices of ELC provider are selected in order of preference. If a place is not available in your first choice, your application will be considered by your second choice and so on. **You must think carefully about your second and third choice of providers as not all providers offer the same type of provision.**

If you are not offered a place with your first choice provider, you will remain on their waiting list for **this academic year only.**

PART 4: How do you wish your placement prioritised?

This is to determine how you wish us to prioritise your application, i.e., model or provider.

- By selecting **provider** as your priority, you are happy to accept any model offered by your chosen provider; the model option is therefore not your preferred priority.
- By selecting **model** as your priority, you will only consider the model identified by your chosen provider; the provider option is therefore not your preferred priority.

PART 5: Current ELC Provider

It is important to know if your child is currently attending another ELC setting, possibly in an under 3 placement, as this will support the transition process.

PART 6: Family details, Contact 1, 2 & 3

Please note that under the provisions of Part 1 of the Children and Young People (Scotland) Act 2014 it may be necessary for the ELC provider to keep both parents advised separately of progress and ELC provider's events. Speak to the person in charge/Manager of your ELC provider if you have any queries about this.

Parent/carer must ensure that all mandatory fields are completed. Carers (grandparents, childminders etc.) should always be listed as a contact.

Please provide details of other children who reside at the child's address.

PART 7: Wraparound Childcare - All ELC providers

Please discuss availability and costs fully with your chosen ELC Provider for any charges that may be applied over and above the statutory funded entitlement.

PART 8: Health & Wellbeing Information

Please provide details of the child's Health Visitor.

Children should have a 27 – 30 month health review. You should contact your Health Visitor about this if you have not received an appointment.

PART 9: Additional Information

If you feel there is any other information which might assist with your application, please complete this section.

PART 10: Ethnic & Religious Background

North Lanarkshire Council are required to collect information on ethnic origin. Although this is not mandatory it is helpful to ensure no group is disadvantaged and that we meet the needs of all children.

PART 11: Armed Forces

North Lanarkshire Council is committed to the Armed Forces Covenant.

<https://www.northlanarkshire.gov.uk/your-community/supporting-our-veteran-and-military-communities>

PART 12: Marketing

So that we can tell which advertising area is most effective, please tell us how you became aware of the application process.

PART 13: Applicant Declaration

If not submitting electronically, please sign and date your application, acknowledging your commitment to provide accurate and up to date information.

PART 14: Receipt Slip

You will be advised electronically that your application has been submitted successfully.

Some General Information

All Early Learning & Childcare Providers are **non-denominational** even when nursery classes are located in denominational primary schools. This means that the place you are offered may be based in a school which your child will not attend for primary education. Your application will not be given any additional priority because your child will attend the primary school where the nursery class is located.

Further information on North Lanarkshire Council's ELC admissions policies, procedures and frequently asked questions can be found at www.northlanarkshire.gov.uk/ELC