



# Application for 1140 hours 3 – 5 Statutory Funded Place 2020-2021

## Completion Guidance Notes for Parents applying to Funded Providers

*You have requested an application form for 1140 hours of statutory funding during the next academic year. These guidance notes are to assist you in completing the form and also to explain how funded places are allocated in local authority establishments*

You should complete this form if your child will become eligible for a free statutory funded place according to North Lanarkshire Council's policy on admitting children aged 3 to 5 years. For full details go to [northlanarkshire.gov.uk/elc](http://northlanarkshire.gov.uk/elc)

North Lanarkshire Council offers several models for 1140 hours of statutory provision. The council is in partnership with a number of funded providers and childminders, and this offers flexibility for parents/carers in how they use their 1140 hours.

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

**48 Week:** 4 hours 45 minutes sessions per day, 5 x AM sessions or 5 x PM sessions. AM sessions will be 8.00 am to 12.45 pm, PM sessions will be 1.15 pm to 6.00 pm.

(A 48 week establishment will close for the following public holidays; 1<sup>st</sup> and 2<sup>nd</sup> 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. It will also close during the 3 days in between Christmas and New Year and In-service days.)

**Funded Providers:** these include childminders and private & voluntary 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. Funded providers should be approached directly for details of the models they are able to offer.

Parents/carers can choose a split placement which allows funding to be split between 2 providers and an example of this is a child attending 2 local authority establishments, local authority and a funded provider or 2 funded providers. A fully completed application form should be submitted to **each** Early Learning & Childcare provider that you wish to split the funding between.

## OFFICE USE ONLY

**Although this is for office use only there is information you will wish to be aware of:**

- **Date of Application:** – the Early Learning & Childcare provider will record in this box the date they receive the application form from you. Applications received after the deadline date will be considered late and will be placed once all 'on time' applications have been allocated a place.
- **Category Recommended:-** Within Council settings, there are 6 priority council bands, category 1 is the highest priority. We will give priority to North Lanarkshire children in all nurseries including funded providers.

All category 1 children will be allocated a place before any category 2 child is considered and so on through all 6 categories.

1. Children whose application is supported by an agency significantly involved with the child and family.
2. Children who have brother(s) and sisters(s) who will be **in the nursery at August 2020**.
3. Children from the defined local area and those whose entry to primary school is being deferred.
4. Children from the defined local area whose parents/carers are in employment and/or education and who require additional childcare and children resident in North Lanarkshire whose carers live within the defined local area.
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 and this is available from them by request.

**Proof of Birth Date seen** – when you deliver or post your application form to the Early Learning & Childcare provider **you must provide your child's birth certificate (for UK nationals) or passport or national identification card (for non-UK nationals)** (if posting send a **copy** as originals will not be returned). This will allow us to check that your child is eligible for a nursery place, i.e. is the correct age. The Early Learning & Childcare provider will check the information you provide and complete the form to show that the information was supplied and the child is eligible for a place.

**Proof of Address seen** – please take 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 allow the Early Learning & Childcare provider to record whether or not you are a North Lanarkshire resident. This will affect the category awarded to your application as detailed above.

**Please note:** 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.

**Split Placement** – Refer to Part 2 of this guidance.

## **PART 1 Child Details**

You should provide all of the information requested about your child in this section. 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 the birth certificate.**

## **PART 2 1140 Hours Funded Provider Choices**

You may make only one application per child, unless you choose a split placement and wish funding to be split between two providers. An example of this, is a child can attend 2 local authority establishments, local authority and a funded provider or 2 funded providers. You are required to make a separate application to each Early Learning & Childcare provider.

On the application you **must** indicate 3 choices of Early Learning & Childcare provider 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. Your offer of place will consist of the type of provision their service provides. (Please refer to your contact list for the various types of provision)**