

# Application for 3-5 Nursery Place 2017-18



## Completion Guidance Notes for Parents

You have requested an application form for entry to nursery during the next academic year. This information leaflet is to assist you in completing the form and also to explain how nursery places are allocated.

You should complete this form if your child will become eligible for a free nursery place according to North Lanarkshire Council's policy on admitting children aged 3 to 5 years. This policy can be found by logging onto [www.northlanarkshire.gov.uk/nurseryplaces](http://www.northlanarkshire.gov.uk/nurseryplaces).

### OFFICE USE ONLY

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

- **Date of Application:** – the nursery will record in this box the date they received the application from you.
- **Category Recommended:** – the council has a policy for allocating nursery places **in its own nurseries** in a priority order. We will give priority to North Lanarkshire children in all nurseries including partner nurseries.

There are 6 priority council bands and category 1 is the highest priority. All category 1 children will be allocated a place before any category 2 child is considered and so on through all 6 categories. The six priority categories are:

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) **in the nursery**.
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 (centres only), 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 out with North Lanarkshire.

**Proof of Birth Date seen** – when you deliver or post your application form to the nursery **you must take 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 nursery 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** to allow the nursery to log whether or not you are a North Lanarkshire resident. This will affect the priority awarded to your application as detailed above.

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, particularly the Birth Certificate number and date of birth (for UK nationals) and Passport number or National Identity Card number (for non-UK nationals). 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. **Your child's name will be input to the North Lanarkshire Council IT system as it appears on the birth certificate.**

## **PART 2 Nursery Choices**

You may make only one application per child, unless funding is to be split between more than one nursery. If you choose to split your child's nursery entitlement you need to make a separate application to each of the preferred first choice establishments. You must indicate 3 choices of nursery in order of preference. If a place is not available in your first choice nursery your application will be considered by your second choice nursery and so on. If you accept a place in a nursery which was not your first choice you must notify your first choice nursery if you wish to remain on their waiting list, in the chance that a place becomes available. There is no guarantee that a place will become available or that you will be offered a place there. Please note that should you wish to have your child re-considered for your first choice of nursery for his/her second year of nursery education entitlement you must make a new application to that nursery and the same admissions process will be used to consider your application in the next academic year.

## **PART 3 Family Details**

### **Contact 1, 2 & 3**

A parent/carer should take responsibility for completing the application and you need only complete the address if it is different from the child's details. Complete details of other family members who live with the child including all adults and children. A separate sheet may be used for this purpose. Carers (grandparents, childminders etc) should always be listed as a contact.

Please note that under the provisions of Part 1 of the Children (Scotland) Act 1995 it may be necessary for the nursery to keep both parents advised separately of progress and nursery events. Speak to the nursery head if you have any queries about this.

## **PART 4 Place Requested**

The national entitlement for each child equates to 5 x 3 hours 10 minutes for 38 weeks which begins in the school term after the child's third birthday.

In North Lanarkshire we have a policy of providing a free nursery place earlier than the national requirement and **usually** from the day after your child's third birthday. Depending on their birth date, children will get at least 4 terms or a maximum of 6 terms of pre-school education. The funding dates can be found at [www.northlanarkshire.gov.uk/nurseryplaces](http://www.northlanarkshire.gov.uk/nurseryplaces)

Put a tick in each of the boxes when you wish your child to attend nursery. **NO** guarantee can be given but we will try to take account of your preferences. This is also why work pattern information is of assistance at Part 5 below. It is usual to offer 5 sessions per week, either in the morning or the afternoon. No more than 2 sessions can be taken in any one day.

The timing of the 3 hour 10 minute session is variable across different services and you should discuss this with your preferred service.

### **PART 5 Extended Childcare – Local Authority Nurseries**

Nursery class opening hours are variable but can be up to a maximum of 8.30am until 4.30pm. Family Learning Centres can provide a year round service over an extended day but no Local Authority nursery service is provided over Christmas, Public Holidays or In-Service days.

Additional sessions and extended hours may be available generally on a paying basis. Working Tax Credits may be available to assist with childcare costs. As Family Learning Centres offer a year round service they may be more useful for working parents, but there will be a charge for services in excess of 5 x 3 hours 10 minutes per week and in excess of 38 weeks per year. There is no guarantee that individual nurseries will be able to offer additional hours but if you have a need for additional hours beyond core sessions please indicate in the boxes here your requirements. Please refer to [www.northlanarkshire.gov.uk/nurseryplaces](http://www.northlanarkshire.gov.uk/nurseryplaces) for current charges.

To help us understand your requirements we need details of your work pattern and that of other adults in your household.

Under days of the week, please show work start and finish times each day of your working or training patterns. An example of extended childcare would be any sessions requested over and above the 5 x 3 hours 10 minutes session available per week. Local authority family learning centres may be able to offer working parents additional childcare to coincide with work patterns. Please note that an all day place is equivalent to 2 x 3 hours 10 minutes and a charge will apply for additional hours out with the nursery sessions. No more than 2 sessions can be taken in any one day.

### **Extended Childcare – Independent and Private Nurseries**

Independent and private nurseries **may** be able to offer more flexibility around sessions. Please discuss fully with your nursery of choice before completion of a nursery application form. Current Scottish Government guidance states that parents cannot access more than 8 hours in one day or 16 hours per week.

### **PART 6 Current Nursery**

It is helpful if we know if your child is currently at nursery, possibly in an under three place.

### **PART 7 Health Information and Child's Named Person**

For children who are not yet attending school the Named Person will be the child's Health Visitor. Once your child starts school the role of the Named Person will transfer to Education and will be the Head Teacher or Depute Head Teacher of the primary school.

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 8 Additional Information**

We have asked a lot of questions to help us deal with your application. If you feel there is any other information which might assist us please complete this section.

## **PART 9 Ethnic Background**

We have to collect information on ethnic origin. You are not required to answer these questions, however this makes sure that no group is disadvantaged and that we meet the needs of all children.

## **PART 10 Marketing**

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

## **PART 11 Applicant Declaration**

Please sign and date your application, acknowledging your commitment to provide accurate and up to date information.

## **PART 12 Receipt Slip**

You should ensure you are given a receipt, completed by the establishment for your application. In the unlikely event of your application being lost, this will prove that you have given it to us.

## **Some General Information**

Local Authority nurseries and independent and voluntary nurseries who have entered a framework agreement with the Council 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 nursery admissions policies, procedures and frequently asked questions can be found on [www.northlanarkshire.gov.uk/nurseryplaces](http://www.northlanarkshire.gov.uk/nurseryplaces)