

FOR SCHOOL USE ONLY

DATE:
DOB CHECKED:
ADDRESS CHECKED:
SIBLING CHECKED (if applicable) :
INITIALS:



EARLY LEARNING AND CHILDCARE APPLICATION FORM
August 2018 to June 2019

Child's First Name:

Child's Surname:

Is your child known by any other name?

Date of Birth:

Gender: Male/Female

Parent/Guardian's name: Mr/Mrs/Ms/Other

Address:

Post Code:

Telephone No:

Email address (may be used if unable to contact you via telephone):

Please give the name of any other person who has parental rights for this child:

Pre-School Centre currently attending:

Session currently attended:

am / pm / whole day

Does your child have siblings in nursery or primary 1 to 6 in any of the schools you are applying for? If so please state which school, the siblings name and date of birth:

Please tick this box to confirm that you are aware that if your child gets a place at nursery based on a sibling, then this does not guarantee you a place at that school for primary 1

In order to help us support your child, please state your child's home language and whether they have any additional support needs? Such as health, mobility, communication etc.

Please provide the name, practice and contact details for your Health Visitor or Named Person:

If you are resident in the city and your child has a daily guardian/carer, please complete a Childcare Information Form – without this form no childcare details will be considered.

Please write the name of the school you wish to apply for and the session of your choice in order of preference.

	School Name	AM Session	PM Session	Either
1 st Choice				
2 nd Choice				
3 rd Choice				
4 th Choice				
5 th Choice				

It is not always possible to allocate your preferred session but by completing this form you will assist the Head Teachers to make decisions about the composition of their nursery classes

Signature of Parent/Guardian:

Date:



EARLY LEARNING AND CHILDCARE APPLICATION – CHILDCARE INFORMATION

If your child has a daily carer and you wish to apply for an Early Learning and Education place within the carer's catchment area, please complete Part A of this form. The child's carer must complete Part B.

Please note that children who are resident outside the City cannot use the address of a carer within the city in their application.

Part A

Child's Name

Date of Birth

School Applied for

Parent / Guardian's Name

Address

Part B

I confirm that I am currently the daily carer for the above named child and that this is an ongoing arrangement which will continue if the above named child receives a place at the school specified in PART A above. My current child-minding hours for this child are as follows:

If you will take the child to / from school on a daily basis please tick

	Morning Hours	Lunchtime	Afternoon Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Daily carer's name

Address

Telephone Number

Relationship to child (e.g. grandparent or childminder)

Signature

Date

Early Learning and Childcare Application Privacy Notice

Aberdeen City Council collects and records information about you and your child on this application form as part of the process of providing you with Early Learning and Childcare. We will keep this information for no more than 6 years from the date of receipt. This information is kept in paper and electronic format.

If your child's Health Visitor contacts us to ask if you have made an application on behalf of your child or to ask for an update on the status of your child's application, we will share this information.

Aberdeen City Council does not use an automated process for making decisions about Early Learning and Childcare admissions.

Your Data, Your Rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Data Protection Officer, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB.

More information about all of the rights you have is available on our website at: <https://www.aberdeencity.gov.uk/your-data>.

You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Our Legal Basis

Aberdeen City Council is the Data Controller for this information about you. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in as Article 6(1)(e) of the General Data Protection Regulation. This is because providing the entitlement to Early Learning and Childcare is part of our public task under the Children and Young People (Scotland) Act 2014. In carrying out this task, the Council is also likely to process special categories of personal data. The Council understands our legal basis for doing so as Article 9(2)(g) of the General Data Protection Regulation, because processing is necessary for reasons of substantial public interest.