Applications for Early Learning and Childcare Places 2019/2020

Your child is eligible for an Early Learning and Childcare place at a Local Authority school if his/her birthday is between the following dates:

1 March 2016 to 28 February 2017 – Ante-Pre-School Year
1 March 2015 to 29 February 2016 – Pre-school Year

If your child's birthday was before 1 March 2015 your child **may** be eligible for an additional year of Early Learning and Childcare. Ask your school for a leaflet on deferred entry for Primary 1. Your child is entitled to 600 hours of Early Learning and Childcare. Places in Local Authority schools are currently 3 hours 10 minutes per day during term time. Funded Providers currently provide flexibility for the 2019/20 school year.

How do I apply for a part-time Early Learning and Childcare place?
Complete the application form and return to your school by **25th January 2019**. Please bring a copy of your child's birth certificate with you as evidence of your child's age and also proof of address. Please see below a list of acceptable proofs of address:

- Tenancy Agreement
- Tax letter: Tax Credit, Personal Tax P60 or Tax Pensions
- Benefit Letter: Income Support, Housing benefit, council tax or DLA
- Drivers Licence
- Proof of Purchase – Only if family are resident in the property
- National Insurance Letter
- Council Tax Bill – must be recent

Can I apply for more than one place?

Yes. The application form allows you to choose five schools in order of preference. You do not need to submit a separate form to each school.

What happens to my application form?

Your application will be forwarded to The Early Years Team who will allocate the places. Places are allocated according to a set of criteria which prioritises places for children based on:
- The child's needs – applications supported by social workers, health care professionals and educational psychologists may receive priority for a nursery place. If you think your child's place may be supported in this way you should ask for a Supported Application Form.
- The school zone in which they live – children who live in the catchment area for a school get priority for a place at that school. This does not apply to children who live outside the city.
- Sibling – if a child has a sibling at the same school that they are applying to then this will give them preference (please see allocation criteria bands 1-7).
- Childcare - Children who have a daily carer in the school zone will have priority over applications from children in the ASG regardless of the childs home address
- In all the criteria above older children get priority for places over the younger children.

You will receive a letter advising if you have been successful, or if your child is on a waiting list.

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│           FOR SCHOOL USE ONLY                │
│  DATE:                                        │
│  DOB CHECKED:                                 │
│  ADDRESS CHECKED:                             │
│  SIBLING CHECKED (if applicable):            │
│  INITIALS:                                    │
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ABERDEEN CITY COUNCIL

EARLY LEARNING AND CHILDCARE APPLICATION FORM
August 2019 to June 2020

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
1st Choice				
2nd Choice				
3rd Choice				
4th Choice				
5th 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:

ABERDEEN
CITY COUNCIL

EARLY LEARNING AND CHILDCARE APPLICATION – CHILDCARE INFORMATION

If your child has a daily carer and you wish to apply for an Early Learning and Childcare 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.