

# Nursery Application Form

## Completion Advice Notes for Parents/Carers

You have requested an application form for entry to a Local Authority nursery. This information leaflet is to assist you in completing the form and also to explain how nursery places are allocated.

Further Information about nursery education can be found on our website

[www.eastlothian.gov.uk/nurseryeducation](http://www.eastlothian.gov.uk/nurseryeducation)

### ENTITLEMENT

Children become eligible for Early Learning and Childcare in the term following their 3<sup>rd</sup> birthday. The eligibility dates are shown in the table below:

<b>Child's 3<sup>rd</sup> birthday is on or between:</b>	<b>Date eligible for nursery place:</b>	<b>Notification of outcome of application:</b>	<b>Deadline for submitting application form to local authority nursery:</b>
1 March 2019 to 14 August 2019	August	May	30 April 2019
15 August 2019 to 22 October 2019	After October break	September	31 August 2019
23 October 2019 to 31 December 2019	January	November	31 October 2019
1 January 2020 – 29 February 2020	After Easter break	February	31 January 2020

## **GENERAL INFORMATION**

- The application form should be handed into your first choice nursery as per the dates on the first page for 3 and 4 year old placements. All applications received by the deadline will be processed with notification sent to parents/ carers shown in the table above. Late applications will be processed the month following receipt.
- You should only complete one nursery application form per child.
- The completed form should be submitted to the **establishment which would be your preferred first choice** of nursery.
- You will need to take your child's Birth Certificate and this form with you when you go to apply for a nursery place.
- If any changes occur to this information after you have submitted the form, please inform the school you submitted the form to.

## **PART 1 - CHILD DETAILS**

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

## **PART 2 – CONTACT DETAILS**

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. Additionally, up to 3 extra contacts can be detailed. Please detail emergency contacts in this section. Email contact information can be entered in section 17 on the form, if you consent to being contacted this way.

## **PART 3 – WHICH NURSERY DO YOU WISH YOUR CHILD TO ATTEND**

The application form enables you to list in order of preference up to **three local authority nurseries** you would like your child to attend. There is no requirement to list more than one local authority nursery. However, as a placement at your first choice cannot be guaranteed it is recommended that you indicate a second and third nursery choice. Please take this completed form and child's Birth Certificate to your **first choice preference nursery** for enrolment.

## **PART 4 – CHILD HEALTH INFORMATION**

We do not need to know about normal childhood ailments your child has had. We are interested in ongoing health problems requiring continuing treatment. If you have answered YES please give details.

**PART 5 – DOCTORS DETAILS**

Please provide details of your child’s registered doctor. If the health board of your doctor is NOT Lothian, please indicate in this section here.

**PART 6 – CONCERNS, AND PART 7 – DIETARY REQUIREMENTS**

Please provide details of any concerns you may have about your child and any dietary requirements they might have.

**PART 8 – HEALTH VISITOR**

Please enter the child’s Health Visitor details in this section. If this is not known, please make sure their Doctor’s Practice details are entered on the form.

**PART 9 – ETHNIC BACKGROUND**

We have to collect information on ethnic origin. This makes sure that no group is disadvantaged and that we meet the needs of all the children.

**PART 10 CHILD’S RELIGION, 11 NATIONAL IDENTITY AND 12 ASYLUM STATUS**

Please tick the relevant boxes.

**PART 13 – MAIN HOME LANGUAGE**

Please enter the main language spoken at the child’s home (e.g. “English”)

**PART 14 – ADDITIONAL INFORMATION**

We have asked a lot of questions to help assess your application. If you feel there is additional information which might assist please complete this section.

**PART 15 – MARKETING INFORMATION**

Please tell us how you became aware of the application process. This is so we can improve the effectiveness of advertising for parents and carers.

**PART 16 – INTENDED PRIMARY**

Please indicate the school at which you currently intend to enrol the child at for P1 (Primary) when they are old enough. Please note, placement in a primary school is based on home address and pupils who attend a nursery school or class are not guaranteed a place if they do not live within the school’s catchment area

## **PART 17 – EMAIL CONSENT**

East Lothian Council would like to contact you, when appropriate, by email. If you agree to being contacted this way, enter email details here, with the respective Parent/Carer's name associated with the email address. This email address will move with the pupil's record when they move schools, unless you request it to be removed. This can be done at any time.

## **PART 18 - DECLARATION**

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

## **PART 19 - OFFICE USE ONLY**

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

- Date of Application – the nursery will mark the date they received the application from you. All applications received by the deadline of **31 August 2019** will be processed at the same time in line with the categories below. Applications received after the deadline will be processed the month following receipt.
- Allocation Category – the Council has a policy for allocating places in its own nurseries in a priority order. There are 7 priority categories 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 7 categories. The 7 priority categories are:
  1. East Lothian children retained in Nursery (children with Additional Support Needs who are age eligible for school).
  2. East Lothian children who have been offered a deferred year in nursery.
  3. East Lothian Children with additional support needs – pre-school year children and eligible 3 year olds.
  4. East Lothian children in their pre-school year according to their date of birth.
  5. East Lothian children in their ante pre-school year according to their date of birth.
  6. Applications where the parent/carer wishes to access fewer than 5 nursery sessions per week for an East Lothian child.
  7. Children eligible for nursery education, not resident in East Lothian.
- Time of birth – in some circumstances, when there is only one place to allocate and children have the same date of birth, the time of birth is used to establish priority.

**Morning places** should be allocated strictly according to date of birth i.e. oldest children should be given priority for a morning place. However, children with additional support needs may be prioritised for a morning place if deemed in the best interests of the child.