



2 Year Olds (From August 2016) (600 Hours of pre-school provision)

1. Should an application be completed?

Has the child had their 2nd birthday?

YES

NO

Do not complete application!

NO

Is one of their parent/carers in receipt of a qualifying benefit?

(Income Support/ Job Seekers Allowance/ Employment Support Allowance(Income Based)/ Incapacity Benefit or Severe Disablement Allowance/ Pension Credit/ Child Tax Credit (CTC) but not Working Tax Credit (WTC) and your income is below £16,105/ Both maximum CTC and WTC with income less than £6,420/ Support under Part VI of the Immigration and Asylum Act 1999)/ Universal Credit)

If LAC /Kinship Carer child this is not required.

YES

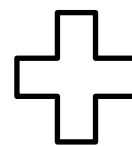
Parent should complete and submit an application available on-line if completed paper version send to Pupil Placement, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF.

2. So an application form can be completed; however when is the child eligible to start attending a placement?

Second Birthday is between	Eligible to start attending from 1 st day of term in
01 March and 31 August	August
01 September and 31 December	January
01 January and 28/29 February	April

3. What should be submitted with the application form?

Proof of child's age, i.e. a copy (not original) of birth certificate!



Proof showing receiving qualifying benefit **on the first day child is eligible to start attending!**

I.E.

If child turns 2 between 01 March and 31 August, proof should show receiving benefit on the 1st day of term in August!

OR: If child turns 2 between 01 September and 31 December, proof should show receiving benefit on the 1st day of term in January!

OR: If child turns 2 between 01 January and 28/29 February, proof should show receiving benefit on the 1st day of term in April!

If proof of qualifying benefit is received and it does not show that the parent will still be receiving this on the first day of term their child is eligible, pupil placement will send another DWP form to be completed.