

Pre-School [Early Learning and Childcare(ELC)] Provision for 2 Year Olds Application Procedure

1. Your child is eligible for 600 hours of 'ELC for 2 year olds' provision from the start of the first term after their 2nd birthday, if you are the child's parent and you are in receipt of:-
 - Income Support
 - Job Seekers Allowance (income based)
 - 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 – monthly earned income for your household does not exceed £610

2. Your child is also eligible for 600 hours if you are a kinship carer or parent appointed guardian through section 7 of the Children (Scotland) Act 1995.

3. You can request less than 600 hours, but sessions of less than 2 ½ hours, or attendance of less than two days a week are unlikely to be beneficial to your child.

4. Your child will remain eligible until he or she becomes eligible for ELC provision as a three year old, even if you start work.

5. You must fill in the accompanying application form providing information about your child and family circumstances.

6. You must provide proof of eligibility

Eligibility Criteria	Documentation to be Provided	Documentation Requirement
Your child must be 2 years old	Birth Certificate/Passport	This must show your child's date of birth to prove eligibility
Receiving Qualifying Benefit	Department for Work and Pensions Form/award letter	This must show that you are receiving the benefit on the first day your child is eligible (Please see Start date table)

7. You can complete an application form, from your child's 2nd birthday, however proof of receipt of a qualifying benefit must show you are receiving the benefit on or after the first day your child is eligible to start. Please see eligible start dates below for Session 2018/2019:

Date of birth	First Date Eligible to start if Qualified
01 March 2016 – 31 August 2016	21 August 2018
01 September 2016 – 31 December 2016	07 January 2019
01 January 2017 – 28 February 2017	23 April 2019

(Please Note to Qualify: The DWP form must be completed with a date stamp on or after the first day your child is eligible to start, or if using an award letter this must show you will still be in receipt on or after the first day your child is eligible.)

8. You can tell us whether you would prefer your 600 hours placement with a child minder, a Council Nursery, or a playgroup. Not all options will be available in all parts of West Lothian, so please give us more than one choice.
9. You can tell us what area or areas of West Lothian you would like to receive your 600 hours placement.
10. If your child is 'looked after' as a result of a children's hearing or court decision, or have an allocated social worker, provision will be discussed with social policy, and additional options may be available. If this is the case we will contact you to discuss these options.
11. The Council will take account of the following when deciding where to place your child:-
- Availability of places.
 - Parental/carer preference.
 - Information provided by the parent/carer.
 - Proximity of home to provision, and ease of access.
 - Best value.
12. The Council will decide whether to place your child with a child minder or in a Council Nursery or playgroup, taking account of the above factors.
13. If your child is placed in a Council nursery or playgroup, the Council will decide which establishment your child will be placed in, taking account of the above factors.
14. If your child is placed with a child minder we will be in touch to discuss available childminders. You can agree the hours and days of attendance to meet your needs as long as the childminder can offer this pattern of provision.

15. If you request a childminder or playgroup you may pay for extra hours in addition to the 600 hours to which you are entitled, if the provider can offer these additional hours. This arrangement will be made directly between you and the childminder/playgroup.
16. If we place your child in a particular Council nursery or other provision, this will not guarantee entry into any particular ELC establishment when the child becomes eligible as a three year old.

List of establishments where 'Early Learning and Childcare for Eligible 2 Year Olds' is currently available to be considered for funding from the Council

Council Nurseries and Social Work Centres

Addiewell Early Years Centre, Addiewell (Social Policy)
Bridgend Primary School, Bridgend
Croftmalloch Primary School, Whitburn
Deans North Nursery, Deans Community High School, Livingston (2 full days only)
Glenvue Nursery School, Dedridge, Livingston
Livingston Family Centre, Eliburn, Livingston (Social Policy)
Knightsridge Early Years Centre, Knightsridge, Livingston
Ladywell Nursery School, Ladywell, Livingston
Polbeth Nursery School, Polbeth
Whitdale Early Years Centre, Whitburn

Playgroups*

Armadale Community Playgroups, Armadale Community Centre
Bathgate Community Playgroups, Bathgate Partnership Centre
Blackburn Family Centre Childcare Daycare, Blackburn Family Centre
Broxburn Playgroup based in Strathbrock Centre (offering 600 hours)
Crofthead Hickory House Playgroup based in Crofthead Community Centre, Dedridge
Daisy Drop In based in Almondbank Centre, Craigshill, Livingston
East Calder Playgroup based in East Calder Community Centre
Fauldhouse Pre-school Playgroup, Fauldhouse Partnership Centre
Howden Playgroup, Howden St Andrew's Primary School Community Wing
Kirknewton Playgroup based in Kirknewton Village Hall
Ladywell Playgroup based in Forrestbank Community Centre, Ladywell
Livingston Station Playgroup based in Livingston Station Community Centre
Lochside Playgroup, Low Port Centre Linlithgow
Uphall Playgroup based in Uphall Community Centre (offering 600 hours)
West Calder Community Playgroups, West Calder Community Centre

*Note – not all playgroups can provide 600 hours, but parents who request less than 600 hours may be placed at the playgroup of their choice if the hours available meet the parent's needs.

Childminders

Throughout West Lothian

Privacy notice – Pre School [Early Learning and Childcare (ELC)] for eligible 2 year olds application

Who is collecting this information?

The request for this information is by West Lothian Council, Education Services – Planning and Information Unit.

How will we use the information?

The information collected in this form will allow us to forward plan educational provision and/or to allocate an educational place to your child in West Lothian in terms of our legal duty.

How will we store this information?

The information will be stored in a secure database.

Who will we share it with?

The information you provide will only be used in the planning and provision of an educational place for your child. The information will be shared with the relevant educational establishment at the point when a place has been allocated.

How long will we keep it for?

The information will be kept, under Data Protection law, while your child is in Nursery and for an additional 7 academic years.

Your Rights

How you can see the information we hold?

You have a right to request your information and, in some cases, ask for it to be changed or deleted. To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

How to make changes to your information

It is important the information we hold is correct, if you need to make any changes, please e-mail pupilplacement@westlothian.gov.uk or fill in the on-line form at <https://www.westlothian.gov.uk/ADDINFOPUPILPLACEMENT> or phone 01506 280000 and ask for Pupil Placement.

Who to contact if you need to make a complaint

If you wish to complain about the way your information is held or processed, you can do so by e-mailing educationcustomerservices@westlothian.gov.uk or phoning 01506 280000 and asking for Education Customer Services.

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or send an e-mail to DataProtectionOfficer@westlothian.gov.uk . More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office, available online at <https://ico.org.uk/> .