

Section C
Confirmation

14 I confirm that the information I have given in this form is true and that any documents I enclose are genuine. I understand that the Local Authority will not correspond with or discuss this application with anyone other than me.

Your signature:
Full name:
Date:

If you provide false information, we may withdraw any place we offer to you.

We will send you an acknowledgment letter once initial processing of your application is complete. If you have not received this within 4 weeks please contact us immediately. Please follow the instructions on the guidance notes for returning this form.

Data Protection

We will hold the information you provide on computer. Under the Data Protection Act 2018 you have the right to check the information we hold. If you want to do this, please contact Pupil Placement.

West Lothian Council collects and uses personal information about staff, pupils, parents or carers and other individuals who come into contact with the school. This information is gathered in order to enable it to provide education and other associated functions. West Lothian Council may share your data with external partners for the purposes of education, for example Scottish Qualifications Authority (SQA), Centre for Excellence & Monitoring (CEM) and the health & well-being of pupils, for example NHS Lothian. In addition, there may be a legal requirement to collect and use information to ensure that West Lothian Council complies with its statutory obligations.

For the full 'Privacy Notice' please go to page 4, of the 'Application Procedure' booklet included in this application pack.

IMPORTANT NOTE - There are TWO different forms for ELC provision:

1. Lilac in colour - should only be completed if you think you may qualify, as you are in receipt of a qualifying benefit, for your child to attend from the intake after their 2nd birthday. Can be completed on-line at <https://www.westlothian.gov.uk/twoyearoldapplication>
2. Green in colour – MUST be completed by all parents who wish to apply for their child to attend nursery from the intake after their 3rd birthday. Can be completed on-line at <https://www.westlothian.gov.uk/preschoolapplication>

(Both forms can be submitted to pupil placement from their child's second birthday)

For establishment or office use only

Review Date : February 2022
Review due : February 2023

a Application form

Received	Date	Initials	Copy record	Date
Establishment			Date copy sent to Pupil Placement	
Pupil Placement			Date copy sent to establishment	
			Date copy sent to ALN	

b Certificates

	Establishment		Pupil Placement		Date certificate returned to parent or carer
	Date certificate seen	Initials	Date certificate seen	Initials	
Birth					
Eligibility					

TA/A1



Education Customer Support Team
(Pupil Placement)
West Lothian Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Tel 01506 280000
E-mail: pupilplacement@westlothian.gov.uk

Please write your answers in **BLOCK CAPITALS** using black pen.

Application for a Place in Pre-School [Early Learning & Childcare (ELC)] Provision – 2 YEAR OLD
(Applying to attend from intake after child's 2nd birthday(see Guidance Notes), applicant must qualify)

Section A

Reference:

1 Child's details

Last name		First name		Middle	
Address and postcode				Date of birth	
				Male	Female
				(Please tick as appropriate)	
If the child is a twin/triplet etc. please indicate by writing the appropriate term					

2 Your contact details

Your Last Name		Your relationship to child (i.e. Mother, Father, etc)	
Your First Name			
Your Address (If different to child's)			
Home phone No		Mobile phone number	
E-mail address			

3 Looked after status

Is the child looked after as a result of a children's hearing or court decision? Yes ☐ No ☐

Is the child looked after at home or away from home? Home ☐ Away ☐

If so, what is your relationship with the child (i.e. parent, foster carer, kinship carer, other?) _____

If foster carer or kinship carer, please name the Authority that has placed the child with you. _____

4 Social Work Involvement

Does the child have an allocated Social Worker? Yes ☐ No ☐

5. Other Parent/Carer

Your Last Name		Your relationship to child (i.e. Mother, Father, etc)	
Your First Name			
Your Address (If different to child's)			
Home phone No		Mobile phone number	
E-mail address			

6 Other children in the household

Are there other children under 19 years old who live with the child? Yes ☐ No ☐

If 'Yes' please fill in the following table for each other child.

	Last name	First name	Date of birth	Sex	School they are already at (if any)	Year group
1						
2						
3						
4						
5						
6						

7 Home language

What language do you normally speak at home? _____

9 Other nurseries, playgroups and so on your child has been to

In the table below, please give details of any other type of pre-school your child goes to or has gone to.

Pre-school	Name of establishment or person	Date from:	Date to:	Hours a day
Private nursery				
Other (i.e. childminder, playgroup)				

Section B
Application details

9 Preferred pre-school placement

Would you prefer a placement with a childminder, a council nursery or a playgroup? (Please rank choices 1st, 2nd and 3rd)

Preferred Placement	Choice (Please rank choices 1 st , 2 nd and 3 rd)
Childminder	
Council Nursery	
Playgroup	

10 Preferred location of pre-school placement

Which areas would you consider for your pre-school placement? (i.e. Broxburn, Winchburgh, South Livingston)

11 Medical Details

Has your child "Graduated" from the Family Nurse Partnership (FNP) Service? Yes ☐ No ☐

Name of child's doctor	Child's Health Visitor	Name of surgery or health centre	Phone number

Does your child have difficulties with any of the following?

Sight ☐ Hearing ☐ Speech ☐ Asthma ☐ Epilepsy ☐ Diabetes ☐ Allergy ☐

Other (please give details) _____

12. Other information

Give below any other information you want us to consider.

Please also give details of any additional support needs your child has.

If necessary, attach an extra sheet. Remember to put your child's name and date of birth on any additional sheets you attach.

13 Proof of eligibility

You must provide a copy of your child's Birth Certificate and proof of eligibility for a qualifying benefit.

Do not send originals, photocopies or electronic copies are acceptable, however the document(s) must be readable. Birth certificate/ passport documents should include child's name, date of birth and birth certificate number(District,Year,Entry)/passport number, Please tell us what documents you are sending.

Proof of Date of Birth	Provide document specific information as required below:					Indicate if photo copy/ image being provided
Birth Certificate	District No		Year No		Entry No	
Passport	Country Issued			Passport No		

Please provide all pages of any benefit award letter, or if providing Universal Credit we require the first page of your statement which shows your name and address and the assessment period, then we also require screen shots of the full deduction section to see if your household income is below £625 per month, as this is the threshold this qualifying benefit has to meet before you would qualify.

Benefit Documentation	State the Name of the benefit that the documentation is being provided for below	Indicate if photo copy/ image being provided