

2018/19

Early Learning and Childcare 2 year olds

CHILDREN & YOUNG PEOPLE'S SERVICES

INFORMATION FOR PARENTS APPLICATION PACK



**If you have any questions or need support with your application.
Ask your local childcare provider, Health Visitor or Social Worker**

What is Early Learning and Childcare?

Early Learning and Childcare (ELC) is about learning and development through play, exploring and having fun.

Your child will be encouraged to develop their learning journey with others and on their own, choosing from a wide range of experiences and activities. Evidence shows that high quality ELC makes a significant positive impact on outcomes for children.

What are funded (free) hours?

These are free hours funded by the Scottish Government for your child to attend an ELC Provider.

The hours are available from providers who have been entered onto Scottish Borders Council's Framework Agreement to provide funded Early Learning and Childcare.

In order to access these funded (free) hours for two year olds you need to meet eligibility criteria

How do I know if my child is eligible?

Your child may be eligible for free Early Learning and Childcare from August 2018 if you meet the qualifying criteria below

Qualifying Criteria

Your child must have been born between **1st March 2016 and 28th February 2017** and you must in receipt of one of the following benefits on list **A)** or **B)** below

List A)

- Income Support
- **Income-based** Job Seeker's Allowance (JSA)
- **Any income related** element of Employment and Support Allowance
- Incapacity/severe disablement allowances
- Universal Credit where the monthly earned income does not exceed £610
- Pension Credit

List B)

- Child Tax Credit but not Working Tax Credit, and your income is less than £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit and your income is under £6,420
- Support under Part VI of the Immigration and Asylum Act 1999

Alternative Criteria

Children aged two or over who are (or have been at any point since turning two) looked after by a local council, the subject of a kinship care or guardianship order are eligible.

How many funded hours is my child entitled to and where can I take them?

Scottish Borders Council currently delivers Early Learning and Childcare (ELC) through certain Schools and Funded Providers. (see lists below and attached) Where possible all eligible 2's will be allocated a place with their preferred Provider, however we cannot guarantee this will be the case. Therefore it is important to complete the 'other choice' in section 1 of the application form

Currently:

All eligible two year olds are entitled to up to 600 hours of funded ELC each year; this is allocated on a pro-rata basis depending on when children start throughout the year.

Depending on the ELC Provider you choose to send your child to, the hours can be taken between 38 and 50 weeks a year.

A year is defined as a school year, so begins in August

600 hours

- School Term Time is 38 weeks per year, this equates to up to 16 hours per week
- 50 weeks per year equates to up to 12 hours per week

*Parents can take as many or as few of the funded hours as they wish within a framework of no less than 2½ hours per day, no more than 8 hours per day (16 hours per week) and the hours can be taken between 38 weeks up to a maximum of 50 weeks per year

From 2020:

The Scottish Government has committed to increase the number of funded hours for eligible two year olds from 600 hours to 1140 hours by August 2020.

1140 hours

- School Term Time is 38 weeks per year, this equates to up to 30 hours a week
- 50 weeks per year this equates to up to 23 hours a week

Parents will continue to be able to take as many or as few of these hours as they wish. With the limits above *

Phasing in the 1140 hours – What you need to know

As we move towards 2020 all local authorities are phasing in 1140 hours in some areas. Scottish Borders Council offered 1140 hours in seven schools in the last year and will continue to phase-in catchment areas as funding is released from the Scottish Government. All areas will be phased in from August 2020 when the legal entitlement changes. The order of phasing has been decided using the Scottish Borders Child Poverty Index.

August 2018, parents whose address lies in the primary school catchment area listed below will be able to access 1140 hours at the school nursery within these catchment areas or any funded provider of their choice. Check with providers as to what they can offer.

Parents who live out with the catchment area of these schools will continue to receive 600 hours.

Parents can choose to have their child with only one provider or have split/ blended placements across providers.

600 hours – Term Time only	1140 hours – Term Time only	1140 - Full Year
Schools here offer sessions usually 3 hours and 10 minutes per day, five days per week. This is usually a morning or afternoon place however, some who offer wraparound childcare can offer 2 sessions in one day	Schools here offer asymmetric places which are open the same time as the primary school. Parents can take a maximum of 30 hours per week	Chirnside is currently the only school offering 50 week provision. Parents can take up to 30 hours per week over term time or up to 23 hours per week over a 50 week year. Start times are flexible to meet the needs of the family.
Parents can take some or all of these hours	Parents can take some or all of these hours	Parents can take some or all of these hours
Balmoral Primary School	Burnfoot Community School	Chirnside Primary School
Broomlands Primary School	Eyemouth Primary School	
Edenside Primary School	Langlee Primary School	
Howdenburn Primary School	Walkerburn Primary School	
West Linton Primary School	Philiphaugh Community School	
Duns Primary School	Trinity Primary School	

When does the funding start?

Funding dates are set by the Scottish Government;

Child is born between these dates	Funding start date
1/3/16 – 31/8/16	August 2018
1/9/16 – 31/12/16	January 2019
1/1/17 – 28/2/17	April 2019

When can my child start?

		When can the child start?
1	A parent receives a qualifying benefit when their child turns 2 years old	The term AFTER the child's 2 nd birthday
2	A parent starts receiving a qualifying benefit after their child turns 2 years old	The term AFTER the parent starts receiving the benefits
3	If a child is looked after by a local council, the subject of a kinship care or guardianship order	From the child's 2 nd birthday or from the point that they are looked after, under a kinship care order, or with a parent appointed guardian.

You will also need to remember to apply for an ELC3 place during registration week (which usually takes place in November)

- Application packs can be collected from:
 - any participating school nursery, partner provider or childminder on the attached list
 - downloaded from our website www.scotborders.gov.uk/elc
 - Health Visitors
 - Job Centre+
 - Early Years Centres

How do I apply?

Completed applications should be taken directly to the participating school, nursery, playgroup or childminder you want your child to attend along with:

- **Child's birth certificate**
- **Proof of their address** (any one of the following is accepted, Council Tax Bill, Child Benefit letter, bank statement, Utility Bill)
- **Proof of eligibility**
 - If you are in receipt of a benefit on **List A)** Job Centre+ need to complete and sign, the form on the back of the application form.
 - If you are in receipt of a benefit on **List B)** you need to take along a copy of your most recent Tax Credit Award letter.

If a child is eligible for a funded 2 year old place, the funding will remain in place until the child starts ELC3 even if your circumstances change.

If access to the Job Centre+ is difficult, due to distance to travel, please ensure all relevant paper relating to eligibility for List A is attached with the application.

Transport

Early Learning and Childcare provision has **no entitlement** to transport.

Free Lunches

Free meals may be available to children whose parents are eligible for a funded ELC2 place **AND** that funded place is taken over a midday period (lunchtime)

You will need to complete the application at the back of the application form and return it to the setting with your application. The setting manager will sign and date the form and return to you, the form can then be taken to any contact centre for processing.

Split / Blended placements

Scottish Borders Council recognises that families have a variety of needs and preferences for accessing ELC. Parents, therefore, can apply for a place in more than one setting through a split or blended placement. Parents specify how they wish the hours to be split between the settings. However, the allocation of these places will be dependent on all the settings being able to offer the hours requested.

If you intend to do this, please submit an application to each setting clearly stating (on each application form) where and how you would like the hours split e.g. Mon. Tues am in a school setting Wed – Fri pm with a Funded Provider (school, nursery, playgroup or childminder)

If your child is in an expanded school catchment area, you will be able to use the 1140 hours across all funded providers that are offering the extended hours.

Please Note: Attending an ELC place at a Primary School outside your child's catchment area will not give priority or guarantee a place in that school in Primary 1



Childsmile Toothbrushing Programme

Childsmile is a national programme designed to improve the oral health of children in Scotland. Research tells us that brushing at least twice a day with fluoride toothpaste can help prevent tooth decay. To support this, Childsmile has developed a national daily supervised toothbrushing programme to take place in the nursery or school setting, **in addition** to brushing at home.

What does the toothbrushing programme involve?

- Children are given their own toothbrush showing a symbol which matches a corresponding symbol on a storage system and wall chart.
- Every day they will be supervised brushing their teeth with their own toothbrush and fluoride toothpaste supplied by the programme.
- All nurseries and schools participating in the toothbrushing programme will follow the National Standards for Toothbrushing.
- We monitor the toothbrushing programme to ensure we provide a good level of service.

For more information about the toothbrushing programme and its standards visit www.child-smile.org

Supervised toothbrushing

Children are supervised in the programme because young children need help with toothbrushing on a daily basis. At home, children should be encouraged to toothbrush themselves, but they will still need help and should be supervised with daily toothbrushing. This will help to ensure that they brush well and do not swallow toothpaste. Children who swallow too much toothpaste over a long period of time can develop white spots on their teeth. This is not tooth decay. The risk of developing white spots as a result of the toothbrushing programme is very small.

What do I need to do next?

Your child will be enrolled in the toothbrushing programme automatically at their nursery or school. You do not need to do anything. However, **if you do not want your child to take part** in the Childsmile toothbrushing programme please write to your child's nursery or school **within two weeks** of receiving this letter. You can of course change your mind at any time. If you have any questions please contact Alison Forsyth, Childsmile Coordinator, 01896 824512.

ELC2 Providers 2018/19

	School	Nursery/ Playgroup	Childminder	Term Time	up to 50 weeks	Wraparound		School	Nursery/ Playgroup	Childminder	Term Time	up to 50 weeks	Wraparound
Berwickshire							Earlston						
Chirnside PS Nursery	✓			✓	✓		Cherrytrees - Melrose		✓		✓	✓	✓
Duns PS Nursery	✓			✓			Old Station Nursery		✓		✓		✓
Fogo Nursery & Toddlers		✓		✓		✓	Claire Bain			✓	✓	✓	✓
Carrienne Ferguson			✓	✓	✓	✓	Elizabeth Entwistle			✓	✓	✓	✓
Jo Mabon			✓	✓	✓	✓	Elizabeth Taylor			✓	✓	✓	✓
Louise Lunn			✓	✓	✓	✓	Melanie Edmondson			✓	✓	✓	✓
Moira Campbell			✓	✓	✓	✓	Sheena Jones			✓	✓	✓	✓
Paula Preston			✓	✓	✓	✓	Wendy Thomson			✓	✓	✓	✓
Galashiels							Eyemouth						
Balmoral PS Nursery	✓			✓			Eyemouth PS Nursery	✓			✓		
Langlee PS Nursery	✓			✓			Highway Day Nursery		✓		✓	✓	✓
Osito Nursery Ltd		✓		✓		✓	Seashells Nursery		✓		✓		✓
Leisa McIver			✓	✓	✓	✓	Christine Green			✓	✓	✓	✓
Louise Riddell			✓	✓	✓	✓	Christine Jones			✓	✓	✓	✓
Rifat Mirza			✓	✓	✓	✓	Dawn Matthews			✓	✓	✓	✓
							Hazel Cash			✓	✓	✓	✓
Hawick							Hazel French						
Burnfoot CS Nursery	✓			✓						✓	✓	✓	✓
Trinity PS Nursery	✓			✓			Peebles						
Cherrytrees - Hawick		✓		✓		✓	Walkerburn PS Nursery	✓			✓		
Wiggly Worms Nursery		✓		✓		✓	West Linton PS Nursery	✓			✓		
Katrina Skelton			✓	✓	✓	✓	First Nursery		✓		✓	✓	✓
Jedburgh							Kingsmeadows Nursery						
Howdenburn PS Nursery	✓			✓		✓	Village Nursery		✓		✓	✓	✓
							Evelyn Callaghan			✓	✓	✓	✓
Selkirk							Fiona Duncan - Kerr						
Philiphaugh CS Nursery	✓			✓			Flora Coull			✓	✓	✓	✓
Wendy Shiell			✓	✓	✓	✓	Jacqueline Lee			✓	✓	✓	✓
							Karen Carruthers			✓	✓	✓	✓
Kelso							Katharine Miller						
Edenside PS Nursery	✓			✓			Linda Brotherstone			✓	✓	✓	✓
Broomlands PS Nursery	✓			✓			Nicola Paulin			✓	✓	✓	✓
Castlegate		✓		✓	✓	✓	Susan Learmond			✓	✓	✓	✓
Pauline Doig			✓	✓	✓	✓	Susan Sheridan			✓	✓	✓	✓

1. Contact Details

The information you have provided will be processed by Scottish Borders Council, Newtown St Boswells, TD6 0SN. You can contact the Council on 0300 100 1800 or customerservices@scotborders.gov.uk.

2. Data Protection Officer

The Council's Data Protection Officer is Brian Frater, who can be contacted using the contact details for the Council as set out above or by email at dataprotection@scotborders.gov.uk

3. How we will use your child's information

The Council has a legal duty to provide early learning and childcare in Scottish Borders area. To carry out this function the Council requires to hold process and share certain information about your child.

The information you have provided will be retained for one year after your child leaves nursery, however some of the information provided will go on to form part of your child's education record and will be kept for five years after your child leaves the education system within the Scottish Borders area.

4. Who we may share your child's information with

Your child's information will be accessed by Council staff who need to be aware of such information to ensure that your child is provided with the appropriate level of care and with all necessary resources. The Council may also share your child's information with third party organisations who assist the Council in providing your child with early learning or childcare, such as:

- Nursery Application Management System (NAMS) to enable the safe electronic storage of pupil records and information;
- ParentPay to receive payment for trips and events;
- Groupcall to communicate with you

If your nursery provision is being provided by a private provider, we will share the information with them.

The Council is legally obliged to share certain data with other public bodies such as

- The Scottish Government for monitoring purposes; and
- The NHS for health monitoring purposes and will do so where the law requires this.

Your child's information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to provide the highest possible level of education possible and to achieve continuous service improvement.

In general the Council does not transfer personal data outside either the UK or the European Economic Area (EEA) and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

5. Your Rights

You have the right to request access to any personal data held about your child by the Council. You can also request that we restrict the use of your child's information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website

<http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

If you are unhappy with the way the Council have processed your child's personal data please contact the Council's Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office (45 Melville Street, Edinburgh, EH3 7HL, Tel: 0131 244 9001, Email: scotland@ico.org.uk).

The Council does not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

You can get this document on audio CD, in large print, and various other formats by contacting us at the address below. In addition, contact the address below for information on language translations, additional copies

Early Years Team, Children & Young Peoples Services, Scottish Borders Council, Newtown St Boswells, Melrose, TD6 0SA Tel: 01835 824000 Email: EarlyYearsTeamEd@scotborders.gcsx.gov.uk

Scottish Borders Council

EARLY LEARNING & CHILDCARE (ELC) 2 YEAR OLD APPLICATION FORM

SESSION 2018/19

Please complete only one application per child (unless applying for a split placement)

Please take this form to your first choice ELC provider along with the child's birth certificate. Proof of address (Council Tax Bill, Child Benefit letter, Bank Statement, Utility Bill or a Driving Licence) is also required.

1- Which Early Learning & Childcare provider do you wish your child to attend?	
It is important that you give 2 choices of ELC you would like your child to attend. <u>We are not able to guarantee</u> a place at your first choice Provider but this allows us to take your other choice into account when offering an alternative place.	
1)	
2)Please state other choice	

2- Child Details			
Please note we are unable to enrol your child under any other name than the one on their birth certificate.			
Forename(s)		Known As	
Surname			
Gender	M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth	
Child's Home Address This must be the address where the child resides			
Postcode		Home Telephone Number	

Office Use - Birth Certificate information

Scottish Certificate	District	Year	Entry
Other – please state country	Country	Number	

3- Family Details			
Main Contact			
Title		Full Name	
Email			
Address (if different from child's address)			
Postcode		Home number	
Work Number		Mobile number	
Gender	M <input type="checkbox"/> F <input type="checkbox"/>	Can collect from ELC	Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship to child		Emergency contact	Yes <input type="checkbox"/> No <input type="checkbox"/>

Contact 2			
Please provide alternative contact details of any other adult who can be contacted in an emergency.			
Title		Full Name	
Email			
Address (if different from child's address)			
Postcode		Home number	
Work Number		Mobile number	
Gender	M <input type="checkbox"/> F <input type="checkbox"/>	Can collect from ELC	Yes <input type="checkbox"/> No <input type="checkbox"/>
Relationship to child		Emergency contact	Yes <input type="checkbox"/> No <input type="checkbox"/>

4- Health Visitor			
Name of Health Visitor		Telephone number	
GP practice or Health Centre			



Please discuss with your preferred provider the days and times they have available before completing section 7

5- Hours Requested. Please complete either section A or B below depending on the number of hours you can access.

1140 hours available if your home address falls in the school catchment area of Greenlaw, Chirnside, Coldstream, Coldingham, Eyemouth, Langlee, Burnfoot, Trinity, Yetholm, Walkerburn, Philiphaugh, Kirkhope.

600 hours available for those who live in all other school catchment areas.

A. 600 Hours (Statutory entitlement). Available at ALL Early Learning and Childcare providers
Over 38 weeks = 15 hrs 50 mins per week approx. Over 50 weeks = 12 hours per week approx. Max of 8 hours in one day.
 Please indicate days and preferred. NB. preferred days / times are subject to availability and cannot be guaranteed.

	Mon	Tues	Wed	Thurs	Fri
Morning					
Lunch (providers offering wraparound)					
Afternoon					
Other – note times preferred					
Weeks per year (tick)	<input type="checkbox"/> 38 weeks (Term Time only)		<input type="checkbox"/> 50 weeks		<input type="checkbox"/> Other: _____ weeks

B. 1140 Hours (Statutory entitlement from August 2020)
Over 38 weeks = 30 hours per week approx. Over 50 weeks = 23 hours per week approx. Max of 8 hours in one day.
 Please indicate days and preferences. NB. Preferred days / times are subject to availability and cannot be guaranteed.

	Mon	Tues	Wed	Thurs	Fri
Asymmetric- hours are same as the school day, finishing at lunchtime on a Friday (38 weeks)					
Other - note times preferred					
Weeks per year (tick)	<input type="checkbox"/> 38 weeks (Term Time only)		<input type="checkbox"/> 50 weeks		<input type="checkbox"/> Other: _____ weeks

<i>Example A – 38 weeks (30 hrs)</i>		<i>12-6pm</i>	<i>9-5pm</i>	<i>8-4pm</i>	<i>8-4pm</i>
<i>Example B – 50 weeks (23 hrs)</i>	<i>8-1pm</i>	<i>8-1pm</i>	<i>1-6pm</i>	<i>1-6pm</i>	<i>8-11am</i>
<i>Example C – 50 weeks (23 hrs)</i>	<i>8-4pm</i>	<i>8-4pm</i>	<i>8-3pm</i>		

Please state reason for requesting these times			
<input type="checkbox"/> Work commitments	<input type="checkbox"/> Training	<input type="checkbox"/> Childcare	<input type="checkbox"/> Other – please state

6- Ethnic Origin please tick the one category					
African – African / Scottish / British <input type="checkbox"/>	African – Other <input type="checkbox"/>	Asian – Bangladeshi / British / Scottish <input type="checkbox"/>	Asian – Chinese / British / Scottish <input type="checkbox"/>	Asian – Indian / British / Scottish <input type="checkbox"/>	Asian – Other <input type="checkbox"/>
Asian – Pakistani / British / Scottish <input type="checkbox"/>	Caribbean or Black- Other <input type="checkbox"/>	Caribbean or Black – Caribbean / British / Scottish <input type="checkbox"/>	Mixed or multiple ethnic groups <input type="checkbox"/>	White Gypsy / Traveller <input type="checkbox"/>	White – Irish <input type="checkbox"/>
White – Other British <input type="checkbox"/>	White – Scottish <input type="checkbox"/>	White-Other <input type="checkbox"/>	White - Polish – <input type="checkbox"/>	Other <input type="checkbox"/>	Other – Arab <input type="checkbox"/>
If not stated above, please state ethnic origin here:				Prefer not to say <input type="checkbox"/>	Not Known <input type="checkbox"/>

7- Child's Religion please tick any religious affiliation below										
Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Not Known <input type="checkbox"/>	None <input type="checkbox"/>	Other – please state	

If not stated above, please state religion here

8- National Identity please tick the one category							
Scottish <input type="checkbox"/>	English <input type="checkbox"/>	Northern Irish <input type="checkbox"/>	Welsh <input type="checkbox"/>	British <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Not Known <input type="checkbox"/>	Other <input type="checkbox"/>

If not stated above, please state national identity here

9- Asylum Status please tick if appropriate	
Asylum Status <input type="checkbox"/>	Refugee <input type="checkbox"/>

10- Main Home Language	
Is English your child's main language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please tell us the main language spoken if not English	
Please state all Additional Languages	

11- Doctors Details			
GP Practice Name		Phone number	
Address			

12- Child Health Information					
Is your child registered with a dentist?			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Medical Conditions					
Does your child have any of the following medical conditions? Please tick the appropriate box(es) below.					
Asthma <input type="checkbox"/>	Anaphylaxis <input type="checkbox"/>	Epilepsy <input type="checkbox"/>	Eczema <input type="checkbox"/>	Migraine <input type="checkbox"/>	
Severe Allergies <input type="checkbox"/>	Bladder Problems <input type="checkbox"/>	Dietary Requirements <input type="checkbox"/>	Diabetes <input type="checkbox"/>		
Concerns					
Does your child have difficulty with any of the following? Please tick the appropriate box(es) below.					
Hearing <input type="checkbox"/>	Sight <input type="checkbox"/>	Co-ordination / movement <input type="checkbox"/>	Speech / language <input type="checkbox"/>	Behaviour <input type="checkbox"/>	Toileting <input type="checkbox"/>
Please provide detail and /or details of any other medical conditions or health needs e.g. medication, type of allergy					

13- Additional Support Needs		
Does your child have any additional support needs e.g. developmental delay, learning difficulty?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child have a Child's Plan or Individualised Education Programme?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details		
Professionals Involved with your child		
Service	Professional's name	Support given
Has there been a professional assessment?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you provide copies of professional assessment?		Yes <input type="checkbox"/> No <input type="checkbox"/>

14- Intended Primary School – Please note, if this is not your catchment school we cannot guarantee a place	
Which primary school do you intend to send your child to?	

15- Split or Blended Placement					
Please Note - For Split / Blended placements you should submit an application to both providers					
Are you applying for a split placement with another Provider?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please state the name of the other ELC Provider			
	Mon	Tues	Wed	Thurs	Fri
Days and times requested at other Provider					
16- Siblings (Please give details of any siblings who already attend the ELC Provider or school)					
Name			Date of Birth		
Name			Date of Birth		

Marketing Information To assist us with our marketing strategies please tick one of the following boxes indicating how you were informed of the application process					
Local press <input type="checkbox"/>	National Press <input type="checkbox"/>	Local Primary School <input type="checkbox"/>	Nursery / Childminder <input type="checkbox"/>	Friends /relatives <input type="checkbox"/>	
Social Media <input type="checkbox"/>	Council Website <input type="checkbox"/>	Other, Please state			

17- Additional Information to Support your Application
Please list any additional information here (e.g. request for specific session time):

18- INTERNET RESPONSIBLE USE AGREEMENT

ELC providers use Internet resources as part of the curriculum. It is Policy of all not to allow unsupervised access to the Internet.

Do you consent to your son/daughter having Internet access in a **supervised** situation?

Yes No

ELIGIBILITY CRITERIA – Please confirm**List A – Job Centre must sign + Date form (attached)**

- Income Support
- Universal Credit
- Any income related element of Employment and Support Allowance
- Income-based Job Seeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Pension Credit
- Incapacity/severe disablement allowances

or the child meets one of the following criteria:-

- child is looked after
- child is under a kinship care order
- child is with an appointed guardian

List B – Copy of Tax credit award letter must be sent with application

- Child Tax Credit (CTC), but not Working Tax Credit, and your income is less than £16,105
- Both maximum Child Tax Credit and maximum Working Tax Credit and your income is under £6,420

19- DECLARATION

I confirm that only one Scottish Borders Council application for an Early Learning and Childcare place has been submitted for my child and the information on this form to be correct to the best of my knowledge.

Signed (Parent/Guardian)

Date

For Setting/Office Use Only:

Check and tick	<input type="checkbox"/> Date of birth is the same as the BC	Which Proof of address has been seen? <input type="checkbox"/> Utility bill <input type="checkbox"/> Bank Statement <input type="checkbox"/> Driving Licence <input type="checkbox"/> Child Benefit Letter <input type="checkbox"/> Council Tax Bill	
	<input type="checkbox"/> Name on the form is the same as the BC		
	<input type="checkbox"/> No other application has been submitted (except for split / blended placements)	<input type="checkbox"/> Address on form is the same as the proof of address	

Date application received

Date Signed

HT/ Manager signature

You can get this document on audio CD, in large print, and various other formats by contacting us at the address below.

Early Years Team, People Department, Scottish Borders Council, Newtown St Boswells, Melrose, TD6 0SA
Tel: 01835 824000 Email: EarlyYearsTeamEd@scotborders.gcsx.gov.uk

Insert Jobcentre Plus Address Stamp Here

jobcentreplus

Department for
Work and Pensions

To be completed by Jobcentre Plus

To be completed only if the claimant receives one or more of the following benefits

Claimant Name:			
Claimant Address:			
National Insurance Number:			
Which of these benefits does the claimant receive?	Please tick	Date claimant started receiving benefit	
Income Support			
Income-based Job Seeker's Allowance (JSA)			
Any income related element of Employment and Support Allowance			
Incapacity Benefit or Severe Disablement Allowance			
Universal Credit			
Pension Credit			
I can confirm that the named applicant is in receipt of the benefit stated above			
Name of Jobcentre Plus Officer:		Telephone Number:	
Jobcentre Plus Officer Signature:		Date:	

Job Centre+ to complete **ALL** grey sections

Free Meal Application for Early Learning and Childcare 2018–2019



Free meals for Early Learning and Childcare (ELC) who attend a funded place over the lunchtime period

1- APPLICANT			
PARENT/GUARDIAN 1		PARENT/GUARDIAN 2	
Title		Title	
Forename(s)		Forename(s)	
Surname		Surname	
NI Number		NI Number	
Date of Birth		Date of Birth	
Relationship to Child(ren)		Relationship to Child(ren)	
Email		Email	
Current Address		Current Address	
Postcode		Postcode	
Previous Address		Previous Address	
Telephone No.		Telephone No.	

ALL APPLICANTS ARE REQUIRED TO COMPLETE THE INFORMATION BELOW AND OVERLEAF

2- CHILDREN – (Details of all children attending ELC for whom assistance is requested should be entered below)		
Name	Date of Birth	ELC Setting attended

VERIFICATION OF ELIGIBILITY	
I can confirm that the child named on this form will be attending an education authority establishment over the middle of the day	
Signature of Manager	Date

3- BENEFIT INFORMATION – TYPE OF BENEFIT (Tick as appropriate)

Please enclose **original HM Revenue & Customs 2018/19 Tax Credit Award Notice** or **Current Letter of Entitlement providing full benefit details**

<input type="checkbox"/> Income Support	<input type="checkbox"/> State pension credit
<input type="checkbox"/> Income Based Job Seekers Allowance	<input type="checkbox"/> Universal Credit with a maximum monthly income of £500
<input type="checkbox"/> Support Under Part VI of Immigration and Asylum Act 1999	<input type="checkbox"/> Any income related element of Employment and Support Allowance
<input type="checkbox"/> Incapacity benefit or severe disablement allowance	<input type="checkbox"/> Maximum Working Tax Credit and Maximum Child Tax Credit with Income below £6,420.00
<input type="checkbox"/> Child Tax Credit (but not Working Tax Credit with annual income less than £16,105)	<input type="checkbox"/> Looked After, under a Kinship Care Order or with a Parent Appointed Guardian

Please return this form to your ELC setting along with your application