|  |  |  |
| --- | --- | --- |
| educfuturelogobwlongweb |  | **TOTAL POINTS** |

**APPLICATION FOR A NURSERY/PARTNER PROVIDER PLACE**

(This form should be completed for **all** Dundee City Council nursery applications for children aged **3-5** **years.** In the case of partner nurseries / playgroups it applies to children aged 3 & 4 years **ONLY**)

**Please complete all the sections AND sign and date the form.**

**There are notes on the back page to explain why we are asking some of the questions. PLEASE READ THE NOTES BEFORE COMPLETING THIS FORM.**

**Please return your completed form to your first choice establishment only. If you are applying for a split place please send a copy to each establishment.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YOUR CHILD** | | | | | | | | |
| **Child’s Name:** |  | | | | | **Date of Birth:** | |  |
| **Birth Certificate Number** | **District No.** | **Year** | | | **Entry No.** |  | |  |
| **Child’s Home Address:** |  | | | | | **Telephone** | |  |
| **Region (please specify Dundee, Angus, Fife, Perth and Kinross)** |  | | | | |  | |  |
| **Postcode** |  | | | | | **For Office Use :**  **School Year Entry date –** | | |
| **Male / Female** |  | | | | |
| **PREFERRED NURSERY in DUNDEE (you can choose Dundee City Council Nurseries or Private Nurseries working in partnership with DCC or a combination of both.** | | | | | | | | |
| **We aim wherever we can to offer your child a place in your first choice of establishment but sometimes this is not possible. If we cannot offer your child a place in your first choice of establishment, please tell us which other nurseries or groups you could consider accepting a place within?** | | | | | | | | |
| **Please tell us which nursery or Partner provider you would prefer** for your child : | **1st** | | **2nd** | | | | **3rd** | |
| **Please tell us why this is your first choice?** |  | | | | | | | |
| **Is your child currently attending any other nursery or playgroup? YES / NO** | **If YES, which one?**  **What days /sessions?** | | | | | | | |
| **Has your child previously attended a nursery or playgroup YES / NO** | | | | **If YES, which one?** | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PREFERRED SESSIONS (In DCC Nurseries ONLY )**  **Please indicate preferred pattern of attendance for 16 hours ELCC in the table below. However, please note we may not be able to accommodate this request in your 1st choice of nursery.**  **The following sessions are available in *all***l**ocal authority nurseries:**   * **Five sessions of 3 hours 10mins.**   **If you have a need for particular sessions, please indicate which sessions you would like for your child by placing a cross in the sessions you would prefer.** | | | | | | | | | | | | | | | |
| Please cross your preferred pattern of attendance | Monday | | | Tuesday | | | Wednesday | | | Thursday | | | Friday | | |
| AM | | | AM | | | AM | | | AM | | | AM | | |
| PM | | | PM | | | PM | | | PM | | | PM | | |
| **The following sessions are available in *some* local authority nurseries:**   * **Two full day sessions of 6 hours 20 mins and one session of 3 hours 10mins either am or pm.** * **One full day session of 6 hours 20 mins and three sessions of 3 hours 10mins.**   **A key priority for DCC is increasing the flexibility of the Early Learning and Childcare we offer. Therefore we are gathering information on the demand for more flexible sessions. If we were able to offer the above sessions in the nursery of your choice would you be interested? If you are interested could you please indicate your interest by crossing your preferred sessions below.** | | | | | | | | | | | | | | | |
| Please cross your preferred pattern of attendance. | | Monday | | | Tuesday | | | Wednesday | | | Thursday | | | Friday | |
| 6h  20m | 3h  10 m | | 6h  20m | 3h  10 m | | 6h  20m | 3h  10 m | | 6h  20m | 3h  10 m | | 6h  20m | 3h  10 m |
|  | |  | |  | |  | |  |
| 3h  10 m | | 3h  10 m | | 3h  10 m | | 3h  10 m | | 3h  10 m |
| **If you need or would prefer particular morning/afternoon sessions, please tell us why?** | | | | | | | | | | | | | | | |
| **Dundee City Council offers holiday care, full time and part-time, 50 weeks per year in a number of nurseries. If you are interested in this please ask your 1st choice nursery for more information.** | | | | | | | | | | | | | | | |
| **Do you wish to split your child’s place between 2 establishments? YES / NO**  **If YES, which ones?**  **……………………………………………….…and……………………………………………………**  **Please indicate which sessions you wish in each establishment :** | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PARENT/CARER INFORMATION 1 2** | | | | | |
| **Parent / carers name (s)** | |  | |  | |
| **Relationship to Child :** | |  | |  | |
| **Parent/Guardian’s Address :**  Please indicate which address we should use for letters? | |  | |  | |
| **Home telephone number** | |  | |  | |
| **Mobile Number**  **Email address** | |  | |  | |
| **Name & Address of Place of Work, Training or Education** (if applicable) | |  | |  | |
| **Days & Hours of Work, Training or Education :** | |  | |  | |
| **Work Telephone No:** | |  | |  | |
| **OTHER PEOPLE / CHILDREN LIVING IN THE HOUSE** | | | | | |
| **Are there any other children living in your household?**  **YES / NO** | **Name(s) of other child/children** | | **Date(s) of Birth** | **Relationship to Nursery Applicant** | **School /Nursery Attended (if any)** |
|  | |  |  |  |
|  | |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUPPORTING INFORMATION (please add any information that may support your child’s application)** | | | | |
|  | | | | |
| **Name** | **Address** | | | **Tel. No.** |
| **Child’s GP :** |  | | |  |
| **Child’s Health Visitor :**  **(Named Person)** |  | | |  |
| **Child / Family Social Worker (if any) :** |  | | |  |
| **Any health professional involved with your child**  **e.g. speech therapist** |  | | |  |
| **SUPPORTING INFORMATION for Looked After Children** | | | | | |
| **Local Authority Currently Responsible for Care/GIRFEC plan** | | |  | | |
| **Please tick the correct box below. Is the child:** | | | | | |
| **Looked After** | | | **Away from Home** | **Legislation** | |
| **The Applicant’s Relationship to Child :** | |  | | | |

|  |
| --- |
| **Ethnic background, National Identity of child** |
| Ethnic background  White – Scottish  Caribbean or Black – Caribbean/British/Scottish  Asian – Chinese/British/Scottish  White – Gypsy/Traveller  Caribbean or Black – Other  Asian – Other  White – Other British  African – African/British/Scottish  Other – Arab  White – Irish  African – Other  Other – Other  White – Polish  Asian – Indian/British/Scottish  Not Disclosed  White – Other  Asian – Pakistani/British/Scottish  Not known  Mixed or multiple ethnic groups  Asian – Bangladeshi/British/Scottish  National Identify  Scottish  English  Northern Irish  Not disclosed  British  Welsh  Other  Not known |

|  |
| --- |
| **Medical Information** |
| Indicate any health problems by putting a cross in the appropriate boxes  Asthma  Sting Allergy  Migraine/headaches  Heart Problems  Bladder Problems  Gastric problems  Nut Allergy  Vision impairment  Chest Problems  Hearing Impairment  Pills/medicines carried  Walking problems  Diabetic  Hay Fever  Skin complaint  ‘Other’ health complaints/problems  Epilepsy  Kidney complaint  Speech Impairment  ‘Other’ description and any additional medical data: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Special Dietary Needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Doctor’s Practice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **EXTENDED PLACES (Dundee City Council Nurseries ONLY)**  Many partner providers also offer extended sessions. Please contact the partner provider directly for information |
| **Do you wish to access extended hours in a Dundee City Council Nursery? YES / NO**  **If YES, please ask the Head / Manager of the nursery for further information and an extended hours application form.** |

|  |
| --- |
| **Are there any reasons why you feel your child should be considered a priority when places are allocated? YES / NO**  **If YES, please give details:** |

|  |
| --- |
| **DECLARATION & SIGNATURE :**   * It is important that the information you give on this application form is as full and accurate as possible. This will help us when considering the allocation of places. * All of the information you give will be treated as strictly confidential. Information you give may be stored on computer. * If your circumstances change, or there are any changes to the information you give at the time of applying, it is very important that you inform the nursery or partner provider **ASAP** in order that they have up to date details when allocating places. * Most places are allocated around Easter for the following August. You will be informed of the outcome of your application. (either a space for your child can be offered or your application has been sent to your 2nd or 3rd choice) * I guarantee that my child is only receiving the 600hrs funding they are entitled to. * If you have any questions about the admissions policy or process you should contact your local nursery or partner provider in the first instance. Should they be unable to answer your query, please contact the:   **Finance and School Support Team, Education Department, Dundee City Council, Dundee House, North Lindsay Street, Dundee, DD1 1NL**  **I confirm that to the best of my knowledge, all of the information provided by me on this application form is accurate and I have informed the nursery of any split placement requests.**  **I am also aware that Dundee City Council will carry out checks to ensure that public funds / resources are correctly allocated / awarded.**  Parent / Carer’s Signature : Date :  Please return your completed form to your first choice establishment only. If you are applying for a split place please send a copy to each establishment. |

**FOR OFFICE USE ONLY:**

Date of Birth Checked  Proof of address seen  Letters of Support, Referrals

|  |  |
| --- | --- |
| **Relevant Factor** | **Points Allocated** |
| **Category 1** |  |
| **Category 2** |  |
| **Category 3** |  |
| **Category 4** |  |
| **Category5** |  |
|  |  |
| **Referrals** |  |
| **TOTAL** |  |

|  |
| --- |
| **GDPR Privacy Statement**  **Privacy statement for Application for an Early Learning and Childcare Place for a 3 and 4 year old**  **Who we are:**  Dundee City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Square, Dundee, DD1 3BY and you can contact our Data Protection Officer by post at this address, by email at: infogov@dundeecity.gov.uk, and by telephone on 01382 434206.  **Why do we need your personal information and what do we do with it?**  You are giving us your personal information to allow us to process your application for a funded 600 hours early learning and childcare place for a 3 and 4 year old as per The Children and Young People (Scotland) Act 2014  We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.  **Legal basis for using your information:**  We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.dundeecity.gov.uk/service-area/chief-executive/chief-executives-services/privacy-statement](http://www.dundeecity.gov.uk/service-area/chief-executive/chief-executives-services/privacy-statement). Processing your personal information is   1. Necessary for compliance with a legal obligation to which the council is subject, ie The Children and Young People (Scotland) Act 2014 Section 47 Duty to secure provision of early learning and childcare 2. And on the basis of your consent   If you do not provide us with the information we have asked for then we will not be able to provide this service to you.  We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.  **Who do we share your information with?**  We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.  The information given on this form will be held by Dundee City Council and may be processed for the purposes of all educational and personal development, health monitoring and administration. Data will be shared with SEED for education research & SQA for qualification administration and with NHS for child heath, Scottish Government for Census and any other requests by them, SEEMIS for processing your data, other Schools and Councils, cross boundary, and to pass on information about your education when moving from one setting to another.  **How long do we keep your information for?**  We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. The Council uses the Scottish Council on Archives Retention Schedules and your details are kept as per Schedule 10 and 12. See <http://www.scottisharchives.org.uk/scarrs/schedules> for more information  **Your rights under data protection law:**   * **access to your information** – you have the right to request a copy of the personal information that we hold about you. * **correcting your information**– we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards. * **Deletion of your information** *–* you have the right to ask us to delete personal information about you where:  1. you think that we no longer need to hold the information for the purposes for which it was originally obtained 2. we are using that information with your consent and you have withdrawn your consent 3. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below 4. our use of your personal information is contrary to law or our other legal obligations.   **Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.  **Restricting how we may use your information**– in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.  Withdrawing consent to use your information – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.  Please contact us as stated above if you wish to exercise any of these rights.  **Information you have given us about other people:**  If you have provided anyone else’s details on this form, please make sure that you have told them that you have given their information to Dundee City Council. We will only use this information for contact purposes in the event of an emergency and to allow us to consider the allocation of places in the nursery. If they want any more information on how we will use their information they can visit our web site at <https://www.dundeecity.gov.uk/service-area/chief-executive/chief-executives-services/privacy-statement> or email infogov@dundeecity.gov.uk.  **Complaints:**  We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>  **More information:**  For more details on how we process your personal information visit [www.dundeecity.gov.uk/service-area/chief-executive/chief-executives-services/privacy-statement](http://www.dundeecity.gov.uk/service-area/chief-executive/chief-executives-services/privacy-statement)  If you do not have access to the internet you can contact us via telephone to request hard copies of our documents. |