Nursery Application Form

Completion Advice Notes for Parents/Carers

Further Information about Early Learning and Childcare can be found on our website [www.eastlothian.gov.uk/1140-hours](http://www.eastlothian.gov.uk/1140-hours)

**GENERAL INFORMATION**

* **The application form should be sent to your first choice nursery as soon as your child turns two.**
* You should only complete one nursery application form per child.
* The completed form should be submitted to the **establishment which would be your preferred first choice** of nursery.
* You need to submit the child’s Birth Certificate and this form to apply for a nursery place.
* If any changes occur to this information after you have submitted the form, please inform the school you submitted the form to.

**PART 1 - CHILD DETAILS**

You should provide all of the information requested about your child in this section.

**PART 2 – CONTACT DETAILS**

A parent/carer should take responsibility for completing the application and you need only complete the address if it is different from the child’s details. Additionally, up to 3 extra contacts can be detailed. Please detail emergency contacts in this section. Email contact information can be entered in section 17 on the form, if you consent to being contacted this way.

**PART 3 – WHICH NURSERY DO YOU WISH YOUR CHILD TO ATTEND**

The application form enables you to list in order of preference up to **three local authority nurseries** you would like your child to attend. There is no requirement to list more than one local authority nursery. However, as a placement at your first choice cannot be guaranteed it is recommended that you indicate a second and third nursery choice. Please send this completed form and child’s Birth Certificate to your **first choice preference nursery** for enrolment.

**PART 4 – CHILD HEALTH INFORMATION**

We do not need to know about normal childhood ailments your child has had. We are interested in ongoing health problems requiring continuing treatment. If you have answered YES please give details.

**PART 5 – DOCTORS DETAILS**

Please provide details of your child’s registered doctor. If the health board of your doctor is NOT Lothian, please indicate in this section here

**PART 6 – CONCERNS, AND PART 7 – DIETARY REQUIREMENTS**

Please provide details of any concerns you may have about your child and any dietary requirements they might have.

**PART 8 – HEALTH VISITOR**

Please enter the child’s Health Visitor details in this section. If this is not known, please make sure their Doctor’s Practice details are entered on the form.

**PART 9 – ETHNIC BACKGROUND**

We have to collect information on ethnic origin. This makes sure that no group is disadvantaged and that we meet the needs of all the children.

**PART 10 CHILD’S RELIGION, 11 NATIONAL IDENTITY AND 12 ASYLUM STATUS**

Please tick the relevant boxes.

**PART 13 – MAIN HOME LANGUAGE**

Please enter the main language spoken at the child’s home (e.g. “English”)

**PART 14 – ADDITIONAL INFORMATION**

We have asked a lot of questions to help assess your application. If you feel there is additional information which might assist please complete this section.

**PART 15 – MARKETING INFORMATION**

Please tell us how you became aware of the application process. This is so we can improve the effectiveness of advertising for parents and carers.

**PART 16 – INTENDED PRIMARY**

Please indicate the school at which you currently intend to enrol the child at for P1 (Primary) when they are old enough. Please note, placement in a primary school is based on home address and pupils who attend a nursery school or class are not guaranteed a place if they do not live within the school’s catchment area

**PART 17 – EMAIL CONSENT**

East Lothian Council would like to contact you, when appropriate, by email. If you agree to being contacted this way, enter email details here, with the respective Parent/Carer’s name associated with the email address. This email address will move with the pupil’s record when they move schools, unless you request it to be removed. This can be done at any time.

**PART 18 - DECLARATION**

Please sign and date your application, acknowledging your commitment to provide accurate and up to date information.

**PART 19 - OFFICE USE ONLY**

Although this is for office use only there is information gathered here you may wish to be aware of:

* Date of Application – the nursery will mark the date they received the application from you. All applications will be processed at the same time in line with the categories below. Late applications will be processed the month following receipt.
* Allocation Category – the Council has a policy for allocating places in its own nurseries in a priority order. There are 5 priority categories and category 1 is the highest priority. All category 1 children will be allocated a place before any category 2 child is considered and so on through all 5 categories. The 5 priority categories are:

1. East Lothian children retained in Nursery (children with Additional Support Needs who are age eligible for school).
2. East Lothian children who have been offered a deferred year in nursery.
3. East Lothian Children with additional support needs.
4. East Lothian children according to their date of birth. Priority for places is given to the oldest children.
5. Children eligible for nursery education, not resident in East Lothian.

* Time of birth – in some circumstances, when there is only one place to allocate and children have the same date of birth, the time of birth is used to establish priority.