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**

* You should only complete one nursery application form per child.
* The completed form and a copy of the child’s birth certificate should be submitted by email to [childcareinfo@eastlothian.gov.uk](mailto:childcareinfo@eastlothian.gov.uk)

**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 **six local authority nurseries** you would like your child to attend.

**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**