



Early years application form – January 2024

Please complete all parts of the form. An offer of a community place will be subject to evidence of residence in Islington, employment and income details. *Course participation and funding details will be required for students. For information about free early learning and childcare, go to www.childcarechoices.gov.uk

Child's name	Date of birth	Girl	Boy

	Parent 1	Parent 2
Name		
Address		
Postcode		
Phone		
Email		
Place of work/study		
Address		
Phone		
Days/hours work/study		
*Student – course dates		
Islington resident? Y/N		

Does your child have special educational needs and disabilities? Y/N	
Are you applying for a marketed place? Y/N	
Does your child have a sibling at this nursery, or another one? Y/N If yes, please tell us the name of the nursery.	

Places

We offer 2, 2.5, 3 or 5 days which are consecutive at the beginning or end of the week:

- 2 day places - Monday and Tuesday or Thursday and Friday
- 3 day places - Monday, Tuesday and Wednesday; or Wednesday, Thursday and Friday
- 2.5 day places - Monday, Tuesday and Wednesday morning or Wednesday afternoon Thursday and Friday (for free entitlements, term-time only)
- 2.5 day places – Monday-Friday mornings or afternoons only (for free entitlements term-time only)

Please indicate below which place you would like;

Places	Under 2 year olds	2 year olds	3 and 4 year olds
8am to 6pm, all year round			
9.30-3.30, 30hr free entitlement term time only	Not available	Not available	
15hrs free entitlement, 2.5 days term time only*	Not available		

*If you are applying for a 15hr place for your 2 yr. old, and you meet the new working parent criteria, please tick here ☐

Which are your preferred days?

Monday	Tuesday	Wednesday	Thursday	Friday

Please insert any comments you have about the place you would like below:

How did you hear about free early learning and childcare?

Word of mouth	Social media	Website	Banner outside	Leaflet or poster	Speaking to a professional

What is your child's ethnicity?

Please circle those that apply below; (If you wish to give more information there is a more detailed list available on request).

ABAN	Bangladeshi	BOTB	Black other	MOTH	Mixed other	WOTH	White other
AOTA	Asian other	BSOM	Black Somali	OKRD	Kurdish	WTUK	White Turkish
BAOF	Black African other	CHNE	Chinese	OOEG	Other ethnic group	REFU	Prefer not to say
BCRB	Black Caribbean	MWBC	Mixed White and Black Caribbean	WBRI	White British	Please enter any further information below	

Parent signature/s	Date

Dear Parents/Carers

Thank you for applying for a place for your child at: [Name and phone number of Centre]

Child's name	Date of birth

How does the Centre allocate places?

Places are offered to children on the applications list according to the Council's Admissions policy, which is available on request or [online](#). It is very important that the information on your application form is accurate as this is used when allocating places at the Centre. Please inform the Centre if your circumstances change. It is particularly important that we know if you have:

- changed address
- started working or studying
- stopped working or studying
- changed your working/studying hours
- are entitled to Universal Credit

How will I know if my child has a place?

Places are allocated on a rolling cycle throughout the year. Your child will be considered every time there is an allocation of vacant places relevant to your child's age. A place may not always be available when you need it but we do our best to accommodate all parents' needs. We are not able to contact those who have not yet been allocated a place but you are welcome to call us for an update.

The Centre will contact you by phone and/or email if your child is allocated a place. You will be invited to a meeting and requested to provide evidence including proof of residence in the borough, work/study details and income details of both parents in a two parent family. A place will be given to your child only if all the information requested at this meeting is produced.

You can seek further information about the full range of under-five's provision in your area, by contacting the Family Information Service, 020 7527 5959, fis@islington.gov.uk
www.islington.gov.uk/fis

Safeguarding

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', 2018. Further information is provided in the centre's safeguarding policy.

Data Protection

LBI will handle the information you have provided in line with the provisions of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act (DPA) 2018.

For further information about how London Borough of Islington processes personal data, including the lawful bases we rely upon, how to exercise you or your child's data subject rights and how to make a complaint, please see our full privacy notice on our website

www.islington.gov.uk/privacynotice

If you have any data protection queries or require further information, please feel free to contact our Data Protection Officer, c/o Information Governance Team, London Borough of Islington, 3rd floor, Laycock Wing, 222 Upper Street, N1 1XR, or by email at dp@islington.gov.uk

Executive/Head Name	Executive/Head Signature	Date

Please keep this as a receipt of your application.