

## **Early Learning and Childcare(Nursery & Childminder) Provision for 2-Year Olds Application Procedure**

1. Two-year-old children may be eligible for up to 1140 hours of ‘Early Learning & Childcare (Nursery & Childminder) for 2-year olds’ from one of three intakes in either August, January or April (see section 6 for intake detail), if their parent /carer is in receipt of:-
  - Income Support
  - Job Seekers Allowance (income based)
  - Employment Support Allowance (income based)
  - Incapacity Benefit or Severe Disablement Allowance
  - Pension Credit
  - Child Tax Credit (CTC) but not Working Tax Credit (WTC) and your income is below £19,995
  - Both maximum CTC and WTC with income less than £9,552
  - Support under Part VI of the Immigration and Asylum Act 1999
  - Universal Credit – monthly earned income for your household does not exceed £796
2. Two-year-old children are eligible for up to 1140 hours of ‘Early Learning & Childcare (Nursery & Childminder) for 2-year olds’ from one of three intakes in either August, January or April (see section 6), if they are a ‘Looked After Child’ (LAC) or are in kinship care or have a parent appointed guardian through section 7 of the Children (Scotland) Act 1995 or have graduated from the Family Nurse Partnership programme.
3. Less than 1140 hours can be requested, but sessions of less than 2 ½ hours, or attendance of less than two days a week is unlikely to be beneficial to a child.
4. A child whose application has met the criteria will remain eligible until they become eligible for Early Learning & Childcare (Nursery & Childminder) provision as a 3-year-old, even if a parent starts work.
5. An application form must be completed for a child, providing information about their family’s circumstances, and this can be completed from a child’s 2<sup>nd</sup> birthday.
6. Please see eligible intake dates below for Session 2024/2025:

<b>Child’s Date of birth</b>	<b>Intake Eligible to start if Qualified</b>
01 March 2022 – 31 August 2022	12 August 2024
01 September 2022 – 31 December 2022	06 January 2025
01 January 2023 – 28 February 2023	22 April 2025

7. Proof of eligibility must be provided. Benefit documentation if provided 1. prior to an ‘intake’ should show a parent will still be receiving the benefit in the 6 months prior to or on the date of the intake, 2. after an intake should show currently receiving.

<b>Eligibility Criteria</b>	<b>Documentation to be Provided</b>	<b>Documentation Requirement</b>
Your child must be 2 years old	Birth Certificate/Passport	This must show your child’s date of birth to prove eligibility
Receiving Qualifying Benefit	Department for Work and Pensions Form/award letter	This must show that you are receiving the benefit on the first day your child is eligible

Dates on Documentation - The DWP form = date stamp, an award letter = the date issued/or payments dates detailed in the letter, and Universal Credit = assessment period.

Benefit documentation pages - Child Tax Credit/Working Tax Credits = provide all pages of award letter  
Universal Credit = provide screen shots/prints of Assessment period statement which shows your name and address and the assessment period dates, then we also require screen shots of the full deduction section

8. An applicant can tell us whether they would prefer the 1140 hours placement with a child minder, a Council Nursery, or a playgroup. Not all options will be available in all parts of West Lothian, so please provide more than one choice.
9. An applicant can tell us what area or areas of West Lothian they would like to receive the 1140 hours placement.
10. If a child is 'looked after' as a result of a children's hearing or court decision, or has an allocated social worker, provision will be discussed with social policy, and additional options may be available. If this is the case we will contact you to discuss these options.
11. The Council will take account of the following when deciding where to place a child:-
  - Availability of places, Parental/carer preference, Information provided by the parent/carer, Proximity of home to provision and ease of access, Best value.
12. The Council will decide whether to place a child with a child minder or in a Council Nursery or playgroup, taking account of the above factors.
13. If a child is placed in a Council nursery or playgroup, the Council will decide which establishment a child will be placed in, taking account of the above factors.
14. If a child is placed with a child minder we will be in touch to discuss available childminders. An applicant can agree the hours and days of attendance to meet their needs as long as the childminder can offer this pattern of provision.
15. If an applicant requests a childminder or playgroup they may pay for extra hours in addition to the 1140 hours to which they are entitled, if the provider can offer additional hours. This arrangement will be made directly between the applicant and the childminder/playgroup.
16. If we place a child in a particular Council nursery or other provision, this will not guarantee entry into any particular ELC establishment when the child becomes eligible as a 3-year-old.
17. Attendance must be over a minimum 38 weeks, cannot exceed 10 hours in any one day/session, and cannot exceed 30 hours in any one week. Pro rata is applied, for those who do not attend a full qualified year, or do not attend enough hours to use full entitlement.

**List of establishments where ‘Early Learning and Childcare (Nursery & Childminder) for Eligible 2 Year Olds’ is currently available to be considered for funding from the Council**

**Council Nurseries** (No of weeks/Days/Times - provide entitlement and apply pro rata automatically)

Council 2 year old provision is provided as 38 weeks (Term Time only) or 50 weeks (closed on school Christmas Holidays and Public Bank holidays).

Days and times for each different type of place :

**38 weeks:** - a place is Monday to Thursday 08:00-15:30 or 08:15-15:45 or 08:30-16:00 (see each nursery for their specific time),

**50 weeks:** - there are 3 different type of places, mornings = AM, afternoons = PM, and 2 full days = 2FD.

- an AM place is Monday to Thursday 07:47-12:30 & Friday 08:00-11:54
- or a PM place is Monday to Thursday 12:30-18:14
- or a 2FD place is 08:00-18:00 on 2 days allocated between Monday to Thursday and a short session 3h20m in length on either a Friday morning or a Monday to Thursday afternoon, allocation of short sessions is dependent on availability.

Addiewell PSNC, Addiewell –	50 wks	Kirkhill NS, Broxburn	50 wks
Bathgate EYC, Bathgate -	50 wks	Knightsridge EYC, Knightsridge	50 wks
Blackridge PSNC, Blackridge –	50 wks	Ladywell NS, Ladywell, Closing Aug 25	38 wks
Bonnytoun NS, Linlithgow -	50 wks	Letham PSNC, Craigshill	50 wks
Bridgend PSNC, Bridgend –	38 wks	Polbeth Nursery, Polbeth	50 wks
Croftmalloch PSNC, Whitburn	50 wks	Polkemmet PSNC, Whitburn	50 wks
Deans North Nursery, Deans, Closing Aug 25	38 wks	St Anthony’s PSNC, Armadale, Closing Aug 25	50 wks
East Calder PSNC, East Calder	50 wks	St Columbas PSNC, Bathgate	50 wks
Fauldhouse NS, Fauldhouse, Closing Aug 25 -	50 wks	St Mary’s Bathgate PSNC, Bathgate	38 wks
Glenvue Nursery, Dedridge	38 wks	St Ninian’s PSNC, Dedridge	50 wks
Holy Family PSNC, W/burgh (AM only)	50 wks	Torphichen PSNC, Torphichen	38 wks
Hopefield NC, (in Blackburn PS)	50 wks	Whitdale PSNC, Whitburn	50 wks
Inveralmond EYC, Ladywell	50 wks		

**Playgroups\***

Armadale Community Playgroups, Armadale Community Centre  
 Bathgate Community Playgroups, Bathgate Partnership Centre  
 Broxburn Playgroup, Strathbrock Partnership Centre  
 Crofthead Hickory House Playgroup based in Crofthead Community Centre, Dedridge  
 Fauldhouse Community Playgroup, Fauldhouse Partnership Centre  
 Howden Playgroup, Howden St Andrew’s Primary School Community Wing  
 Uphall Community Playgroup based in Uphall Community Centre

\*Note – not all playgroups can provide 1140 hours, but parents who request less than 1140 hours may be placed at the playgroup of their choice if the hours available meet the parent’s needs.

First Steps Playgroup\*\*, Jackson Place, Eliburn, Livingston

\*\*Note - for children with additional needs only, please only complete an application to check if you qualify for funding if you already have been referred and allocated a place at this playgroup, please contact the playgroup directly to find out about and follow their referral process.

**Childminders** - Throughout West Lothian

## **Privacy notice – Early Learning and Childcare (Nursery & Childminder) for eligible 2 year olds application**

### **Who is collecting this information?**

The request for this information is by West Lothian Council, Education Services – Planning and Information Unit.

### **How will we use the information?**

The information collected in this form will allow us to forward plan educational provision and/or to allocate an educational place to your child in West Lothian in terms of our legal duty.

### **How will we store this information?**

The information will be stored in a secure database.

### **Who will we share it with?**

The information you provide will be used in the planning and provision of an early learning and childcare placement. Information will be shared with the relevant educational establishment at the point when a place has been allocated.

In order to carry out our legal duty under the Education (Scotland) Act 1980 to provide an appropriate education for all children and also to protect the health and welfare of young people under the Children (Scotland) Act 1995, we share pupil information with Education staff in West Lothian as well as with relevant services when required which may include: -

- The National Health Service, such as Health Visitors or School Nurses, to help support health and development programmes.
- Police Scotland, in the case of any safeguarding requirements.

### **How long will we keep it for?**

The information will be kept, under Data Protection law, while your child is in Nursery and for an additional 7 academic years.

## **Your Rights**

### **How you can see the information we hold?**

You have a right to request your information and, in some cases, ask for it to be changed or deleted. To request your records, you will need to put your request in writing and provide proof of identification to West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

### **How to make changes to your information**

It is important the information we hold is correct, if you need to make any changes, please e-mail [pupilplacement@westlothian.gov.uk](mailto:pupilplacement@westlothian.gov.uk) or fill in the on-line form at <https://www.westlothian.gov.uk/ADDINFOPUPILPLACEMENT> or phone 01506 280000 and ask for Pupil Placement.

### **Who to contact if you need to make a complaint**

If you wish to complain about the way your information is held or processed, you can do so by e-mailing [educationcustomerservices@westlothian.gov.uk](mailto:educationcustomerservices@westlothian.gov.uk) or phoning 01506 280000 and asking for Education Customer Services.

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or send an e-mail to [DataProtectionOfficer@westlothian.gov.uk](mailto:DataProtectionOfficer@westlothian.gov.uk). More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office, available online at <https://ico.org.uk/>.