



## 2 Year Old Early Learning and Childcare (ELC) Job Centre Form 2019/2020

(For August 2019 places do not complete until after 15/06/19)

**Please complete relevant sections in Box 1, Box 2 or Box 3; without this information we will not be able to process this form.**

### Box 1

<b>Please tick if applicable</b> – This information is not available via your local Jobcentre Plus office. Please supply a copy of your most recent Universal Credit Online Journal Statement.	
Universal Credit	

### Box 2

<b>Please tick all that apply</b> – If you have ticked any of the boxes in this table we require you input your National Insurance Number here _____	
Income Support	
Income-based Job Seekers Allowance	
Any income-related element of the Employment & Support Allowance	
Incapacity Benefit or Severe Disablement Allowance	
Pension Credit	
Support under Part VI of the Immigration and Asylum Act 1999	

### Box 3

<b>Please tick all that apply</b> – This information is not available via your local Jobcentre Plus office. If you are in receipt of the below please supply a copy of your previous year’s Tax Credit Award Notice (TCAN) showing a breakdown of your household earnings income for the previous tax year.	
Child Tax Credit but not Working Tax Credit and your income is below £16,105	
Both maximum CTC and WTC with income less than £6,420	

Child’s Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return this form to Education & Social Care, Moray Council, High Street, Elgin, IV30 1BX. Moray Council will contact Jobcentre Plus to confirm you are in receipt of these benefits.**

## Privacy Notice - Early Learning and Childcare Registration Forms

Your information is being collected to allow access to a place at an early learning and childcare provider for their funded place.

The legal basis for collecting this information is to ensure the Council carries out its duties as a local authority as outlined in Article 6(1)(e) of the General Data Protection Regulation (GDPR). In this case, this ensures that the Council is compliant with such legislation as the Children and Young People (Scotland) Act 2014 and similar laws relating to childcare and early learning.

Personal data that counts as 'special category data' such as health, ethnicity and religion, must satisfy extra conditions when processed. In this case, the legal basis/bases for collecting the information is that it is necessary for carrying out obligations under social security law as outlined in Article 9(2)(b) of the GDPR.

This personal information will not be shared with any third parties unless it is necessary for us to do so in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

Your data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain data for on our website:

[http://www.moray.gov.uk/moray\\_standard/page\\_92820.html](http://www.moray.gov.uk/moray_standard/page_92820.html) (found on the Moray Council website under Section 5 of our Records Management Plan)

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at [info@moray.gov.uk](mailto:info@moray.gov.uk) or 01343 562633. You can also consult the information available at the Information Commissioner's websites, [www.ico.org.uk](http://www.ico.org.uk)

Please note that you have the following rights:

- to request access to your personal data
- to request rectification or erasure of your personal data, as so far as the legislation permits
- to request restriction of processing of your personal data (that is, to request that we halt any activity performed on your personal data), as so far as the legislation permits
- to object to any direct marketing
- to object to any processing undertaken for the purposes of scientific/historical research and statistics, as so far as the legislation permits
- to object to the processing activity

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle personal data lawfully.

### Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: [casework@ico.gov.uk](mailto:casework@ico.gov.uk)

Website: [www.ico.org.uk](http://www.ico.org.uk)

# 2 YEAR OLD EARLY LEARNING AND CHILDCARE REGISTRATION

FORM 2019/2020

PLEASE COMPLETE ALL SECTIONS ~ PLEASE COMPLETE USING INK & BLOCK CAPITALS

## CHILD DETAILS

Forenames			
Known As (if different from forename)		Surname	
Date of Birth		Gender	
Child Address			
Postcode	Home telephone number		
	Mobile telephone number		

Birth certificate number: (ensure a copy of the birth certificate is attached)		(e.g. 208 2015 001)
Where was birth certificate issued? (e.g. Scotland, Wales, etc)		↑     ↑     ↑ District    Year    Entry Number        Number

## CHILD'S HEALTH INFORMATION

Does the child have a long-term illness, medical condition, disability or allergies?	YES / NO
If yes, please provide details:	
Has there been a professional assessment confirming disability?	YES / NO
Does the child have a Co-ordinated Support Plan or Childs Plan (LIAP)?	YES / NO

Name & Address of Doctors Surgery & Name of Health Visitor if known	
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## LANGUAGE INFORMATION

Home language:	
Please list all other languages spoken at home:	
Does the child need support with English language:	YES / NO

**CONTACT INFORMATION: PARENTS/CARERS**

<b>Forename</b>		<b>Surname</b>	
<b>Title</b>		<b>Gender</b>	
<b>Address</b> (if different from child)			
<b>Postcode</b>		<b>Daytime telephone number</b>	
		<b>Home telephone number</b>	
		<b>Mobile telephone number</b>	
<b>Email address</b>			
<b>Relationship</b>	(e.g. mother, father)		
<b>Notes</b>	(e.g. cannot be contacted at work)		
<b>Can this parent/carer be contacted in the event of an emergency? (yes or no)</b>			

<b>Forename</b>		<b>Surname</b>	
<b>Title</b>		<b>Gender</b>	
<b>Address</b> (if different from child)			
<b>Postcode</b>		<b>Daytime telephone number</b>	
		<b>Home telephone number</b>	
		<b>Mobile telephone number</b>	
<b>Email address</b>			
<b>Relationship</b>	(e.g. mother, father)		
<b>Notes</b>	(e.g. cannot be contacted at work)		
<b>Can this parent/carer be contacted in the event of an emergency? (yes or no)</b>			

**REGISTRATION IS NOT THE SAME AS ENROLMENT** - This registration form should be completed if you wish to apply for a funded 2 year old Early Learning & Childcare place for your child.

**EQUALITY**

<b>Child Ethnic Background</b> (please tick one category)	
White – Scottish	
White – Irish	
White – Other British	
White – Polish	
White – Other	
White – Gypsy/Traveller	
African – African/British/Scottish	
African – Other	
Asian – Bangladeshi/British/Scottish	
Asian – Chinese/British/Scottish	
Asian – Indian/British/Scottish	
Asian – Pakistani/British/Scottish	
Asian – Other	
Caribbean or Black – Caribbean/British/Scottish	
Caribbean or Black – Other	
Mixed or multiple ethnic groups	
Other – Arab	
Other – Other	
Not Disclosed	
Not Known	
Other:	

<b>Child National Identity</b> (please tick one)	
British	
English	
Northern Irish	
Scottish	
Welsh	
Not Disclosed	
Not Known	
Other:	

<b>Child Asylum Status</b> (please tick where appropriate)	
Asylum Seeker	
Refugee	

<b>Child Religion</b> (please tick one category)	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
Other Religion	
No Religion	
Not Disclosed	

<b>I declare the information entered on this form to be correct and consent to the information being used for the purposes detailed above</b>			
<b>Name of person completing this form</b>			
<b>Signature</b>		<b>Date</b>	

**BEFORE RETURNING THIS FORM PLEASE ENSURE YOU COMPLETE THE CHECKLIST SECTION OVERLEAF TO ENSURE ALL RELEVANT DOCUMENTATION AND INFORMATION HAS BEEN INCLUDED. FAILURE TO COMPLETE ALL SECTIONS WILL RESULT IN THE FORM BEING RETURNED TO YOU FOR COMPLETION.**

**CHECKLIST**

- Have you completed all sections within this form?
- Have you included a copy of your child's birth certificate?
- Have you signed and dated the form?
- Have you completed the Equality section?
- If applicable – have you included a copy of the Guardianship Order?

**ALL SECTIONS MUST BE COMPLETED IN FULL OR FORM WILL BE RETURNED**

Please return this completed form, with a copy of the child's birth certificate and the DWP Claimant Check Form (completed and stamped) to: Education and Social Care, The Moray Council, Council Offices, High Street, Elgin, IV30 1BX (forms can be delivered to The Moray Council Access Points)

<b>MORAY COUNCIL USE ONLY</b>						
<b>Birth Certificate seen?</b>	<b>YES / NO</b>	<b>Checked by:</b> (signature of verifier)				
<b>DWP Claimant Check form completed?</b>	<b>YES / NO</b>	<b>Checked by:</b> (signature of verifier)				
<b>Guardianship Order Seen?</b>	<b>YES / NO</b>	<b>Checked by:</b> (signature of verifier)				
<b>Funding start date</b> (please tick one)	<b>AUGUST</b> <b>2019</b>		<b>JANUARY</b> <b>2020</b>		<b>APRIL</b> <b>2020</b>	

<b>A child whose date of birth is between:</b>	<b>Will be eligible for a funded place from:</b>
1 March 2017 and 31 August 2017	20 August 2019
1 September 2017 and 31 December 2017	6 January 2020
1 January 2018 and 29 February 2018	13 April 2020