



## 2 Year Old Early Learning and Childcare (ELC) Job Centre Form 2024/2025

(For August 2024 places do not complete until after 20/06/24)

**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 with a monthly earned income of not more than £796	<input type="checkbox"/>

### Box 2

<b>Please tick all that apply</b> – If you have ticked any of the boxes in this table we require you to take this form to your JobCentre Plus office to be stamped in the box below.	
Income Support	<input type="checkbox"/>
Income-based Job Seekers Allowance	<input type="checkbox"/>
Any income-related element of the Employment & Support Allowance	<input type="checkbox"/>
Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
I can confirm that _____ (enter applicants name) is in receipt of the benefit stated above.	
JobCentre Plus Address Stamp:	
Name of JobCentre Plus Officer:	
Telephone Number:	
JobCentrePlus Officer Signature:	
Date:	

### 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 less than £19,995	<input type="checkbox"/>
Both Child Tax Credit and Working Tax Credit with income up to £9,552	<input type="checkbox"/>

**Please return this form to Education, Moray Council, High Street, Elgin, IV30 1BX or email to [ELCadmin@moray.gov.uk](mailto:ELCadmin@moray.gov.uk)**

**Privacy Notice – Early Learning and Childcare Registration Forms**

Moray Council collects and processes personal information in order to deliver services and fulfil its public functions. Privacy Notices are available to explain how personal information may be collected, used, stored, shared and securely disposed of, the legal basis for doing so and what your Data Subject Rights are. Privacy Notices are available from our website at <http://www.moray.gov.uk/privacynotices>

**How did you hear about funded 2 year old early learning and childcare? (Please tick which applies)**

Doctor surgery	
Health visitor	
Nursery	
Possible eligibility 2's letter	
Website	
Word of mouth	

# 2 YEAR OLD EARLY LEARNING AND CHILDCARE REGISTRATION

FORM 2024/2025

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

## CHILD DETAILS

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

Birth certificate number: (ensure a copy of the birth certificate is attached)		(e.g. 280 2022 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:	
Does the child have any special dietary requirements?	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

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

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

**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.

# 2 YEAR OLD EARLY LEARNING AND CHILDCARE REGISTRATION

FORM 2024/2025

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## EQUALITY

Child Ethnic Background (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:	

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

Child Asylum Status (please tick where appropriate)	
Asylum Seeker	
Refugee	

Child Religion (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.</b>			
<b>Name of person completing this form</b>			
<b>Signature</b>		<b>Date</b>	

# 2 YEAR OLD EARLY LEARNING AND CHILDCARE REGISTRATION

FORM 2024/2025

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

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 included a copy of your Universal Credit online Journal Statement or TCAN relating to Box 1 or Box 3?
- Have you taken the form to your local JobCentre Plus to verify Box 2 on page 1?
- 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 supporting documents to: Education, Moray Council, Council Offices, High Street, Elgin, IV30 1BX (forms can be delivered to Moray Council Access Points or emailed to [ELCadmin@moray.gov.uk](mailto:ELCadmin@moray.gov.uk))

MORAY COUNCIL USE ONLY					
Birth Certificate seen?	YES / NO	Checked by: (signature of verifier)			
DWP Claimant Check form completed?	YES / NO	Checked by: (signature of verifier)			
Guardianship Order Seen?	YES / NO	Checked by: (signature of verifier)			
Funding start date (please tick one)	AUGUST 2024		JANUARY 2025		APRIL 2025

A child whose date of birth is between:	Will be eligible for a funded place from:
1 March 2022 and 31 August 2022	14 August 2024
1 September 2022 and 31 December 2022	6 January 2025
1 January 2023 and 28 February 2023	14 April 2025