



# Free Early Education for 2 years old Application Form

Please complete this form if you would like to apply for a place in an early years setting for your child aged 2 years old. You may be eligible for a free place if you are in receipt of benefits.

Child's Name	Child's Date of Birth	Child's Gender (please circle)		Parent's Date of Birth
		Male	Female	
Address including postcode		Parent's National Insurance Number *		
		Home Tel		
		Work Tel		
		Mobile Tel		
Relationship to Child (please state)				

\* Please ensure the Parent's National Insurance Number is accurate as this will determine the child's eligibility for a free place. Alternatively, subsidised childcare may be available.

Is your child currently attending a setting?	Yes	No
Name of setting:		

Do you have a preferred choice of setting if your application is successful?	Yes	No
Name of setting: (we will check their eligibility)		

Please note that children are only able to attend early years settings that meet the Local Authority criteria and have agreed to deliver funded places.

Places are available all year round or term time only. Please select your preferred method:	(Please tick one method)
12 hours a week (all year round over 48 weeks)	
15 hours a week (term time only over 38 weeks)	

Will you need to buy additional hours of childcare?	Yes	No

## Parental consent:

I understand and agree that the information I have provided will be held and managed securely by Bristol City Council, as required by the Data Protection Act 1998.

Parents Name	Parents Signature	Date

## Local Authority Referral Criteria

Please provide additional information by ticking any of the criteria which you feel applies to your family to enable the Early Years Service to ensure the setting allocated to your child is the most appropriate and is able to provide services to meet your child's and your families' needs.

Criteria	Pls Tick
Are you a lone parent/carer with lack of family support?	
Do you consider yourself to have a disability or chronic mental or physical illness (including chemical dependence and depression) or long term diagnosed depression that is affecting your ability to care for the child?	
Do you consider your parenting skills are limited due to age, mental health, childhood experiences and you are not able to provide appropriate care of your child to ensure they meet their full potential?	
Are there any 'Temporary Exceptional Circumstances'? <u>Please specify (please continue on a separate sheet if necessary):</u>	
Is your child in <b>the care of the Local Authority</b> or in <b>Kinship Care</b> where they remain living within their extended family or friendship network?	
Is your family at risk of breakdown if service not offered placing the child vulnerable to become in the <b>care of the Local Authority</b> ?	
Is your child subject to a Child Protection Plan?	
Is your family involved with Social Care or parents involved with Drug or Alcohol Services?	
Does your child have Special Educational Needs?	
Does your child have any medical or emotional difficulties or developmental delay which places undue pressure on you as parents?	
Does your child live in a violent household or does the family experiences stress as a result of previous violence or abuse?	
Does your child have specific speech, language and communication needs whose communication is not sufficiently fluent to enable them to access the Early Years Foundation Stage?	
Do you have another child who has special needs and these result in this child not receiving the full attention/care of parent?	
Do you as a parent have 3+ children under 5 years of age?	
Is your child living in poverty where none of the adult members of the family are in employment or the family claims a means tested benefit?	
Is your child living in poor housing conditions including temporary accommodation or overcrowded accommodation, lacking amenities or lack of play space, affecting child's ability to achieve normal developmental milestones?	
Is your child from an asylum seeking/refugee family / or traveller family?	

Priority will be given to those children and families with the highest needs so it will help if you identify as many of these criteria that are associated with your family.

**Please return to: Early Years Service, Room 20, Bristol Education Centre, Sheridan Road, Horfield, Bristol BS7 0PU. Contact Esme Clothier 0117 3773235 [esme.clothier@bristol.gov.uk](mailto:esme.clothier@bristol.gov.uk)**



## **THE DATA PROTECTION ACT 1998**

### **FAIR PROCESSING NOTICE (schedule 1 section 2 subsection 1(a) & section 3)**

Local education authorities hold information on pupils in order to run the education system and in doing so must follow the Data Protection Act 1998. This means, amongst other things that the data held about pupils will only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held and to whom it may be passed.

The Local Education Authority (LEA) uses information collected about pupils to carry out specific functions for which it is legally responsible, such as the assessment of any special educational needs the pupil may have, home to school transport, school admissions, pupil welfare, children looked after, exclusions, early years support etc.. Information collected on pupils may also be exchanged with other departments in the Council, and other public bodies (for example, the Local Health Authority) where this is required for statutory purposes or is deemed to be of benefit to the pupil.

The LEA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on individuals held on computer systems may be kept for up to eight years after they have left school. Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves.

If you wish to access the personal data held about your child, then please contact Bristol City Council in writing to:

Data Protection Officer

Bristol City Council

City Hall (formerly The Council House)

College Green

Bristol

BS1 5TR