



Enrolling your child for Early Learning and Childcare (ELC)

Dear Parent/Carer

This form should be completed to register for ELC in Argyll and Bute or if you are moving ELC settings.

Your child’s original birth certificate must be submitted/presented with this form.

The form requests important information, necessary for the safety and wellbeing of your child at ELC. Argyll and Bute Council have a legal responsibility to ensure that this information is up-to-date. The information that you provide will ensure we continue to offer an education service that meets the needs of all children and young people and that your child’s legal rights in ELC are recognised. The child’s general legal rights are listed in the Children (Scotland) Act 1995, the Equality Act 2010 and in the European Convention on Human Rights.

Current data protection legislation requires us to publish Privacy Notices to tell you why and how we will process your information. This form is covered by the Education – General Privacy Notice <https://www.argyll-bute.gov.uk/privacy/education-general>. If you require the form or Privacy Notice in an alternative format, please contact Argyll House, 91 Alexandra Parade, Dunoon, Argyll, PA23 8AJ, argyllhoureception@argyll-bute.gov.uk 01369 704000.

You must inform the ELC Setting if your child has previously attended ELC in Scotland to ensure continuity of records.

For setting/office use only:	
Admission Date:	Date record transferred to NAMS:
Birth certificate Number:	Passport number:
Category Assigned:	
ELC Setting Manager Name:	
ELC Setting Manager Signature:	

Early Learning and Childcare (ELC) Application Form: 2023-2024

Name of ELC Setting:

Previous ELC Setting (if applicable):

Your child's Birth Certificate must be shown at time of registration

Section 1: Child's Personal Details

Forename		Surname (as per birth certificate)	
Known as		Date of Birth	
Gender (M/F)		Home Tel No:	
Home Address & Postcode			

Section 2: Contact Information

1. Throughout this application, the word 'parent' should be interpreted as including the child's carer or legal guardian.
2. The mobile for the main parent may be used to contact parents by SEEMiS Text Messaging Service.
3. When a child is ill or hurt, we will make contact as per chosen priority below in the first instance. Please provide details of an emergency contact that can collect your child from your ELC setting if you are unavailable.
4. All sections must be completed.

	Parent 1 (Primary Contact)	Parent 2
Relationship to child i.e. Mother/Father/guardian		
Title (Mr, Mrs, Mx, Miss etc)		
Forename		
Surname		
Address (tick if same as child)		
Postcode		
Daytime Telephone		
Mobile Number		
Email address		
Preferred contact e.g. email, letter, mobile SMS		
Can be contacted in an emergency	Yes/No	Yes/No
Can collect child	Yes/No	Yes/No

Emergency Contacts

	Emergency contact 1	Emergency contact 2
Title (Mr, Mrs, Mx etc)		
Forename		
Surname		
Address (tick if same as child)		
Postcode		
Daytime Telephone		
Mobile Number		
Email address		
Relationship to child i.e. Mother/Father/Grandparent		

Section 3: Health Information

It is your responsibility to:

- Inform the ELC setting if your child develops any contagious or infectious disease(s).
- Discuss dispensing of any medication.
- Advise of all health issues (medical staff do not pass information to the ELC setting).

	Yes (please provide detail)	No
Does your child have any long term illness/condition/disability?		
If your child has a disability, can you provide copies of a professional assessment confirming this?		
Does your child have additional support needs (ASN)? If yes, do they have a 'Child's Plan?'		
Does your child have any allergies e.g nuts?		
Are there any other health problems of which we should be aware?		

GP Practice and name		Telephone Number	
Address			
Name of Health Visitor			

Looked After Children

A child is looked after when:

- He or she is the subject of a supervision requirement at home, with relatives or friends in accommodation (i.e. foster/residential care or residential schools).
- He or she is accommodated by the Council under section 25 of the children (Scotland) Act 1995
- He or she is the subject of an order, authorisation or warrant in relation to a place of safety, child protection order or permanence order.

	Yes	No
Is your child 'Looked After'?		

Section 4: Early Learning and Childcare Provision

You must provide your 3 choices of ELC Setting

	ELC Setting
1 st choice	
2 nd choice	
3 rd choice	

Blended Placement (*requesting funded hours across more than one ELC setting*)

	Yes, and I will complete this form with each ELC setting	No
Are you requesting a blended placement?		

Funded Early Learning and Childcare Hours Requested

Please note the times you wish your child to attend, in line with the settings pattern of provision.

	Mon	Tues	Wed	Thurs	Fri
AM					
PM					
FULL DAY					

**Whilst Early Years aims to be aware of parents' needs and would wish to be supportive in meeting parents' requirements, it will not always be possible to offer the first choice ELC setting or hours.*

	Yes	No
Do you have any other children who attend this Early Learning and Childcare setting or school?		

Section 5: Additional Information

Asylum Status – please tick one category (if applicable)

Asylum Seeker		Refugee	
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Main Home Language

Please tell us the main language spoken, if not English	
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Intended Primary School

If known please state the name of the primary school you intend to send your child to

Name of School	
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Section 6: Declaration

1. I declare that to the best of my knowledge the information given is correct.
2. I will notify the ELC setting of changes to the above information.

Signature of Parent/Carer: _____

Print Name: _____

Date: _____

The information requested in Section 7 is not required for us to provide your child with Education and therefore you have the choice not to provide responses. Argyll and Bute Council is committed to ensure we provide equality of opportunity and eliminate discrimination and your responses to the information below will help us meet our legislative requirements under the Equalities Act 2010.

Section 7: Heritage Information

Ethnic Background - Ethnic Origin (please tick)

White Scottish	African – African/Scottish/British	Caribbean or black – Other	Not Disclosed
White Other	Asian – Indian/British/Scottish	Caribbean or black – Caribbean/British/Scottish	Not Known
White Gypsy/Traveller	Asian – Pakistan/British/Scottish	Asian – Bangladeshi/British/Scottish	
White – Other British	Asian – Chinese/British/Scottish	African -Other	
White - Polish	Mixed or multiple ethnic groups	Other- Arab	

Child's Religion (please tick)

Buddhist	Christian	Hindu	Jewish	Muslim
Sikh	Not Disclosed	Other	Not Known	None
If not stated, please state religion here:				

National Identity (please tick)

Scottish	English	Northern Irish	Welsh	British	Not Disclosed	Not Known	Other
If not stated above, please state national identity here							

Marketing Information

To assist us in our marketing strategies please tick below to indicate how you were informed of the registration process

Local Press	National Press	Local Primary School	ELC Setting	Council Building e.g. libraries, community centres
Friends/relations	Doctor surgeries	Family Information Service	Other: Please explain	

Armed Forces Information

Armed Forces information is not required for us to provide your child with Education and therefore you have the choice not to provide a response to this question. However, completing this section may allow the Council to apply for a grant from the MOD to help support schools who have children whose parent/carers are Armed Forces.

Parent is currently a serving member or has previously served in the Armed Forces (please complete below as appropriate)			
Regular:	Reserve:	Veteran:	Not applicable:
Do not wish to disclose this information:			