

## Information/Application Form – Early Learning for Two-Year Olds

Please check your eligibility by contacting Family Information Service on 020 7364 6495 or Integrated Early Years Service on 020 7364 1553.

### Section 1 – Child & Parent / Carer's details

PLEASE USE BLACK INK & BLOCK CAPITAL WHEN COMPLETING THE FORM

Child's Name:	Date of birth:	Gender F                      M
Parent / Carer's Name:	Date of birth:	
Relationship to child:		
Address:		Postcode:
Landline:	Mobile:	
Email Address:		
Does your child have any additional needs (for example language, physical, social, medical, hearing, vision)? Yes                      No	If yes, please provide further information below and/or attach any relevant report to assist your child's placement, e.g. Early Help Assessment, Speech and Language Therapist report, Education, Health and Care Plan. If your child receives DLA, please include a copy of the confirmation letter from the DWP.	
National Insurance Number:	National Asylum Seekers Service (NASS) number: <b>(Please provide this number if you are an asylum seeking refugee family)</b>	
THE ABOVE DETAILS MUST BE COMPLETED IN FULL FOR YOUR APPLICATION TO BE PROCESSED		
If you have confirmed your eligibility with Integrated Early Years Service or Family Information Service, please insert date and reference number:		
Date:	Ref: (if applicable)	

Name of your local Children's Centre:	
Children's Centre Registration Number:	Name of Family Support Worker/Referrer
Email Address of referrer:	Contact number of referrer:

Please complete below if you meet the extended criteria, please indicate which one applies by clicking on a box

Criteria	<input checked="" type="checkbox"/>	Evidence Type	Evidence Inc <input checked="" type="checkbox"/>
My child is looked after by a local council	<input type="checkbox"/>	Confirmation/statement from Social care Team to be provided	<input type="checkbox"/>
My child has a current statement of special education needs (SEN) or an Education, Health and Care plan	<input type="checkbox"/>	Confirmation/statement from practitioner to be provided	<input type="checkbox"/>
The child receives Disability Living Allowance	<input type="checkbox"/>	Confirmation of Eligibility letter from DWP to be provided	<input type="checkbox"/>
The child has left care under a special guardianship order, child arrangement order or adoption order	<input type="checkbox"/>	Confirmation from LA or Court Papers	<input type="checkbox"/>

## Section 2 - Ethnic Monitoring of Child

We will be using this data for statistical purposes. Please tick one box only. Please indicate by clicking on a grey box below

Office use only	Definition	<input checked="" type="checkbox"/>	Office use only Code	Definition	<input checked="" type="checkbox"/>
ABAN	Asian Bangladeshi	<input type="checkbox"/>	MOTH	Mixed Other	<input type="checkbox"/>
AIND	Asian Indian	<input type="checkbox"/>	MWAS	Mixed White and Asian	<input type="checkbox"/>
AOTH	Asian Other	<input type="checkbox"/>	MWBA	Mixed White and Black African	<input type="checkbox"/>
APKN	Asian Pakistani	<input type="checkbox"/>	MWBC	Mixed White and Black Caribbean	<input type="checkbox"/>
BAFR	Black African	<input type="checkbox"/>	NOBT	Not Obtained	<input type="checkbox"/>
BSOM	Black African – Somali	<input type="checkbox"/>	OVIE	Other – Vietnamese	<input type="checkbox"/>
BCRB	Black Caribbean	<input type="checkbox"/>	REFU	Refused	<input type="checkbox"/>
BOTH	Black Other	<input type="checkbox"/>	WIRT	Traveller of Irish Heritage	<input type="checkbox"/>
CHNE	Chinese	<input type="checkbox"/>	WTUR	Turkish / Turkish Cypriot	<input type="checkbox"/>
WGRE	Greek or Greek Cypriot	<input type="checkbox"/>	WBRI	White British	<input type="checkbox"/>
WROM	Gypsy / Roma	<input type="checkbox"/>	WEUR	White European	<input type="checkbox"/>
WIRI	Irish	<input type="checkbox"/>	WOTW	White Other – other	<input type="checkbox"/>
OOEG	Other – Other please state:	<input type="checkbox"/>			<input type="checkbox"/>

## Section 3 – Early Education Provider Preference Details

Do you have a preferred early education provider (nursery, playgroup or childminder) or is your child already attending a childcare setting? Please provide details.

<b>First choice</b>	
<b>Second choice</b>	
<b>Third choice</b>	

## Section 4 – Consent under General Data Protection Regulation (GDPR) and Terms and Conditions

I understand that my personal details will remain confidential to the Integrated Early Years Service and will be held by the Local Authority. I understand that the information I provide will only be shared with the setting where my child will be placed. I understand that I can ask to see information held about me at anytime.  
By completing the application form, I will be registered with children's centres to help monitor and evaluate the outcomes for my child and family.

I understand that making a false declaration will result in the withdrawal of the placement funding and that a fraudulent claim may result in action being taken against me. I understand that the London Borough of Tower Hamlets reserves the right to seek evidence of residency, receipt of benefits and other supporting documents.

It is necessary for us to process your personal data (name, address, contact details) under:  
 GDPR Article 6(1)(c) compliance with a legal obligation  
 GDPR Article 9(2)(a) explicit consent  
 Childcare Act 2006 Part 1 12(5) duty to provide information, advice and assistance

I agree to this information being stored on a database in order that it is used to:

- Process my application for a funded place on the Early Learning for Two-Year Olds Scheme
- Assess eligibility for a funded childcare place
- Monitor and evaluate the outcomes for my child and family
- Support any transition planning if my child has additional needs

I confirm that to the best of my knowledge the information I have provided is true.

We will hold your information for as long as we are legally required to do so and to provide you with the necessary services. This is likely to be for 6 years after the case is closed.  
For further details, you can view our Retention Schedule on Tower Hamlets website.

**Your Rights**

You can find out more about your rights on our Data Protection Page on the LBTH website. This includes details of your rights about automated decisions, such as the ranking of Housing Applications, and how to complain to the Information Commissioner.

<b>Signature (Parent/Carer):</b>	<b>Date:</b>

**Forms should be signed and sent by e-mail to: [early.learning@towerhamlets.gov.uk](mailto:early.learning@towerhamlets.gov.uk)**

Or can be taken to your local SureStart Children's Centre and forwarded by them.

For all enquiries call:  
 EL2 hotline: 020 7364 1553 or Family Information Service: 020 7364 6495  
 Integrated Early Years Service  
 Education and Partnerships,  
 5<sup>th</sup> Floor, Mulberry Place,  
 5 Clove Crescent, London E14 2BG

**Eligibility Criteria for Early Learning for Two year olds**

Please note that the income eligibility criteria are set by the government, not by LBTH. The extended criteria set by the government are detailed below.

Your child will be entitled to a place if you receive one of the following benefits:

- Universal Credit - if you and your partner are on a low income from work (this usually means a combined income of less than £15,400 a year after tax)
- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- tax credits and you have an annual income of under £16,190 before tax
- the guaranteed element of State Pension Credit
- support through part 6 of the Immigration and Asylum Act
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

**OR**

- they are looked after by a local council
- they have a current statement of special education needs (SEN) or an education health and care (EHC) plan
- they get Disability Living Allowance
- they have left care under a special guardianship order, child arrangements order or adoption order

If your child is eligible, you can start claiming from the beginning of the term after they turn 2. The date you can claim will depend on when their birthday is.

**Child's birthday**

**When you can start to claim**

1 January to 31 March	the beginning of term on or after 1 April
1 April to 31 August	the beginning of term on or after 1 September
1 September to 31 December	the beginning of term on or after 1 January