



# Funded 2 Year Old Early Learning and Childcare (ELC) Registration Form 2018/19

PLEASE COMPLETE IN BLOCK CAPITALS

Child's Full Name (please include middle names)

Child's Name – Known As (if different from forename)

Child's Date of Birth

Child's Gender (please tick one)

- Male  
 Female

Child's Address

Postcode

Home Telephone Number

Birth Certificate Number

Where was birth certificate issued? (e.g. Wales)

Does your child have a long-term medical illness, medical condition, disability or allergies? (Please tick one)

- Yes  
 No

If yes, please give details:

Has there been a professional assessment confirming disability? (Please tick one)

- Yes  
 No

Does your child have a Co-ordinated Support Plan (CSP)? (Please tick one)

- Yes  
 No

Name and Address of Doctors Surgery:



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Parent/Carers Full Name (please include middle names)

Title

Parent/Carer Gender (please tick one)

- Male  
 Female

Parent/Carers Address (if different from child)

Postcode

Home Telephone Number

Daytime Telephone Number

Mobile Telephone Number

Can you be contacted in an emergency?

- Yes  
 No

Relationship to child (e.g. Mother/Father/Aunt)

Email Address

Parent/Carers Full Name (please include middle names)

Title

Parent/Carer Gender (please tick one)

- Male  
 Female

Parent/Carers Address (if different from child)

Postcode

Home Telephone Number

Daytime Telephone Number

Mobile Telephone Number

Can you be contacted in an emergency?

- Yes  
 No

Relationship to child (e.g. Mother/Father/Aunt)

Email Address



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**Additional information regarding your choice of early learning and childcare centre:**

**Home Language:**

**Does the child need support with English Language (please tick one)**

Yes

No

**Please list all other languages spoken at home:**

I declare the information entered on this form to be correct and consent to the information being used for the purposes detailed below.

Name of person completing form: \_\_\_\_\_

Signature: \_\_\_\_\_

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



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## Child Ethnic Background (please tick one)

- 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 one)

- Asylum Seeker
- Refugee

## Child Religion (please tick one)

- Buddhist
  - Christian
  - Hindu
  - Jewish
  - Muslim
  - Sikh
  - No religion
  - Not Disclosed
  - Other Religion
-



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## CHECKLIST

- Have you completed all sections within this form? If not the form will be returned to you
- Do you have your child's birth certificate? Attach a copy to this form before returning
- Have you taken the JobCentre Plus form to your job centre for them to stamp and complete? Attach to this form before returning
- Have you signed and dated the form?
- Have you completed the Equality section?
- If applicable – have you included a copy of the Guardianship Order?

**Please return this completed form along with a copy of your child's birth certificate and the completed JobCentre Plus form to Education and Social Care, Moray Council, Council Offices, High Street, Elgin, IV30 1BX**

Information on children and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of the Data Protection Act 1998.

The information may be used for teaching, registration, assessment and other administrative duties. The information is shared with Moray Council for administrative and statistical purposes. Extracts of the information are shared with a range of partners such as the NHS (for the dental and child health immunisation programmes). Information is also shared with The Scottish Government for statistical and research purposes, although individual children are not identified. It is your responsibility to update the ELC centre or school of any changes.

The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice. For more information contact the Administrative Manager,  
Education and Social Care, The Moray Council, Council Headquarters, Elgin, IV30 1BX.

A copy of the Data Protection Regulations can be found here <https://www.gov.uk/data-protection>

### MORAY COUNCIL USE ONLY

<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>2018</b>	<b>JANUARY</b> <b>2019</b>	<b>APRIL</b> <b>2019</b>

<b>A child whose date of birth is between:</b>	<b>Will be eligible for a funded place from:</b>
1 March 2016 and 31 August 2016	14 August 2018
1 September 2016 and 31 December 2016	07 January 2019
1 January 2017 and 28 February 2017	15 April 2019