



2 Year Old Early Learning and Childcare (ELC) Job Centre Form 2023/2024

(For August 2023 places do not complete until after 20/06/23)

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

Please tick if applicable – 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 £726	

Box 2

Please tick all that apply – 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 bow below.	
Income Support	
Income-based Job Seekers Allowance	
Any income-related element of the Employment & Support Allowance	
Support under Part VI of the Immigration and Asylum Act 1999	
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

Please tick all that apply – 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 £18,725	
Both Child Tax Credit and Working Tax Credit with income up to £8,717	

Please return this form to Education, Moray Council, High Street, Elgin, IV30 1BX or email to ELCadmin@moray.gov.uk

Privacy Notice - Early Learning and Childcare Registration Forms

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, moray.gov.uk 01343 543451, is a local authority established under the Local Government etc. (Scotland) Act 1994. We are the Data Controller of the information being collected.

Why we are collecting your personal information

All funded places:

Moray Council has a duty under the Children and Young People (Scotland) Act 2014 and the Standards in Scotland's Schools etc. Act 2000 to provide Early Learning and Childcare services for children.

We will collect information from you when you complete the Early Learning and Childcare Registration eform, which is required to access a funded place at an Early Learning Centre or Childcare provider in Moray. This eform will ask for personal information including:

The child's name; date of birth; gender; address; health information; information about the child's ethnicity; national identity; asylum seeker status; religion; number of siblings; languages spoken; information about the child's birth certificate, and, previous early learning and childcare/nursery attended. Personal information about the child's parent's or carers including: names; address; contact information and relationship to the child.

You will also be asked for your preferences on hours/days of attendance, and, which Early Learning Centre or Childcare provider(s). A copy of the child's birth certificate and proof of residence may also be required.

The personal information you provide will be used to determine eligibility for an Early Learning and Childcare place within Moray and allocate placements. It will also be used to assess eligibility for funding towards the placement.

If you do not provide the information the Council will be unable to provide this service to you.

2-3 funded places:

Personal information is collected on the 2 Year Old Early Learning and Childcare (ELC) Registration form. This form asks for the same personal information as stated above. Further documentation is required for proof of eligibility – this may include information about Universal Credit, confirmation of relevant benefit entitlement, Guardianship Orders, and, Child Tax Credit and Working Tax Credit.

Information you give us about any additional parent, carer or emergency contact(s):

Please note that it is your responsibility to inform any additional parent, carer or emergency contact(s) that you have given their contact information to Moray Council for this purpose. Typically this will be a name and contact details, as well as their relationship to the child.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(e) of the United Kingdom General Data Protection Regulation (UK GDPR) because your personal information is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council; also Article 6(1)(c) – as the processing is necessary for the Council to comply with its legal obligations under the following legislation:

- The Education (Scotland) Act 1980
- The Children and Young People (Scotland) Act 2014
- Standards in Scotland's Schools etc. Act 2000

Personal data that counts as 'special category data', such as health, ethnicity and religion, must satisfy extra conditions when processed. We understand that our legal basis in data protection law for processing this special category data to be Article 9(2)(b) of the UK GDPR; processing is necessary for carrying out obligations under social security law, as well as Article 9(2)(c); vital interests.

Who we share your information with

We will share the information you have provided with your preferred Early Learning Centre and/or Childcare Provider choice. This sharing is done via a secure online file sharing platform.

This personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date. It may also be shared with other relevant Council departments where applicable.

The Council may share this personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, Social Security Scotland, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the information is held for

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain a record retention schedule which sets out how long we retain different types of personal data. This is available on our website: http://www.moray.gov.uk/moray_standard/page_92820.html (under Section 5 of the Records Management Plan).

The Council stores information within the UK.

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. As so far as the legislation permits, you also have the right to request the deletion of your data, and to object to the processing. For more information about these rights, please see the Information Management pages on the Council's website here: http://www.moray.gov.uk/moray_standard/page_41220.html. Alternatively, email the Council's Data Protection Officer at: dataprotection@moray.gov.uk

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Website: <https://ico.org.uk/>

2 YEAR OLD EARLY LEARNING AND CHILDCARE REGISTRATION

FORM 2023/2024

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

CHILD DETAILS

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

Birth certificate number: (ensure a copy of the birth certificate is attached)		(e.g. 280 2020 001) ↑ ↑ ↑ District Year Entry Number Number
Where was birth certificate issued? (e.g. Scotland, Wales, etc)		

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

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		Gender	
Address (if different from child)			
Postcode		Daytime telephone number	
		Home telephone number	
		Mobile telephone number	
Email address			
Relationship	(e.g. mother, father)		
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		Gender	
Address (if different from child)			
Postcode		Daytime telephone number	
		Home telephone number	
		Mobile telephone number	
Email address			
Relationship	(e.g. mother, father)		
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 2023/2024

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

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	

I declare the information entered on this form to be correct.			
Name of person completing this form			
Signature		Date	

2 YEAR OLD EARLY LEARNING AND CHILDCARE REGISTRATION

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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)

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 2023		JANUARY 2024		APRIL 2024	

A child whose date of birth is between:	Will be eligible for a funded place from:
1 March 2021 and 31 August 2021	15 August 2023
1 September 2021 and 31 December 2021	8 January 2024
1 January 2022 and 28 February 2022	15 April 2024