



## Applying for Childcare for 3 and 4 year olds

Please see [www.cumberland.gov.uk](http://www.cumberland.gov.uk) detailed information about applying for a nursery place, including when children become eligible for free part time nursery education, closing dates for applications and how places at nurseries are allocated.

### Personal information – child's details

Child's first name	_____							
Child's surname	_____							
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Gender (male/female) _____
Home address	_____							
	_____							Postcode _____
Current/Previous Nursery/playgroup	_____							

### Parent/carer details

Full name of parent/carer	_____	Title (Mr/Mrs/Ms/Miss etc)	_____
Relationship to child	_____		
Contact tel number	_____		
Contact email address	_____		
I give consent for all correspondence to be sent to this email address    Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>If you are caring for someone else's child for more than 28 days and you are not an immediate relative, you may be Private Fostering and it is a legal requirement that you inform the Local Authority. If you think you may be Private Fostering, please tick this box <input type="checkbox"/> Further information is available by contacting 0300 013 2065.</i>			

### Additional free entitlement

Are you eligible for additional free hours (see appendix 1 for the criteria)	Yes/No
If Yes please provide the following information when it is issued by HMRC – if you do not have it at the time of making this application, please ensure you provide it to the provider of your choice as soon as you receive it:	
Eligibility code	<input type="text"/>
Parental National Insurance Number	<input type="text"/>

### Your preferred nursery – please check with your preferred nursery how they can offer the free hours

Setting Name(s)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g., 38, 45, 51)
	Mon	Tues	Wed	Thurs	Fri		
1							
2							
3							
<b>Total Free Hours Attended Per Day</b>							

**Additional Information**

Does the child have any brothers or sisters (including step or foster siblings) who live at the same address and attend a school or nursery?

**Name****Date of birth****School/nursery**

1 Is the child, or was the child previously, in the care of a local authority? **Yes**  **No**

If yes, which Local Authority? \_\_\_\_\_

2 Are you applying for a nursery on the basis of faith? **Yes**  **No**

For further information about 1 & 2 above, and for information about what evidence you may need to provide if you have answered 'yes' to 1 or 2, please see the website.

Please note that if you do not provide evidence, it may affect your chances of being offered a place.

If you wish to give any other reasons for your preferred options, please attach a separate sheet.  
Have you attached any information? **Yes/No**

**Parental declaration**

- I confirm that I have parental responsibility for this child and the information given is correct.
- I understand that if I have given false information, any place offered may be withdrawn.
- I agree to checks being carried out to verify accuracy and eligibility.
- I understand I cannot change providers during term time without express permission of the providers (s) and the Local Authority. Contractual notice periods specified by the provider will be complied with, unless exceptional circumstances can be demonstrated.
- I understand that I need to notify the nursery of any change in my circumstances which occur after I have completed this form (including change of address).

Full name of parent/carer signing the form (please print)	
Signed	
Date	
Correspondence address if different from child's address <i>Please note – this address will not be used in the allocation process</i>	

**Please take this form to the nursery to which you are applying, by the relevant closing date, along with proof of your child's date of birth (i.e.: birth certificate/passport), your home address.**

**For nursery use only****Date received (please verify with stamp)****Date of birth verified** **Address Verified** **Child to access 15 hours** **Child to access up to 30 hours**

### **Working families criteria and eligibility checking process.**

The universal entitlement for all 3 and 4 years olds is 15 hours per week for 38 weeks (570 hours) of early education.

The extended entitlement provides an additional 15 hours for children where parents are eligible.

The free childcare extended entitlement is for working families in England.

Free childcare or early education will be for 38 weeks, a total of 1,140 hours per year, that you can use flexibly with one or more childcare providers.

Some childcare providers will allow you to stretch the hours over 52 weeks, using fewer hours per week.

### **Working families eligibility criteria.**

- They earn **or expect to** earn the equivalent to 16 hours at National Minimum or Living Wage over the coming 3 months.
- This equates to £120 a week (or £ 6,000 a year) for each parent over 25 years old or £112.80 a week (or £5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a **start-up period** (i.e., they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national. the parent must have recourse to public funds.

\*Parents do not necessarily need to actually work 16 hours a week, but rather their earnings must reflect at least 16 hours of work at NMW or NLW.

### **Eligibility checking process.**

Parents will be asked by HMRC to register with them to check if they are entitled to a working families free childcare place. Parents will then be given an eligibility code.

Parents are asked to present their eligibility code, National Insurance number and the child's Date of Birth (DOB) to the provider of their choice.

The provider will then complete an electronic check through Cumberland Council to verify their eligibility.

Parents will be expected to verify their continued eligibility every three months with HMRC, if they do not continue to be eligible, the additional hours will cease at the end of the grace period.

### **Disability Access Funding**

If your child will be accessing 3 and 4 year old nursery provision and you are in receipt of Disability Living Allowance for your child, please let your school know as they may be able to apply for additional funding to make reasonable adjustments to support your child.

The school will require a copy of your child's Disability Living Allowance award letter.