



## Children's Centre Application Form

Please complete all parts of the form. An offer of a community place will be subject to evidence of residence in Islington, employment and income details.

Evidence of course participation and funding will be required in the case of students.

Child's Name	Date of Birth	Girl <input type="checkbox"/> Boy <input type="checkbox"/>
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**Parent 1 Details**

Name

Address

Postcode

Phone

Email

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Place of work or study

Address

Phone

Days and hours at place of work or study

If you are a student, please give course dates

**Parent 2 Details**

Name

Address

Postcode

Phone

Email

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Place of work or study

Address

Phone

Days and hours at place of work or study

If you are a student, please give course dates

**Please Tick all boxes that apply**

Islington Resident

Non Islington Resident

Islington Resident

Non Islington Resident

Does your child have \*SEND  Yes  No \*Special Educational Needs and/or Disabilities

Are you applying for a Marketed place  Yes  No

The Centre is open from 8.00am to 6.00pm. What are your preferred hours?

8.00am – 6.00pm All Year Round

9.30am to 3.30pm Term Time Only

What are your preferred days?

Monday  Tuesday  Wednesday  Thursday  Friday

Please note: We offer 2, 2.5, 3 or 5 days which must be consecutive beginning or end of week:

- 2 day places - Mon and Tues or Thu and Fri
- 3 day places - Mon, Tue and Weds or Weds, Thu and Fri.
- 2.5 day places - Mon, Tue and Wed morning or Wed afternoon Thu and Fri
- 2.5 day places - Mon to Fri mornings only or Mon to Fri afternoons only

Child's Ethnic Origin (Please indicate on the back of this form)

Parent's Signature Date

<b>LBI CODE</b>		<b>DFES EXTENDED CODE</b>	<b>LBI CODE</b>		<b>DFES EXTENDED CODE</b>
British White	(E1)	English (WENG)	Black Other	(E10)	Black European (BEUR)
		Scottish (WSCO)			Black North American (BNAM)
		Welsh (WWEL)			Black Other (BOTB)
		Other White British (WOWB)			Any Other Black Background (BOTH)
Other White	(E2)	Albanian (WALB)	Chinese	(E11)	Chinese (CHNE)
		Bosnian-Herzegovinian (WBOS)			Hong Kong Chinese (CHKC)
		Croatian (WCRO)			Malaysian Chinese (CMAL)
		Greek (WGRK)			Singaporean Chinese (CSNG)
		Greek Cypriot (WGRC)			Taiwanese (CTWN)
		Greek / Greek Cypriot (WGRE)			Other Chinese (COCH)
		Gypsy / Roma (WROM)	Mixed Ethnicity	(E12)	White & Black Caribbean (MWBC)
		Irish (WIRI)			White & Black African (MWBA)
		Kosovan (WKOS)			White & Asian (MWAS)
		Italian (WITA)			Any Other Mixed Background (MOTH)
		Portuguese (WPOR)			White & Pakistani (MWAP)
		Serbian/Yugoslavian (WSER)			White & Indian (MWAI)
		Traveller of Irish heritage (WIRT)			White & any other asian background (MWAO)
		White Eastern European (WEEU)			White & Chinese (MWCH)
		White European (WEUR)			White & any other background (MWOE)
		White Western European (WWEU)			Asian & Black (MABL)
		Other White (WOTW)			Asian & Chinese (MACH)
		Any Other White Background (WOTH)			Asian & any other background (MAOE)
Turkish (3)	(E3)	Turkish (WTUK)			Black & Chinese (MBCH)
		Turkish Cypriot (WTUC)			Black & any other background (MBOE)
		Turkish / Turkish Cypriot (WTUR)			Chinese & any other background (MCOE)
Kurdish	(E4)	Kurdish (OKRD)			Other mixed (MOTM)
Bangladeshi	(E5)	Bangladeshi (ABAN)	Other Ethnic Group	(E13)	Afghanistan (OAFG)
Other Asian	(E6)	African Asian (AAFR)			Arab Other (OARA)
		Indian (AIND)			Egyptian (OEGY)
		Kashmiri Other (AKAO)			Filipino (OFIL)
		Nepali (ANEP))			Iranian (OIRN)
		Pakistani: Unspecified (APKN)			Iraqi (OIRQ)
		Pakistani: Kashmiri (AKPA)			Japanese (OJPN)
		Pakistani: Mirpuri (AMPK)			Korean (OKOR)
		Pakistani: Other (AOPK)			Libyan (OLIB)
		Sinhalese (ASNL)			Latin/South/Central America (OLAM)
		Sri Lankan Tamil (ASLT)			Lebanese (OLEB)
		Other Asian (AOTA)			Malay (OMAL)
		Any Other Asian Background (AOTH)			Morrocan (OMRC)
Black Caribbean	(E7)	Black Caribbean (BCRB)			Polynesian (OPOL)
Black African Somali	(E8)	Somali (BSOM)			Thai (OTHA)
Other Black African	(E9)	Angolan (BANN)			Vietnamese (OVIE)
		Congolese (BCON)			Yemini (OYEM)
		Ghanaian (BGHA)			Other Ethnic Group (OOG)
		Nigerian (BNGN)			Any Other Ethnic Group (OOTH)
		Sierra Leonian (BSLN)	Unknown	(E14)	Refused to Say (REFU)
		Sudanese (BSUD)			Information Not Obtained (NOBT)
		African: Unspecified (BAFR)			
		Other Black African (BAOF)			

## Receipt of Application Form

### Dear Parents/Carers

Thank you for expressing an interest in your child having a place at

**Child's Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

### How to apply for a place

Please fill in the attached application form and return it to the Centre on \_\_\_\_\_ at \_\_\_\_\_. At this time there will be a member of staff available to show you around the Centre, answer any questions and help you fill in the form if required.

### How does the Centre allocate places?

Places are offered to children on the applications list according to the Council's admission policy, which is available on request. It is very important that the information on your application form is accurate as this is used when allocating places at the Centre. Please inform the Centre if your circumstances change. It is particularly important that we know if you have:

- **changed address**
- **started working or studying**
- **stopped working or studying**
- **changed your working/studying hours**
- **are entitled to Working or Childcare Tax Credits**

(Please note we only offer 2, 3 or 5 days which must be consecutive beginning or end of week i.e. For 2 day places Mon and Tues or a Thu and Fri. For 3 day places Mon, Tue, Weds or Weds, Thu, Fri)

### How will I know if my child has a place?

The Centre will contact you by phone and/or post if your child is allocated a place. You will be invited to a meeting and requested to provide evidence such as proof of residence in the borough, work/study details and income details of both parents. A place will be given to your child only if all the information requested at this meeting is produced.

### What happens if I am not contacted?

We cannot guarantee that your child will be offered a place at our Centre. If the Centre does not contact you then assume that your application has been unsuccessful, but will continue to be considered at each future allocation meeting.

Admissions are on a rolling cycle therefore once a child has a birthday and there is a place to move into their place is then allocated, all applications are considered, and the aim is to fill projected vacancies. It is not possible to give indications as to the availability of places in advance of allocation. For this reason, please do not contact the Centre regarding your application except to update information.

We would advise you to seek information about all the under five's provision in your area, by contacting the children's information service 020 7527 5959 or [www.islington.gov.uk/childrens/information](http://www.islington.gov.uk/childrens/information)

### What is a Marketed place?

A limited number of places are offered at the full non subsidised charge to higher income parents. Parents who are not resident in Islington are eligible for consideration for these places. Ask the Head of Centre for details.

The centre has a duty to safeguard children and follow child protection procedures as set out in 'Working Together to Safeguard Children', 2018. Further information is provided in the centre's safeguarding policy.

LBI will handle the information you have provided in line with the provisions of the Data Protection Act 2018. Further information can be found here: <https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice/children-employment-and-skills-privacy-notice>

Under the Data Protection Act you have the right to make a formal request verbally or in writing for access to personal data held about you or your child.

Islington also has a duty to protect public funds it administers, and to this end it may use the information you have provided for the prevention and detection of fraud.

For more information please contact the Council's Data Protection Officer on 020 7527 2000 or email [contact@islington.gov.uk](mailto:contact@islington.gov.uk) or visit: [www.islington.gov.uk/legal](http://www.islington.gov.uk/legal)

Signature of Executive/Head of Centre \_\_\_\_\_ Date \_\_\_\_\_

Please keep this letter for your reference and proof of the application.