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Early years application form 2025

Early years application form – September 2025

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. \*Course participation and funding details will be required for students. For information about free early learning and childcare, go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s name | Date of birth | Girl | Boy |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Parent 1 | Parent 2 |
| Name |  |  |
| Address |  |  |
| Postcode |  |  |
| Phone |  |  |
| Email |  |  |
| Place of work/study |  |  |
| Address |  |  |
| Phone |  |  |
| Days/hours work/study |  |  |
| \*Student – course dates |  |  |
| Islington resident? Y/N |  |  |

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**Places**

|  |  |
| --- | --- |
| Does your child have special educational needs and disabilities? Y/N |  |
| Are you applying for a marketed place? Y/N |  |
| Does your child have a sibling at this nursery, or another one? Y/N  If yes, please tell us the name of the nursery. |  |

We offer 2, 2.5, 3 or 5 days which are consecutive at the beginning or end of the week:

* 2-day places - Monday and Tuesday or Thursday and Friday
* 3-day places - Monday, Tuesday and Wednesday; or Wednesday, Thursday and Friday
* 2.5-day places - Monday, Tuesday and Wednesday morning or Wednesday afternoon Thursday and Friday (for free entitlements, term-time only)
* 2.5-day places – Monday-Friday mornings or afternoons only (for free entitlements term-time only)

**Please indicate below which place you would like;**

|  |  |  |  |
| --- | --- | --- | --- |
| Places | Under 2-year-olds | 2-year-olds | 3- and 4-year-olds |
| 8am to 6pm, all year round 2, 3 or 5 consecutive days |  |  |  |
| 9.30-3.30, 30 hours Government funded term time only | Not available | Not available |  |
| 15 universal hours for 3 and 4 year olds | Not available | Not available |  |
| 20 hours Government funded – Stretched offer 49 weeks Over two days | Monday and Tuesday | Monday and Tuesday | Not available |
| Thursday and Friday | Thursday and Friday | Not available |
| 15 hours early learning for families receiving additional forms of support | Not available |  | Not available |

If you are eligible for 15 hours for parents with additional government support, and 15 hours for eligible working families, please tick here’q

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**What are your preferred days**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| **Option 1** |  |  |  |  |  |
| **Option 2** |  |  |  |  |  |

|  |
| --- |
| Please insert any comments you have about the place you would like below: |
|  |

**How did you hear about free early education and childcare?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Word of mouth | Social media | Website | Banner outside | Leaflet or poster | Speaking to a professional |
|  |  |  |  |  |  |

**What is your child’s ethnicity?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ABAN** | Bangladeshi | **BOTB** | Black other | **MOTH** | Mixed other | **WOTH** | White other |
| **AOTA** | Asian other | **BSOM** | Black Somali | **OKRD** | Kurdish | **WTUK** | White Turkish |
| **BAOF** | Black African other | **CHNE** | Chinese | **OOEG** | Other ethnic group | **REFU** | Prefer not to say |
| **BCRB** | Black Caribbean | **MWBC** | Mixed White and Black Caribbean | **WBRI** | White British | Please enter any further information below | |

Please circle those that apply below; (If you wish to give more information there is a more detailed list available on request).

|  |  |
| --- | --- |
| Parent signature/s | Date |
|  | |

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Dear Parents/Carers

Thank you for applying for a place for your child at: [Name and phone number of Centre]

|  |  |
| --- | --- |
| Child’s name | Date of birth |
|  |  |

#### How does the Centre allocate places?

Places are offered to children on the applications list according to the Council’s Admissions policy, which is available on request or [online](https://www.islington.gov.uk/children-and-families/childcare-and-early-education/find-childcare). 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 Universal Credit

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

Places are allocated on a rolling cycle throughout the year. Your child will be considered every time there is an allocation of vacant places relevant to your child’s age. A place may not always be available when you need it but we do our best to accommodate all parents’ needs. We are not able to contact those who have not yet been allocated a place but you are welcome to call us for an update.

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

You can seek further information about the full range of under-five’s provision in your area, by contacting the Family Information Service, 020 7527 5959, fis@islington.gov.uk [www.islington.gov.uk/fis](http://www.islington.gov.uk/fis)

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#### Safeguarding

The centre has a duty to safeguard children and follow child protection procedures as set out in ‘Working Together to Safeguard Children’2025. Further information is provided in the centre’s safeguarding policy

#### Data Protection

LBI will handle the information you have provided in line with the provisions of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act (DPA) 2018

For further information about how London Borough of Islington processes personal data, including the lawful bases we rely upon, how to exercise you or your child’s data subject rights and how to make a complaint, please see our full privacy notice on our website [www.islington.gov.uk/privacynotice](http://www.islington.gov.uk/privacynotice)

If you have any data protection queries or require further information, please feel free to contact our Data Protection Officer, c/o Information Governance Team, London Borough of Islington, 3rd floor, Laycock Wing, 222 Upper Street, N1 1XR, or by email at [dp@islington.gov.uk](mailto:dp@islington.gov.uk)

|  |  |  |
| --- | --- | --- |
| Executive/Head Name | Executive/Head Signature | Date |
|  |  |  |

Please keep this as a receipt of your application.

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