

# Education, Leisure and Housing

## Placing Request Application Form

### Early Learning and Childcare

Session 2019/20



Please complete in BLOCK CAPITALS.

#### Child's Details

<b>Full Name:</b>			
<b>Date of Birth:</b>		<b>Gender:</b>	Male. <input type="checkbox"/> Female. <input type="checkbox"/>
<b>Are you completing a form for any other children?</b>	Yes. <input type="checkbox"/>	No. <input type="checkbox"/>	
<b>Year Group:</b>	First Year of Early Learning and Childcare.	<input type="checkbox"/>	
	Second Year of Early Learning and Childcare.	<input type="checkbox"/>	

#### Parent/Carer Details

<b>Title:</b>		<b>Full Name:</b>		
<b>Address:</b>				
<b>Telephone Contacts:</b> (in priority order.)	<b>1.</b>		<b>Postcode:</b>	
	<b>2.</b>		<b>Email:</b>	
	<b>3.</b>			

#### Requested Early Learning and Childcare Setting

<b>Setting Requested:</b>	
<b>Catchment Setting:</b>	
(This is the designated setting for your child's address, leave blank if unknown.)	

#### Support with English Language – for children whose first language is not English

<b>What is the first language of your child?</b>			
<b>Does your child need support with English language?</b>	Yes. <input type="checkbox"/>	No. <input type="checkbox"/>	

## Reasons for Application

Please explain why you wish your child to attend requested setting.

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## Sibling(s) Attending Setting/School

Please give details of any brothers and sisters already attending the requested setting/school.

Full Name:	Year/Stage on Requested Start Date:

## Declaration

I declare that the information provided above is correct. I understand that failure to provide accurate information may result in my child's application being refused.

Signature of Parent/Carer:		Date:	
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Please complete and return this form by email to: [elc@orkney.gov.uk](mailto:elc@orkney.gov.uk) or send to Karen Walter, Education Resources Manager, Education, Leisure and Housing, Council Offices, Kirkwall, KW15 1NY.

## The Data Protection Act

The information on this form is processed electronically for administrative purposes and is subject to the terms of the Data Protection Act 1998.

## For Office Use Only

Date Received:		Reference:	
Outcome:		Date Letter Sent:	
Comments:			