

Education, Leisure and Housing

Split Placing Request Application Form

Early Learning and Childcare

Session 2019/20



Please complete in BLOCK CAPITALS.

Child's Details

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

Parent/Carer Details

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

Requested Early Learning and Childcare Setting

Setting 1:	
Setting 2:	
(Please also note the number of hours you would like in each setting.)	

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

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

Reasons for Application

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

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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 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:			