

**Golden Lane 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 will be required in the case of students.

**Child's Details**

|  |                             |   |
|--|-----------------------------|---|
| <b>Child's Name:</b> _____   | <b>Date of Birth:</b> _____ | <b>Gender:</b> <input type="checkbox"/> Girl <input type="checkbox"/> Boy |
| Does your child have *SEN: <input type="checkbox"/> Yes <input type="checkbox"/> No  |                             | <b>Child's Ethnic Origin:</b> _____                                       |
| *Special Educational Needs   |                             |   |
| <b>Any sibling(s) at Golden Lane Children's Centre or Prior Weston:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |   |
| Name of sibling & Date of Birth? _____   |                             | Name of sibling & Date of Birth? _____                                    |

**Parent Details**

|  |  |
|--|--|
| Name: _____<br>Address: _____<br>_____<br>Postcode: _____<br>Phone: _____<br>Email: _____<br>Islington Resident <input type="checkbox"/> City Resident <input type="checkbox"/> Other <input type="checkbox"/> | Name: _____<br>Address: _____<br>_____<br>Postcode: _____<br>Phone: _____<br>Email: _____<br>Islington Resident <input type="checkbox"/> City Resident <input type="checkbox"/> Other <input type="checkbox"/> |
| Place of work/study: _____<br>Address: _____<br>_____<br>Postcode: _____<br>Phone: _____<br>Days and hours at place of work/study: _____   | Place of work/study: _____<br>Address: _____<br>_____<br>Postcode: _____<br>Phone: _____<br>Days and hours at place of work/study: _____   |

**The Centre is open from 8.00am – 6.00pm**

**For UNDER 3's** please note **we offer 2, 3 or 5 day places** all year round, which must be **8.00am – 6.00pm** 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)

Please indicate below which days you would prefer:

- 5 days (Monday - Friday)
- 2 days (Monday – Tuesday)     **OR**    2 days (Thursday – Friday)
- 3 days (Monday – Wednesday)     **OR**    3 days (Wednesday – Friday)

**For OVER 3's** please note we offer both **all year round, as above, or term time only places**

**Term time only places**

**15 hours or 30 hours** over a period of **5 days**. 15 hours will either be Monday, Tuesday 9.30-3.30 and Wednesday 9-12 or Wednesday 12.30-3.30 and Thursday, Friday 9.30-3.30.

Please indicate below which hours you would prefer. You are able to purchase additional hours if needed

- Mon- Wed (2.5 days)     Wed- Fri (2.5 days)     **OR**    9:30 - 3:30

Would you consider a Marketed Place? \*  Yes  No

Ideally when would you like the place to start from \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Receipt of Application Form

Dear Parent/Carer

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

Golden Lane Children's Centre

Tel: 020 7786 4800

**Child's Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

### How to apply for a places?

Please fill in the attached application form and return it to the Centre. Every Friday at 10:00am 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. **We do not operate a waiting list.** 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

### 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 (if specified on centre application) 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.

### Admission

Admissions are on a rolling cycle therefore once a child has a birthday and a place becomes available, 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.

### Family Information Service

We would strongly advise you to seek information about **all the under five's provision** in your area.

Family Information Service gives free, impartial information, advice and guidance about services for children, young people and families in Islington.

You can contact the Family Information Service helpline on **020 7527 5959** or [www.islington.gov.uk/fis](http://www.islington.gov.uk/fis). The helpline is open from 9am to 5pm, Monday to Friday. Outside those times you can leave a message and they will get back to you. You can also email [fis@islington.gov.uk](mailto:fis@islington.gov.uk)

### \*What is a marketed place?

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

London Borough of Islington will handle the information you have provided in line with the provisions of the Data Protection Act. Any personal information will be held in confidence with only the necessary people able to see or use it. Under the Data Protection Act you have the right to make a formal request in writing for access to personal data held about you or your child.

Islington has a duty under the Children's Act 2004 to work with partners to deliver and improve services to children and young people in the area. Therefore Islington may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people. Islington also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud.

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

**Application received by** \_\_\_\_\_

**Date** \_\_\_\_\_