# COL_LOGO_2COL_BLK_RGB_HIChildcare Accessibility Scheme

# Application Form

This form is to be completed by the childcare provider and the family, ideally, as part of the admissions process for the family joining the setting.

The provider should retain the completed form and send a copy to the Education and Early Years Service at Guildhall along with copies of the supporting evidence.

In order to confirm their eligibility for the scheme the setting must provide the following evidence:

**Cohort 1a: Children whose welfare/development gives cause for concern**

* Report from professionals (e.g. Health Visitors, Children’s Centres, Early Years Setting’ Managers, Midwives and GPs) explaining the child’s/family’s needs and the expected impact this additional funding would have.

This should include:

* + A brief description of the child’s developmental level: physical skills and abilities, emotional well-being and communication
	+ A brief description of the parents’ current mental health, skills, responsibilities and circumstances
	+ A brief description of housing conditions
	+ Evidence of any child protection/safeguarding issues, including those subjects to public law interventions
	+ The expected impact this additional funding would have on the child and/or family outcomes:
		- To learn parental skills and employability options
		- To improve bonding and attachment
		- To increase home learning abilities
	+ What has been planned to support this child and family, the timescales for the action plan and a comment on the parents’ ability or willingness to engage with services

**Cohort 1b: Children with additional needs but not qualifying for an Education Health and Care (EHC) plan**

* 2 recent IOPs (Individual Outcomes Plan) clearly showing the graduated approach and the impact this has had on the child.
* What is the intended purpose of offering a childcare place and how this is expected to impact on improved outcomes for the child and family, such as:
* To improve bonding and attachment
* To increase home learning abilities
* To have time for respite

**Cohort 2: Top up childcare funding**

* Evidence of their course, employment including salary and or any associated course costs *(eg course acceptance letter and associated termly fees, offer of employment letter including details of salary)*
* Evidence of outcome of Care to Learn application (if age applicable)
* Proof of current government benefit entitlements such as Tax Credits, Universal Credits, Housing Benefit *(HMRC award letter, JCP award letters)*
* 3 months payslips (if applicable) as proof of income. Applications will be processed if newly employed, however payslips must be submitted on a weekly/fortnightly/ monthly basis until the 3 months threshold is met. Funding will be withdrawn if payslips are not submitted.
* Most recent P60
* Proof of childcare costs *(eg letter from nursery outlining monthly costs and method for securing the place eg payment of deposit*). (the parents/carers will send these in by post or request a face to face interview)
* Proof of residency of parent/carer and child
* Bank account statements displaying savings accounts (the parents/carers will send these in by post or request a face to face interview)

Only when copies of the form and evidence has been received will the City of London make any payment under the scheme.

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| Comments from professionals to support application (criteria 1a and 1b): |

|  |  |
| --- | --- |
| **Name of provider** |  |

|  |  |
| --- | --- |
| **Child’s full name** |  |
| **Date of birth** |  | **Age on joining** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of claim** |  | Cohort 1a |  | Cohort 1b |  | Cohort 2 |  |

|  |  |
| --- | --- |
| **Tick this box if this application is from a single parent family**  |  |

|  |  |
| --- | --- |
| **Address** |  |
| **Number of children in the family:** |

|  |
| --- |
| **Childcare required** |
| **Day**  | **Mon** | **Tue** | **Wed**  | **Thur** | **Fri** |
| **Hours required** |  |  |  |  |  |
| **Total hours per week required** |  |

**Annual income (for cohort 2)**

|  |  |
| --- | --- |
| **Parent 1** | **Parent 2** |
| **Proof of annual earnings received?**  |  | **Proof of annual earnings received?** |  |
| **Parent’s gross income per year:**  | **Parent’s gross income per year:**  |

|  |  |
| --- | --- |
| **Other sources of income (including savings)****(evidence must be provided)** |  |

|  |  |
| --- | --- |
| **Family’s total household income per year**  |  |

**Declaration**

I/we certify that to the best of my/our knowledge, the information given o this form is correct and complete.

I/we understand that any false or misleading information provided or any failure to disclose any required relevant information or unexplained discrepancies will make the application null and void.

I/we agree to notify the nursery of any changes in our place of residence, employment or income which may affect eligibility for assistance through the Childcare Accessibility Scheme

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| --- |
| Parent 1Signature:Print Name: Date:  |

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| --- |
| Parent 2Signature: Print Name: Date:  |

|  |
| --- |
| Setting’s name and address:Name:Job role:Signature:Date: |

**Data Protection**

The City of London Corporation is a data controller, and processes personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. For full details of how and why the City of London Corporation processes personal data, please refer to the full privacy notice at [www.cityoflondon.gov.uk/privacy](http://www.cityoflondon.gov.uk/privacy). Alternatively, you can request a hard copy. Please direct all data protection queries to the information compliance team.