

Blaenau Gwent County Borough Council

Key Worker Childcare Application



Guidance – please read the information contained within the following link carefully before completing the form:
<http://gov.wales/5-things-you-need-know-sending-your-children-school-or-childcare>

Please ensure that you only make this application if there are no other childcare options available to you. This childcare is a last resort for those who really need it.

I have read and understand the information contained within this link (please tick before proceeding with the application)

Eligible parents can apply for a place for childcare provision that will begin on Monday, 6th April 2020.

Eligibility is based on:

- Single parents who are employed as specific key worker
- Where both parents are employed as specific key workers – **we will not accept applications where only one parent in a two-parent household is a key worker.**
- *Please note, we will consider key workers whereby there are exceptional circumstances on a case by case basis i.e. if your role is critical to maintaining frontline services during the COVID-19 outbreak and you have no other childcare option.*

Due to the limited capacity of schools, initially places will only be considered for the following key worker groups:

- Health and Social Care
- Education and Childcare
- Public Safety and National Security
- Key Public Service Workers

Once there is a clear understanding of demand and availability of places, other key worker groups will be considered.

Schools will **not** be delivering formal learning but open as repurposed hubs to assist with the care of the children of key workers.

Places should not be requested for children who, based on Public Health Wales advice, should be self-isolating or socially distancing.

Applications will be reviewed every 2 weeks to ensure that childcare provision is definitely required and that we have available places.

The second application round will open via the Blaenau Gwent County Borough Council Website from 2pm Tuesday 31st March, until 2pm on Thursday 2nd April 2020.

Applications will require a quick turnaround in order to secure places.

Parents will be contacted upon receipt of a completed, eligible application with further details of the provision available from **Monday 6th April 2020 for 2 weeks only.**

- This application form is for Key Worker applying for a childcare place during the next 2 weeks only. Please contact the Education Transformation team via schooladmissions@blaenau-gwent.gov.uk if you require any further information or assistance.
- Before filling in this form, you should read the attached guidance notes.
- Please answer all questions, **ensuring that you sign the form.**
- Should you require any assistance in completing this form, or any clarification of the admissions process, please contact the Education Transformation team via schooladmissions@blaenau-gwent.gov.uk

Section A:

1. Child's full legal name:
2. Child's full chosen name (if different from above):
3. Child's date of birth: Male Female
4. Child's home address:
 Postcode:
5. Child's current year group

For the purpose of this application, the Council will consider the child's home address to be the place where the child permanently resides for the majority of the school week. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/carers, the place of residence of the person who received Child Benefit will be considered the child's home. Please note that the Council will undertake thorough residency checks and reserves the right to request independent confirmation of the child's address. Parents / carers may be asked to supply additional documentation to support their application.

Section B:

1. Full name of parent/carer:
2. Parent/carer: (if different from above)
 Postcode:
Tel. number: Mobile number:
Email Address:
National Insurance Number
Name of employer
Staff identification number
Line Managers contact details
Post/position held within the eligible sector
3. Is this application for a child who is currently under the care of a local authority? Yes No
If yes, which local authority?
Social Worker's full name: Signature:

**As the Social Worker for the above named child, I confirm that after consideration, the first preference school named in Section D is the most appropriate to meet the needs of this child.*

Section C:

1. Does your child have a statement of Special Education Needs? Yes No
If yes, which school is named on the statement?
2. Will your child require any additional support with English translation / interpretation? Yes No
3. Does your child have Additional Learning Needs? Yes No
If yes, please provide further information:
4. Is your child a Service child (parent/s currently serving or have served within the past Six years in Army, Navy, RAF or as a Reservist)? Yes No

Section D (i):

Please select the primary eligibility criteria detail below, I am eligible due to my current employment within:

1. Health and social care
2. Education and childcare
3. Public safety and national security
4. We will consider Key Workers whereby there are exceptional circumstances on case by case basis i.e. if your role is critical to maintaining frontline services during the COVID-19 outbreak. If you fall into this category, please provide a detailed case below:

Section D (ii)

Please select the secondary eligibility criteria detail below **(please ensure to select either 5 or 6, and then both 7 and 8 or your application will not be processed)**:

5. Both parents work in the service(s) identified above and we require childcare to be able to continue to work
6. I live in a single parent household where and I work in the service identified above and require Childcare to be able to continue work
7. My child resides in Blaenau Gwent
8. My child is aged between 4 and 13 (up to 14 years), or 4 to 19 years if attending a special school

Section E:

Please provide details of any special medical circumstances relating to your child:

Section G:

1. Name, address and telephone number of current school:

2. Has the child recently arrived from outside the UK? Yes No

Country arrived from:

Date of arrival in the UK:

First language:

Ethnicity:

3. Which days and times do you require the provision over next 2 weeks (if other, please specify)

Week 1

Monday Yes No Time Required 8am – 6pm 9am – 3pm Other

Tuesday Yes No Time Required 8am – 6pm 9am – 3pm Other

Wednesday Yes No Time Required 8am – 6pm 9am – 3pm Other

Thursday Yes No Time Required 8am – 6pm 9am – 3pm Other

| | | | | | | | | | | | |
|-----------|-----|--------------------------|----|--------------------------|---------------|-----------|--------------------------|-----------|--------------------------|-------|--------------------------|
| Friday | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Time Required | 8am – 6pm | <input type="checkbox"/> | 9am – 3pm | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Week 2 | | | | | | | | | | | |
| Monday | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Time Required | 8am – 6pm | <input type="checkbox"/> | 9am – 3pm | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Tuesday | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Time Required | 8am – 6pm | <input type="checkbox"/> | 9am – 3pm | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Wednesday | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Time Required | 8am – 6pm | <input type="checkbox"/> | 9am – 3pm | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Thursday | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Time Required | 8am – 6pm | <input type="checkbox"/> | 9am – 3pm | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Friday | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Time Required | 8am – 6pm | <input type="checkbox"/> | 9am – 3pm | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Section H:

Supporting evidence and verification (please tick all relevant statements):

- For the purpose of this application, I give my consent for the Council to refer to my Council Tax records.
- I confirm that I am in possession of the following documentation that I could provide to Local Authority:
 - A copy of the child's birth certificate
 - Council Tax and/or utility bill
 - Last 3 months wage slips from the eligible employer/or evidence of an identity badge/photo I.D.

PRIVACY NOTICE: The Council will process your personal data in accordance with Data Protection Legislation. For more information and access to privacy notices outlining how the Council handles your personal data, please go to the Data Protection section of the Council's [website](#).

Section I:

DECLARATION: I declare that I am the above named child's parent/legal guardian, having parental responsibility for the child, and that the information I have provided is accurate and complete, to the best of my knowledge. I understand that my application will be processed in accordance with the Council's eligibility criteria and guidance detailed above.

By signing this application form:

- *I declare that all parents in my household work in the priority services identified above as a priority and I require childcare support to be able to continue to work.*
- *I will inform Blaenau Gwent County Borough Council if my circumstances change that may impact upon my eligibility for the offer.*

I understand that:

- *Blaenau Gwent County Borough Council will be checking my documentation for eligibility and I may be asked to produce further evidence of eligibility. If I am found to be ineligible, the offer of care for my child will be formally withdrawn.*
- *The information that I provide will be used by Blaenau Gwent County Borough Council to compare my application with the eligibility criteria. It could also be used for statistical analysis purposes. Information will be shared within Blaenau Gwent County Borough Council and processed in accordance with the Data Protection Act 1998 and any amendments to that Act.*
- *My eligibility for childcare provision will be reviewed every two weeks whilst the emergency childcare provision offered is available.*
- *The offer of a childcare place is not available until confirmed by Blaenau Gwent County Borough Council.*

Allegations of fraudulent claims will be investigated and places may be withdrawn, if parents have knowingly provided false information in order to obtain a place for their child.

I consent I do not consent for the Council to refer to my Council Tax records.

Pleas tick to confirm your signature:

PRINT and sign full name:

Relationship to child:

Date:

CHECKLIST for parents / carers:

- Have you considered the correct application form? This application form is for parents who have moved into the area and wish to apply for a school place for their child; or by a parent who wishes to change their child's current school within Blaenau Gwent. Please contact the Education Transformation team via 21stcenturyschools@blaenau-gwent.gov.uk if you require a different application.
- Do you have parental responsibility for the child for whom the application is being made? If no, please ask the person with parental responsibility to complete and sign the application form. If you have parental responsibility but are not the parent, have you provided the relevant evidence of this in support of the application? An acceptable form of evidence for this purpose would be a copy of any legal document awarding parental responsibility to the adult making the application.
- Have you answered all questions fully and to the best of your knowledge? Failure to answer all relevant questions may result in a delay to the processing of your application.
- Have you given permission for the Education Transformation team to refer to your Council Tax record? If not, have you provided acceptable physical evidence as detailed in Section H?
- Do you have all of the relevant document (s) within your possession?
- Have you signed the application form?
- Please note that it is the parent/carer's responsibility to ensure that the Council received your completed application