ELC Online Application Guide

EARLY LEARNING AND CHILDCARE SERVICES

Table of Contents

Introduction to the Online Application System

You can now apply for an Early Learning and Childcare place in a Perth and Kinross Council School or Early Childhood Centre online. Applications for placements with funded providers can be made direct to the setting. Please refer to the Council's current [2021/22 Nursery Policy and Guidelines](#) before completion.

All 3-5-year olds have access to 1140 hours of fully funded childcare, up to 30 hours per week.

Eligible 2-year olds will also have access to extended funded hours. Please visit the [Strong Start page](#) (need new link) for more information on these placements.

All will need to complete an application http://my.pkc.gov.uk/service/ELC_Apply

- Returning children wishing to keep their current placement will need to confirm that they wish to retain – no need for birth certificate upload but please keep at hand when applying as you will need to provide information from it.
- Returning children wishing to change their placement will need to apply for a new pattern of attendance – no need for birth certificate upload but please keep at hand when applying as you will need to provide information from it. You should have your council tax bill to hand but the majority of council tax information can be automatically verified online.
- New children or children changing setting will need to complete the full application and upload a photo / scan of their birth certificate. You should have your council tax bill to hand but the majority of council tax information can be automatically verified online if you are currently named on the account.

Please note that initial registration will close on 12 February 2021. Applications received after this date will still be considered but will not be included in the initial allocation of places.

We recommend that this application form is completed on a computer or tablet. The form will work on a mobile phone, but please note that you may need to scroll on the side of your screen to see all relevant questions.

Before You Start – What Documents Will I Need?

We may need a photograph or scanned copy of the following documents:

- **Birth Certificate:** We will need the Birth Certificate Number for all applications. If the Birth Certificate is Scottish, this will be the District number / Year / Entry number and can normally be found in the top right corner.

  If the child is not currently attending the early years setting you are applying for, we will also need a scanned copy or photo of their Birth Certificate. This should clearly show the child's name and date of birth.

  If you do not have the Birth Certificate, we can accept a passport or else you will need some other proof of Date of Birth. Copies of Perth and Kinross Birth Certificates can be requested here.

- **Proof of address** – You should have your current Council tax bill to hand and may need to upload a scanned copy or photo. This should clearly show your name and address. You should have your council tax bill to hand but the majority of council tax information can be automatically verified online if you are currently named on the account.

  You may also need a scanned copy, photo or screenshot of a current utility bill, e.g. gas or electricity if you are not currently named on the household Council Tax bill.

- **Benefit Eligibility –** If you are applying for a Strong Start 2-year old placement you should have a photo / scan / screenshot of the relevant benefit information.

Please note that if your evidence documentation is incorrect or incomplete, this may delay your application.

Logging in to the ECS Online Application

You are able to apply through the system on: http://my.pkc.gov.uk/service/ELC_Apply.

You may have already set up a MyPKC account. If so, please log in. If you do not have an account, you will still be able to continue without an account.

Before you begin

You can continue with your request without creating an account by clicking on the 'continue without an account' link below (with the exception of Recycling Centre permits, Education Maintenance Allowances, School lets bookings and Music tuition where logging in with an account is required) .

By registering or logging in with an account, you can manage your requests with the ability to view the status of current requests. Creating an account will also save you time with auto-completion of your contact information when completing forms.

Registration only takes a few minutes - all you need to get started is an email address.

**◄) Log in / register**

or, continue without an account

Starting Your Application

On the Introduction page you will see general information and the link to the current 2021/22 Nursery Policy and Guidelines a list of what documents you may need to complete your application. Click "Next" to start your application.

The first question asks for the child's details, please enter a date of birth between 18/08/2016 and 29/02/2020.

Strong Start 2year old Application

If your child will be two years old on or after August 2021, the form will ask if you would like to apply for a Strong Start placement. If the answer is yes, please complete the section on which benefits eligibility you qualify under and upload a photo / scan / screenshot of the eligibility document. Please note that we need to see full documents / screen shots as the number we need to see may be hidden in a paragraph. For Universal Credit, this amount is likely to be found under "Other support you may be able to get".
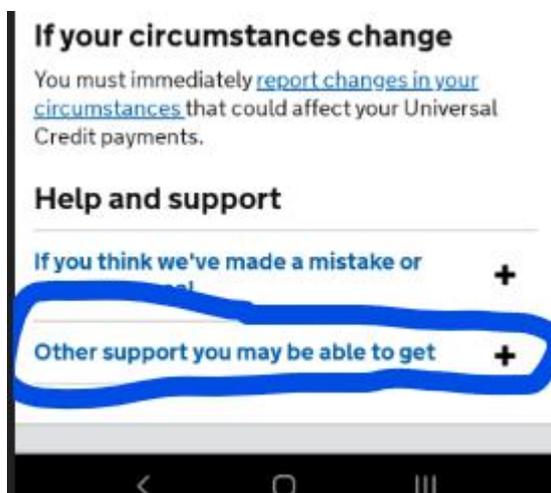
You will also be asked to submit your child's birth certificate details on this page.

If you do not have a birth certificate to hand but do have a passport, please select "Other" and put the passport number in the box.

Retaining Provision

If your child is currently attending a PKC ELC setting, after inserting their details, this should pull up their current placement. You will then be asked if you wish to apply for the setting your child currently attends. If you wish to apply for a different setting you will be moved to the New / Returning Child portion of the application form.

If you select yes, that you wish to apply for your current setting, you will then be asked if you wish to continue your child's current days / week pattern.

If you select yes, you will then be asked to complete your own personal information and you can submit your application. This is the end of the application form and will be taken as a declaration of your wish to retain.

If you say that you do not wish to continue the current pattern, you will then be moved to the New / Returning Child portion of the application form and will be asked to select up to three choices.

If you are a retaining child and the system did not match the details, you will have been taken to the New / Returning Child portion of the application form. Amend your details and try again or complete the full application.

New / Returning Children

Is Your Child Currently Attending the Early Years Setting You are Applying For, or do they have an accepted placement due to start January 2021 or April 2021?

If the answer is no you will need to upload a copy of your child's birth certificate. This can be a scan or a photo. Please make sure that the child's name and date of birth is clear.

If the answer is yes there is no need to upload a copy of the Birth Certificate.

The form will ask if the child is attending more than one local authority setting (not including funding providers e.g. private nurseries).

If the child isn't attending more than one setting you will be asked where they currently receive their ELC provision, please select from the drop-down box. Once completed please select "Next" to continue.

Proof of Address
You will now see a section to insert Parent/Carer details. Please make sure you insert the name that appears exactly on your council tax bill so that the system can check the records. If you have logged in with a MyAccount, your address may have already pulled through. If this is not your current address, please update this in your MyAccount or you can restart your application without logging in to your account.

Council Tax Bill
If you are not the named person on the council tax bill or we couldn't match your details, you will be asked to upload a copy of your council tax bill and a recent utility bill. This can be a scan, photo or screenshot. Please make sure that the name and address are clear. Once you have done this please select "Next" to continue to "Choices".

List of School Nurseries Within your ELC Locality

To see a list of school nurseries within your ELC locality click on 'Click Here to Add a Choice' button. The schools listed will be in your local ELC area. You will be given a higher admission priority in the settings listed but you can apply to any setting you choose. Beside each school in your ELC locality there will be a denotation please see key below for clarification.

* Term time   ¬ Term time (Gaelic)

^ Extended year   ~ Full year

Information about Placement Types

Please click the button to view placement information and then select whether you would like 38 week (Gaelic), 38 week (Term Time) 45 week or 50 weeks. You will then be given a chance to select a nursery from the drop-down box.

Click here to view placement information ✓

Placement options

Option	Weeks per year	Hours per week	Sessions	School holiday entitlement			
				Spring	Summer	October	Christmas
Term time	38 *	30	5 x 6hr sessions 9:00am – 3:00pm (approximately)	None	None	None	None
Extended year	45 ^	26	2 x 8hr sessions 8:30am – 4:30pm And 2 x 5hr sessions 8:00am – 1:00pm or 1:00pm – 6:00pm	1 week	3 weeks	1 week	None
Full year	50 ~	23	3 x 5hr sessions 8:00am – 1:00pm and 2 x 4hr sessions 8:00am – 12:00pm	Yes	Yes	Yes	None

Please note that not all settings offer Extended Year and Full Year placement options

What type of placement are you applying for? *

| 38 week (Gaelic) | ✓ |

38 week (Term time)

45 week

50 week

Select a nursery: *

Select... ▾

✗ Cancel   ✔ Submit choice

Choosing a Pattern of Attendance

Once you have selected your first choice of nursery you can then choose your preferred pattern of attendance. For example, if you select the term time model, but only wish to access Mon-Wed, please select Mon, Tue, Wed. Please also provide an alternate pattern(s) in case your preferred pattern is not available by typing in the box. This should be any information which will help us to

allocate you an appropriate place, e.g. "Flexible but need a Monday and Tuesday" or "N/A" if your first choice provision is not available.

If there are no placement options offered, please wait in case the page is still loading. If you are still not seeing placement options, this may mean that your address is not matching with our system. This is more likely to occur if your address has pulled through using your MyAccount. Please restart your application without logging in and see if that sorts this issue. If not, please email ELCApplications@pkc.gov.uk.

You will then be asked if you want to access part of your 1140 hour entitlement at another setting. Parents/guardians may wish to access their ELC hours as a split funded option. This is available at funded providers and at other Local Authority settings. If the answer is yes, please select whether you wish to split with Private nursery/Childminder/other Authority setting e.g. Dundee or another Perth & Kinross nursery.

Please note that is you are using a mobile phone you may need to manipulate the screen or scroll on the side of the screen to see all questions on the form.

Entitlement Split
If you wish to split your entitlement with funded provider setting/Childminder/other authority setting, please enter the setting name and indicate the child's pattern of attendance at the funded provider setting. Please note that this is not an application for the funded provider setting / Childminder / other Authority. You will need to speak with the setting separately to confirm the child's placement.

If however you wish to split your entitlement with a Perth and Kinross Council setting please select from the drop down box the setting and what pattern of attendance you would like at that setting. This will be taken as an application and you do not need to complete a separate application form. Please note that this is only possible for the term time model.

Submitting Your Application & Creating a Second Choice
Once you are happy please submit the choice using the button at the bottom. You will then be able to see your first choice at the top. To select a second choice, press the submit choice and repeat the above steps. Once you have completed all your choices tick the box to confirm. You can select up to three choices.

How to Correct Mistakes
To edit a choice, select the green pencil in the box beside the choice you wish to change. To delete the choice completely select the red cross beside the choice you wish to delete.

Getting a Decision
A decision on your application will be sent to the email address provided on the form so please make sure this is correct and that you have added ELCApplications@pkc.gov.uk to your contacts to avoid any emails regarding your application going into your spam mail.

Before submitting your application please tick the box to confirm that "I understand that if my home address does not fall into the primary school catchment area, a nursery place in this school does not guarantee a place in Primary 1 or give priority in gaining a place for Primary 1"

Further Help
If you require any help with your application, please contact the school office or contact ELCApplications@pkc.gov.uk