

Covid-19
Childcare Entitlement Application Form
March 2020

On 19th March 2020, the Government issued 'Guidance for schools, childcare providers, colleges and local authorities on maintaining educational provision'. The key principles identified within this document are:

- If children can stay safely at home, they should, to limit the chance of the virus spreading.
- A number of schools are to remain open only for those children who absolutely need to attend.

Some schools and childcare providers will therefore aim to provide care for a limited number of eligible children. Children deemed as eligible are **children whose parents are critical to the Covid-19 response and therefore cannot be safely cared for at home**.

Currently Newport City Council defines parents whose work is critical and identified as 'key workers' to the COVID-19 response are as follows:

- Health and Social Care staff
- Education and Childcare staff
- Public Safety and National Security staff

It is essential to note that many parents working in these sectors may be able to ensure their child is kept at home and if this is the case, these children should remain within the family home and not be allocated a childcare place

To support this, Newport City Council will implement the following:

- Eligible Parents can apply for a childcare placement using this application form and submitting it to school.admissions@newport.gov.uk
- The first application window will close at noon on 23.03.2020 in preparation for provision to commence on 25.03.2020
- The provision is offered to children between Reception and Year 7 (ages 5-12 years of age) or 5-16 years of age if eligible parents have a child attending Maes Ebbw Special School or Ysgol Bryn Derw.
- In order to ensure that the focus is on continuation of core emergency services, initial eligibility will focus on:
 - Single parents who are employed as key workers as defined above
 - Where both parents are employed as key workers as defined above

- Wider keyworker groups and other children will be considered in the coming weeks once the initial provisions are established.
- These applications must be resubmitted every two weeks – to allow those who are currently socially isolating to potentially access a placement
- The applications will be collated by the LA and sent to the cluster hub school. The hub school will contact applicants to inform if a placement has been allocated.
- Please note that some children will need to attend outside of their cluster/school as appropriate due to provision / staff capacity.

Please note that that children who are vulnerable to the virus or exhibiting symptoms or living with family members who are showing symptoms of COVID-19 should not attend any Childcare setting.

Entry to a setting, even if eligible, will be refused if this is the case.

1. Child's Details	
Surname:	Forename:
Name of school where child is currently on roll:	Date of Birth: <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> / <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> / <div style="border: 1px solid black; width: 40px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> </div>
Current Year Group	
Address:	Postcode:
Is the child a 'Looked After' child	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child have Additional Learning Needs (ALN)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide a brief overview:	

Eligibility (please see criteria above)
<p>I am applying for a childcare place for my child aged 5-12 years (aged between 5-16 years if attending a Special School) as I am eligible due to my current employment within the following sectors::</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health and Social Care <input type="checkbox"/> Education and Childcare <input type="checkbox"/> Public Safety and National Security

Parent/ Guardian details			
Forename:		Surname:	
Date of Birth:		National Insurance Number:	
Name of Employer		Staff ID number	
Home address			
Postcode:			
Telephone number:			
Email:			
Line Manager Contact Details:			
How many hours a week (including current overtime) you will require childcare for during the following two week period:			

Further eligibility	
Please tick all statements that apply to you.	
<input checked="" type="checkbox"/>	Both parents within the household work in the services identified above as a priority and we require childcare support to be able to continue to work in these roles
<input type="checkbox"/>	Single parent household where the only parent working is within the services areas identified as a priority above and childcare support is required so I am able to continue to work
<input type="checkbox"/>	My child resides in Newport
<input type="checkbox"/>	My child is aged between 5-12 years (currently in a Reception class through to Year 7) or is aged between 5 – 16 years and attends a Newport Special School (Maes Ebbw School or Ysgol Bryn Derw).

Parental Declaration

I confirm that:

- By signing this application form I declare that all the information I have given is correct. If it is found that any information I have given is incorrect and I do not meet the current criteria for eligibility, I understand that my child will lose their place at an childcare setting they have been allocated to
- 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 Newport City Council if my circumstances change that may impact upon my eligibility for the offer.

I understand that:

- Newport City 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 childcare will be formally withdrawn.
- The information that I provide will be used by Newport City Council to compare my application with the eligibility criteria. It could also be used for statistical analysis purposes. Information will be shared within Newport City Council and processed in accordance with the Data Protection Act 1998 and any amendments to that Act.
- I will be asked to re-confirm that I am eligible for childcare provision once every **two weeks** whilst the emergency childcare provision offered is available.
- The offer of a childcare place is not available until confirmed by Newport City Council staff.

I have read the above and agree with the terms above

Verification

I confirm that I am in possession of the following documentation that I could provide to the childcare provider if I am allocated a place for my child

<input type="checkbox"/>	Copy of child's birth certificate
<input type="checkbox"/>	Council tax / utility bill
<input type="checkbox"/>	Last three months' wage slip from eligible employer (or contract of employment if position held for less than three months) OR
<input type="checkbox"/>	Evidence of identity badge provided by your employer (with photographic ID visible)

Signature and Declaration

By signing this application form you agree to all the terms and conditions herein contained or referred to. If it is found that information you supply is false or inaccurate then the offer for a childcare place would be withdrawn

<input type="checkbox"/>	Please tick this box to confirm you are happy to have your details shared with 'Newport Live' for the purpose of supporting with extended childcare provision outside of 'typical' school hours (evening and weekends)
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I have read the above and confirm that all information provided is correct.

Signature	
Name in BLOCK letters	
Post / Position held within eligible sector	
Date	

Your local cluster hub will inform you of the outcome of your application by email as soon as is practically possible.

Please return the completed application form to the following address:

Email: School.admissions@newport.gov.uk

Please note apologies, this form is not available in Welsh at this current time