

**To:** Education and Children's Services Policy Board

**On:** 1 November 2018

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**Report by:** Director of Children's Services

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**Heading:** Standard Circular 3a - Early Learning and Childcare Admission Policy

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## **1. Summary**

- 1.1. The existing Standard Circular 3a: Early Years Admissions to Pre-five Establishments was approved by the education policy board in November 2014. Standard Circular 3a details the Early Years Admissions policy statement and provides guidance to staff on the implementation of the policy.
  - 1.2. The Scottish Government Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland, published in 2017, set out the Government's policy objective that an increase in the hours of free early learning and childcare would give children the best start in life and support closing the poverty related attainment gap.
  - 1.3. This report advises of the changes to the Early Learning and Childcare Admissions Policy which has been amended to reflect the Scottish Government Blueprint for 2020.
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## **2. Recommendations**

- 2.1. The Education and Children's Services Policy Board is asked to approve the revised Standard Circular 3a: Early Years Admissions Policy to Pre-five Establishments which is attached as an appendix to this report.
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## **3. Background**

- 3.1. The Standards in Scotland's Schools etc. Act 2000, places a duty on local authorities to secure pre-school education for all eligible children (who are defined by Order under the Act) which includes the provision and funding of an additional year of pre-school for children with January or February birthdays, whose parents wish to defer their entry to primary school. The term 'secure' enables authorities to discharge their duty by entering into

arrangements with other suppliers of pre-school education in the private and voluntary sectors.

- 3.2. The duty to provide pre-school education as directed by the Standards in Scotland's Schools etc Act 2000, is well established in Renfrewshire through the provision of places in local authority and approved pre-school education providers in the private and voluntary sector.

Currently, under The Children and Young People (Scotland) Act 2014, children aged 3 and 4 years and eligible 2 year olds are entitled to 600 hours of funded early learning and childcare per annum. Renfrewshire Council has fulfilled this duty. The Scottish Government is committed to increasing the level of entitlement from the current level to 1140 hours per annum by session 2020/21. A phased approach to delivering the increased entitlement over the next three years is to be progressed.

- 3.3 In November 2014 the Education Policy Board approved changes to Standard Circular 3A in order to address the commitments from the Children and Young People (Scotland) Act. The standard circular was amended as follows:

- (i) To give priority allocation to children from workless households over those children who were classified as priority 4 of the admissions policy;
- (ii) The terminology changed from pre-school education to early learning and childcare;
- (iii) Priority 1 was amended to include children who are looked after, under a kinship care order or with a parent appointed guardian; and
- (iv) To include advice on the allocation of flexible provision in relation to the mandatory amount of hours or early learning and childcare.

- 3.5 The current Standard Circular 3A continues to comply with the duty on the local authority to provide early learning and childcare as imposed by the Standards in Scotland's Schools etc. Act 2000 and Children and Young People (Scotland) Act 2014. It also takes account of the Scottish Government guidance outlined in the Education (Additional Support for Learning) (Scotland) Act 2009 and Getting it Right for Every Child. The revision to the standard circular reflects the commitments outlined in the Scottish Government Blueprint for 2020.

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#### **4 Revised Standard Circular 3(a) - Early Learning and Childcare Admission Policy**

- 4.1 A short term working group involving officers from children's services, heads of early years establishments, including local authority and providers on the councils framework to deliver early learning and childcare was established to review and amend the early learning and childcare admission policy and guidance. There was also consultation with colleagues from health, legal and psychological services regarding the revisions.
- 4.2 The revision to the early learning and childcare admissions policy and guidance for staff reflect the commitments outlined in the Scottish Government Blueprint for 2020. The amendments to the policy are as follows:
- (i) Priority 2A has been amended to reflect children with complex or multiple needs, including those children who are born pre-term below 30 weeks.
  - (ii) Priority 2C -gives priority to children and families who are deemed to be in need and requiring a high level of support. This criteria has been amended to provide support to families experiencing acute stress and /or requiring high level of support:

- Children of asylum seekers
  - Refugees
  - Children living in bed and breakfast, transient or who have pattern of homelessness
  - Children of parents who have been looked after and accommodated
- (iii) Priority 3 of the policy has been amended to give priority allocation to children in their pre-school year over children in their ante-pre-school year. Previously children in their pre-school year and ante pre-school year were considered equally. It also now includes a priority allocation for children transferring from English reception classes. The proposed change has been made to help address and support the Scottish Government national commitment to close the poverty related attainment gap.
- (iv) The guidance to staff has been amended to reflect the policy changes as specified above and the implementation of the Scottish Government Blueprint to expand early learning and childcare by 2020.
- (v) Some of the appendices and application forms attached to Standard Circular 3(a) have been updated to reflect the policy change and increased entitlement to early learning and childcare.
- (vi) The local area admissions panel groupings were reviewed in light of 1140 expansion proposal and range of service types and models available in each admission panel geographical areas. Each geographical area continues to offer a broad range of services thus ensuring flexible and accessible provision for families in line with the Scottish Government Blueprint for 2020. The current list of providers within each admission panel geographical area is attached as appendix 21 of standard circular 3(a). These panel area groupings will require to be continually reviewed and updated as the early learning and childcare expansion is rolled out.

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## Implications of this report

### 1. Financial

None

### 2. HR and Organisational Development

None

### 3. Community/Council Planning

- |                              |   |   |
|------------------------------|---|---|
| Our Renfrewshire is thriving | - | Ensuring the best start in life for children and young people.                    |
| Our Renfrewshire is well     | - | Early intervention will lead to healthier outcomes for children and young people. |
| Our Renfrewshire is safe     | - | Local services will benefit children, young people and members of the community.  |

Building strong, safe and resilient communities

- The quality of community life is enhanced by supporting parents, children and young people.

Tackling inequality, ensuring opportunities for all

- Effective governance arrangements ensure that the organisations receiving funding comply with legislative requirements.

Creating a sustainable Renfrewshire for all to enjoy

- Support to families and flexible childcare placements will support parents into and sustain employment, training or enter education.

#### **4. Legal**

None

#### **5. Property/Assets**

None

#### **6. Information Technology**

None

#### **7. Equality and Human Rights**

The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations.

#### **8. Health and Safety**

It is integral to the Council's aim of securing the health and wellbeing of employees and those affected by its undertakings and without this continued effective focus, there is a risk that will adversely impact on the Council both financially and in terms of service delivery.

#### **9. Procurement**

None

#### **10. Risk**

None

#### **11. Privacy Impact**

Personal information will only be held as required to deliver the service.  
This will be done in accordance with data protection legislation.

## **12. COSLA Policy Position**

None

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### **List of Background Papers**

The foregoing background papers will be retained within children's services for inspection by the public for the prescribed period of four years from the date of the meeting.

The contact officer within the service is Kathleen McDonagh, Education Manager, 0141 618 7196, [Kathleen.mcdonagh@renfrewshire.gov.uk](mailto:Kathleen.mcdonagh@renfrewshire.gov.uk)

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KMcD/JT/SQ/LG  
5 October 2018

**Authors:** Kathleen McDonagh, Education Manager, 0141 618 7196,  
[kathleen.mcdonagh@renfrewshire.gov.uk](mailto:kathleen.mcdonagh@renfrewshire.gov.uk) / Judith Thomas, Early Education and  
Childcare Development Officer, 0146 618 6120, [Judith.thomas@renfrewshire.gov.uk](mailto:Judith.thomas@renfrewshire.gov.uk)





Children's Services  
Cotton Street  
Paisley  
PA1 1LE

**To: Heads of All Educational Establishments**

Dear Colleague

**Early Learning and Childcare Admission Policy – Early Learning and Childcare Establishments Guidelines for staff on the implementation of the policy**

The Early Learning and Childcare Admission Policy and policy guidelines provide guidance for staff on the procedures for prioritising and allocating early learning and childcare places in an equitable way, ensuring that those families in greatest need obtain a service appropriate to their needs. The revised policy was approved by the Education and Children's Services Policy Board on 1 November 2018.

The Early Learning and Childcare admission policy continues to reflect the duty on the local authority to provide early learning and childcare as required in the Children and Young People (Scotland) Act 2014 and the Standards in Scotland's Schools etc. Act 2000. It also continues to reflect the requirements of the Additional Support for Learning (Scotland) Act 2009 and Getting it Right for Every Learner.

The policy considers the role of providers in the private and voluntary sector accepted onto the framework to provide early learning and childcare. The revised policy also takes account of the Scottish Government's Blueprint for 2020 to expand early learning and childcare to 1140 hours by 2020.

Yours sincerely

Peter Macleod  
Director of Children's Services

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## Early Learning and Childcare Admission Policy - Policy Criteria

| Priority One – allocate in priority order |   |  |
|---|---|--|
| (A)                                       | Any child considered in need of protection  | Children on the child protection register or identified through child protection procedures.   |
| (B)                                       | Request for assistance from social work where a child is deemed to be in need   | Request for assistance from Social Work where either:<br>The placement would help the child remain within the family environment rather than be looked after by the local authority;<br>The child is currently or <b>has been</b> subject to a statutory order, looked after, under a kinship care order or with a parent appointed guardian;<br>The placement would support the child's return to the family;<br>Children born to parents under 16 years of age or in formal full-time education to allow the parents to return to education.   |
| Priority Two – allocate in priority order |   |  |
| (A)                                       | Request for assistance from social work or health professionals for children with complex or multiple needs   | Children who require substantial direct and continuing intervention from at least <b>one other agency out with education</b> and whose additional support needs are putting the child at an educational and social disadvantage, including children born pre-term below 30 weeks.  |
| (B)                                       | Request for assistance where it has been identified that a high level of family support is required   | Children and families who have been identified as requiring <b>substantial</b> support through an integrated assessment, or other multi-agency approaches.   |
| (C)                                       | Request for assistance for children and families experiencing acute stress and/or requiring high levels of support  | Children and families experiencing acute stress, and/or requiring high levels of support: -<br>Children of asylum seekers;<br>Refugees;<br>Children living in bed and breakfast, transient or who have a pattern of homelessness;<br>Military families; and<br>Children of parents who have been looked after and accommodated.  |
| (D)                                       | Request for assistance from other professionals for children with less significant additional support needs or where there are concerns about the circumstances of the child, parents or family | Children who require support because of circumstances which are placing the child, parent or family at an educational, social or health disadvantage.<br>This includes children who are adversely affected by the disability of any other person in the family or where there is a <b>high level of support required</b> for English as an additional language.<br>This priority refers to children of parents who have previously been looked after by the local authority and are in employment education or training.<br>The professionals who would request assistance within this priority includes to are: education establishments; health agencies; social work services; voluntary sector agencies. |

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|---|--|---|
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|   |  |   |
| Priority Three - allocate in priority order   |  |   |
| (A)   | Early learning and childcare entitlement for eligible two-year olds. | Eligible two-year olds whose parents are in receipt of qualifying benefits stated within section 1.10 of the policy guidance.   |
| (B)   | Early learning and childcare entitlement for 3 to 5 year olds        | (a) Children born in January or February with an entitlement to an additional year or where a deferred year has been approved for children born between September and December. |
|   |  | (b) Children transferring from English reception class.   |
|   |  | (c) Children in their pre-school year residing in Renfrewshire within the admission panel designated area.  |
|   |  | (d) Children in their ante pre-school year residing in Renfrewshire within the admission panel designated area.   |
|   |  | (e) Children in their pre-school year residing in Renfrewshire from outwith the admission panel designated area.  |
|   |  | (f) Children in their ante pre-school year residing in Renfrewshire from out with the admission panel designated area.  |
| Priority Three - priority is given to children whose parents or carers are: in employment and in receipt of income support, income-based job seekers allowance, working tax credits or universal credit; or in employment, education or training. |  |   |
| Priority Four – allocate in priority order  |  |   |
| Children aged 0-3 years residing in Renfrewshire.   |  |   |
| Priority Four - priority is given to children whose parents or carers are: in employment and in receipt of income support, income-based job seekers allowance, working tax credits or universal credit; or in employment, education or training.  |  |   |
| Priority Five   |  |   |
| Children aged 0-5 years residing out with the Renfrewshire area.  |  |   |

## Section One

### Policy Guidance

The purpose of this section is to assist staff in promoting equality and ensuring consistency of practice within the authority.

No early learning and childcare establishment is denominational in character and children should be admitted without reference to religious belief.

The admission panel is responsible for agreeing which priority is appropriate for each application.

#### Priority 1 and 2: Request for assistance procedures

- 1.1 A request for assistance referral form (appendix 4) to support a family must be submitted by a professional agency e.g. social work services, health, or voluntary sector (this includes multi-agency referrals). Requests for a placement must only be made for cases which are considered to have a high priority. It is the responsibility of each of these agencies to make a professional judgement in regard to the level of concern of a family situation.
- 1.2 The agency must inform the parent of a request being made on their behalf and ensure that an application form for a place in an early learning and childcare establishment (appendix 3) is completed.
- 1.3 Requests for assistance should only be considered when the information provided clearly describes the circumstances of the child and the family and the reasons which make the application a high priority. Forms which have inadequate information should be returned immediately to the agency requesting information. A request for assistance application will be awarded a lower priority if the information provided is assessed to be insufficient to warrant a high priority.
- 1.4 There should be an automatic admission to an early learning and childcare establishment for children within priority 1. In emergency situations, heads in local authority establishments can allocate an emergency/temporary placement (appendix 15) in advance of a request for assistance being received or taken to an admission panel meeting. For providers in the private and voluntary sector contracted to provide early learning and childcare permission to allocate an emergency placement should be sought from the appropriate council officer responsible for admissions.
- 1.5 Places must always be allocated in priority order, for example, priority 1 applications first, then priority 2 applications, etc. Priority 2 applications should also be allocated in priority order that is (a), then (b), then (c) then (d).
- 1.6 Priority 1 includes children who are looked after, under a kinship care order or with a parent appointed guardian. This includes any child who is or has been at any time since the child's second birthday been looked after, subject of a kinship care order or who has an appointed guardian.

- 1.7 In the event of there being insufficient places available to meet demand within a priority ranking then the decision to allocate should be based on an assessment of the needs of individuals.
- 1.8 Headquarters should be informed if there are no early learning and childcare places available for children whose applications are categorised as priority 1.
- 1.9 Children whose applications are categorised as priority 1 or 2 who attend term-time establishments may be considered for a temporary school holiday placement within an extended year early learning and childcare establishment (appendix 11). Heads from term-time establishments **should only refer** children deemed in need of **essential** support. A request for assistance referral form for a place in an early learning and childcare establishment (appendix 4) should be included to allow all panel members to make an informed decision. Refer to the annual admission calendar (appendix 1) for timescale of submission.

### Priority 3, 4, and 5

Applications for a place must be completed by a parent or legal guardian on an application form for a place in an early learning and childcare establishment (appendix 3).

### Priority 3A

- 1.10 Eligible two-year olds residing in Renfrewshire whose parents are in receipt of qualifying benefits.

The qualifying benefits and credits are as follows:

- Income Support
- Job Seekers Allowance
- Employment and Support Allowance
- Incapacity or Severe Disablement Allowance
- State Pension Credit
- Child Tax Credit, but not Working Tax Credit, with an income less than **£16,105\***
- Both maximum Child Tax Credit and maximum Working Tax Credit and an income under **£6,420\***
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit and your household take-home pay, is **£610\*** a month or less

Proof of benefit is required in the form of written confirmation from the benefits office, (appendix 17) or current tax credit award letter from HM Revenue and Customs.

**\*Eligibility can vary annually. For current amounts please refer to:**

**[www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare/](http://www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare/)**

- 1.11 Children allocated a place under priority 3A will continue in their placement whether their parents find employment or not.

- 1.12 Eligible two-year olds are entitled to an early learning and childcare place from the term after their second birthday, as follows:
- Term 1 – children born March to August will be eligible from August;
  - Term 2 – children born September to December will be eligible from January;
  - Term 3 – children born January and February will be eligible from April.
- 1.13 Priority allocation should be given to Renfrewshire children living within the 15% most deprived SIMD data zones where all other contributing factors are equal. Information of SIMD status can be found by following the attached link:  
<http://www.gov.scot/Resource/0050/00505244.xlsx>
- 1.14 Providers contracted to deliver early learning and childcare should ensure that parents applying for and those who currently attend their establishment are aware that funded early learning and childcare places are not guaranteed within their establishment.
- 1.15 Wraparound care charges may apply for places allocated within priority 3A. For children aged two to starting school, parents or carers will be charged for any additional hours allocated over their early learning and childcare entitlement.

### **Priority 3B**

- 1.16 Priority 3B applies to children eligible for early learning and childcare. The placement allocated should, at a minimum, reflect the agreed level of early learning and childcare entitlement.

Within these categories allocation should be made in priority order, with further priority given to children whose parents or carers are:

- in employment, education or training and in receipt of income support, universal credit, income-based job seekers allowance, working tax credit; or
  - in employment, education or training.
- 1.17 Priority 3B(a) applies to deferred entry to primary school. Children born in January and February are entitled to an additional year of free early learning and childcare.
- 1.18 The local authority has the discretion to agree a deferred year of free early learning and childcare to children with September to December birthdays and defer their entry to primary school. This should be considered with parent/carers at an Extended Support Team (EST) meeting. The decision to offer a deferred year of early learning and childcare will be made where:
- it is in the best interests of the child;
  - the needs of the child have been assessed and recorded in their wellbeing plan; and
  - there has been discussion with the Children's Services Inclusion Officer and a decision taken at the Education Support and Resource Group (ESRG).

Application for an additional year of free early learning and childcare form (appendix 7) and a minute of the agreement will be processed at headquarters. Please refer to the annual admission calendar (appendix 1) for date of submission.

1.19 In exceptional circumstances it may be possible for children with March to August birthdays to be granted a deferred entry to primary school and the procedures for September to December birthdays should be followed, however it should be noted that a deferred entry to primary school and funding for an additional year of early learning and childcare education will only be granted where.

- the child has been assessed to have additional support needs;
- the needs are recorded in a wellbeing plan; and
- there has been discussion with the Children's Services Inclusion Officer and a decision taken at the Education Support and Resource Group (ESRG).

Application for an additional year of free early learning and childcare form (appendix 7) and a minute of the agreement will be processed at headquarters. Please refer to the annual admission calendar (appendix 1) for date of submission.

1.20 Parents of children living out with Renfrewshire who are not entitled to an additional year of early learning and childcare are required to make the request for an additional year of early education and childcare to their 'home' authority. The 'home' authority is required to agree to fund this extended placement should places be available.

Children born in January and February are automatically entitled and are not required to make a request to their 'home' authority.

1.21 Parents must complete an application form to request an additional free year of early learning and childcare (appendix 7). This should be signed by the Head of Establishment. Please refer to the annual admission calendar (appendix 1) for date of submission.

1.22 Children residing in Scotland who have commenced reception class in the English education system should be offered the equivalent of a full day early learning and childcare placement.

1.23 Children born between 1 September and the end of February will be eligible for their free early learning and childcare place from the month following their third birthday. These children should be admitted on the first week of each month. Children born between 1 March and the end of June will become eligible for a placement in August.

The table below sets out the months of eligibility for children in their ante pre-school year:

| <b>Birthday</b> | <b>Eligible Month</b> |
|-----------------|-----------------------|
| March to August | August                |
| September       | October               |
| October         | November              |
| November        | December              |
| December        | January               |
| January         | February              |
| February        | March                 |

1.24 Priority allocation should be given to Renfrewshire children living within the 15% most deprived SIMD data zone areas where all other contributing factors are equal.

1.25 Providers contracted to deliver early learning and childcare should ensure that parents applying for and those who currently attend their service are aware that

funded early learning and childcare places are not guaranteed within their establishment.

- 1.26 Wraparound care charges apply for places allocated within the priority 3B banding. For children aged three to starting school, parents or carers will be charged for any additional hours allocated over the early learning and childcare entitlement.

#### **Priority 4**

- 1.27 Priority 4 applies to children 0-3 years living within Renfrewshire who are not entitled to a placement in priorities 1, 2, or 3A. Within these categories allocation should be made in priority order to children whose parents or carers are:

- in employment, education or training and in receipt of income support, income-based job seekers allowance, universal credit, working tax credit; or
- in employment, education or training.

- 1.28 Wraparound care charges apply for places allocated within this priority. Parents of children categorised as a priority 4 will be charged for all the hours allocated.

#### **Priority 5**

- 1.29 All applications for children living out with Renfrewshire must be categorised in the first instance as a priority 5. Applications with this category are also referred to as cross boundary.
- 1.30 Children whose applications have been categorised as priority 5 should only be considered for a place if all Renfrewshire children have been allocated a placement and if the panel are assured that there are sufficient places available for all Renfrewshire applicants who will become eligible for a place during the year.
- 1.31 Applications from outwith Renfrewshire will be considered in line with the inter-authority cross boundary funding protocol.

## Section Two

### Admission Panels - Function and membership

- 2.1 Area admission panel membership includes heads of local authority establishments and managers or senior staff members from establishments contracted to provide early learning and childcare. Where a head delegates the responsibility this should be at a management level. The delegated representative must ensure they have all relevant information relating to applications and vacancies to enable the panel to make decisions on applications being presented. All members of the panel participate in the decision-making process. All panel members should ensure all information remains sensitive and confidential. It is essential that all panel members prioritise attendance at meetings to ensure that the needs of children and families are met. Any changes to panel membership from a partner provider must be approved by headquarters via the panel chair to ensure data protection regulations and confidentiality.
- 2.2 The function of the local area admission panel is to:
- Allocate places for children aged 0 to starting school, who are categorised as priority 1 and 2, within local authority establishments or identified partner providers in the private and voluntary sector. Where there is no availability within local authority early learning and childcare establishments funding approval must be sought from headquarters;
  - Allocate places to eligible children for early learning and childcare, aged two to starting school, on an annual basis and throughout the school session;
  - Oversee the review of applications where a change of family circumstances indicates a revised priority category;
  - Where the placement exceeds the level of entitlement a review should be undertaken annually or when circumstances change;
  - Allocate and monitor any requests for wraparound places in local authority establishments;
  - Allocate day care placements; and
  - Alert headquarters of any issues regarding any shortfall of places.
- 2.3 Area admission panels meet approximately every 4-6 weeks in line with the annual admission calendar (appendix 1). New applications received throughout the year should be presented to the area admission panel making use of (appendix 6) and presenting request for assistance in an early learning and childcare establishment forms (appendix 4) when applicable.
- 2.4 Admission panels are required to meet in April each year to allocate places for all children eligible for early learning and childcare during the forthcoming academic year. Local authority establishments should retain one full time equivalent place until the first admission panel following the summer school break for priority 1 and 2 applications which may arise.
- 2.5 Where ballots are necessary these should be carried out by the area admission panel as appropriate at scheduled panel meetings.



- 2.6 Colleagues from other agencies represent their respective department or agency and can provide knowledge and an insight to panel members. Notice of cases to be discussed allows representatives to consult with their colleagues on individual cases as appropriate and to accurately represent the views of their department. The representative is responsible for feeding back the outcome of decisions made at meetings.
- 2.7 The chair of the area admission panel is responsible for notifying colleagues within health or social work of the date of forthcoming panels.
- 2.8 The minutes of the area admission panel (appendix 12) should include minutes of discussions around applications and should be sent to (panelmins@renfrewshire.gov.uk) by the specified date in the annual admission calendar (appendix 1).
- 2.9 All area admission panels are responsible for collating requests from their panel members for an early learning and childcare placement required during a school holiday period (appendix 11). Referrals to support the request for a holiday placement should be used by the panel area to inform their decision. The panel should also make a recommendation of the pattern of attendance that would best suit the needs of the child.
- 2.10 Following a decision by the admission panel a copy of the agreed list of children for holiday cover (appendix 11) should be sent to the receiving early learning and childcare establishment. The receiving establishment should confirm the pattern of attendance, where possible, in line with the panel's recommendations. It is the responsibility of the child's current early learning and childcare establishment to inform the family and the referrer of the decision. Where the child attends a partnership provider establishment authorisation for funding should be sought from headquarters prior to contacting them.
- 2.11 Prior to the Christmas period it is the responsibility of the panel chair from each admission panel area to submit the agreed list of children for holiday cover (appendix 11) to the named head of establishment operating the Christmas service and await a decision on the placement offered. The Christmas service is provided for high priority placements only.

## Section Three

### Implementation of the Policy

#### All establishments

- 3.1 Establishments which cater exclusively for children aged three to starting school age, including partner providers, should only accept applications for children aged two years and above.
- 3.2 All applications for places must be accompanied by the appropriate documentation. The head of establishment or representative should provisionally categorise the application and their business support staff should enter them on NAMS as they are received. The head of establishment should confirm parental preference for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice establishments.
- 3.3 Confirmation of the child's date of birth, address and receipt of benefits/credits **must** be requested when the child registers with the establishment. The child's birth certificate must be provided to confirm identity and date of birth. For higher priority applications the referring agency can confirm the date of birth as a temporary measure.

A copy of a utility bill is required to confirm address. Only the child's home address, which is the legal guardian's address, will apply; this may include a foster parents' address. Childminder's and c/o addresses cannot be considered. Written confirmation from the benefits agency is required to confirm receipt of benefits/ credit award letter from HM Revenue and Customs.

- 3.4 Request for assistance for a place in an early learning and childcare establishment forms (appendix 4) should be forwarded to the nearest local authority establishment to the child's home. The Request for Assistance Form should be immediately assessed to determine whether an emergency place is required (appendix 15) prior to the admissions panel. For partnership provider's, approval should be sought from headquarters. The placement decision should be recorded within appendix 15 with the end date set in line with the next area admission panel meeting.
- 3.5 The head of establishment or representative must inform parents and referrers of any placement decisions reached by a panel; this should be done verbally and confirmed in writing.
- 3.6 All applications for a place in an early learning and childcare establishment should be presented to the area admission panel as appropriate. This should be done when the application is received and then reviewed annually if the placement exceeds the early learning and childcare entitlement. The length of time on the register of applications does not give applicants preference over a recent application when offering places.
- 3.7 Children aged three years to starting school age, who are not currently attending will be allocated by the area admission panel annually for the forthcoming session. This allocation of places will be taken forward at the April panel meeting as detailed in the annual admission calendar (appendix 1).
- 3.9 Daycare placements should be reviewed on a three-monthly basis or earlier if there is any change to the family circumstances.

- 3.10 All applications must be registered on NAMS as an active application, at the point of receipt of application. On the day the child physically begins their early learning and childcare placement the child's NAMS status must be updated to accepted and enrolled. At all times NAMS must show the placement a child is currently attending. Where changes are made to a child's placement NAMS is required to be updated immediately.
- 3.11 The sensitivity of families' circumstances must be respected, and all information presented to the panel should be treated as confidential.
- 3.12 If the parent's/carer's first choice of establishment is not available a placement may be offered elsewhere. The head of the establishment offering the placement will contact the parent/carer to notify them of the placement details.
- 3.13 Parents are asked to indicate a preference of establishment and placement. If an application is made to more than one establishment parents should be advised that the most recent application will be considered as their first choice. Where possible the placement allocated should be the preferred choice as stated in the application form. The first-choice establishment must transfer the NAMS record to the establishment where the place is being offered.
- 3.14 All admission panels have a designated area with panel area groupings and designated areas available in appendix 21. When allocating places to children entitled to early learning and childcare, priority will be given to children residing within the admission panel area, giving further priority to those living in the 15% most deprived SIMD data zones, all other contributing factors being equal within each.
- 3.15 Panels should be sensitive to the needs of families when allocating places. Attempts should be made to ensure that siblings are allocated placements within the same establishment and with sessions which coincide wherever possible.
- 3.16 In the event of a ballot being carried out heads of establishments should include multiple birth siblings, for example, twins/triplets as one in the ballot.
- 3.17 It is intended that children take up their entitlement at times that best support their learning and support the needs of parents. The allocation of placements should be in line with the flexible model of delivery of early learning and childcare as agreed by the council.
- 3.18 A child who is receiving their full early learning and childcare entitlement within a local authority establishment cannot be allocated an additional free placement within another local authority establishment unless there are exceptional circumstances. Approval for these exceptional circumstances should be agreed at headquarters.
- 3.19 For children accessing a place in both a local authority establishment and with a partner provider, the entitled early learning and childcare funding will be granted to the local authority provision. Parents who are not satisfied with the decision made should be given the opportunity to discuss this matter, in the first instance, with the head of establishment. If the matter is not resolved, then parents should be advised to contact headquarters
- 3.20 Heads of establishments should note that children should start promptly after their eligible starting date and no later than two weeks after this date. Any arrangements for a staggered intake should be minimised to ensure this does not impact on their full entitlement to early learning and childcare.

- 3.21 An early learning and childcare enrolment form (appendix 5) should be completed after the parent/carer has accepted the place and at the very latest on the day the child starts.

**Procedures for dealing with deferred admission to primary school: an additional free year of early learning and childcare**

- 3.22 Parents should enrol their child for primary school and notify the school of their wish to defer.
- 3.23 Parents should complete an application for an additional free year of early learning and childcare (appendix 7) and return the form to the early learning and childcare establishment by mid-February as indicated in the annual admission calendar (appendix 1).

**3.24 January and February Birthdays**

The head of establishment should have an informal discussion with the parent to discuss their intention in terms of the child's best interests. Applications for an additional free year of early learning and childcare should be sent to headquarters by the February date indicated in the annual admission calendar (appendix 1).

**3.25 September to December Birthdays**

The head of establishment should have a discussion with the parent/carer to discuss their intention in relation to the child's best educational interests. An extended support team meeting **must** be held to consider whether an additional free year of early learning and childcare is in the best interests of the child. Decisions should be made prior to the spring break for allocation for the forthcoming year's placements. This should also ensure that a child's placement has been decided before the Primary 1 induction programme begins.

- 3.26 When considering requests for an additional free year of early learning and childcare the educational psychology services early years to school transition guidance should be considered. The extended support team will consider the following aspects of the child's learning and development:

- their approach and attitude to learning;
- their ability to communicate own needs, feelings and ideas;
- their levels of independence and self-help;
- their emotional and personal development, including self-confidence and self-esteem;
- relationships and friendships with other children and adults; and
- their cognitive development.

- 3.27 The head of establishment should notify the primary school of the decision to defer entry to primary school.

**3.28 March to August Birthdays**

In **exceptional** circumstances it may be possible for children with March to August birthdays to be granted an additional free year of early learning and childcare thus deferred entry to primary school. Heads of establishments should follow the procedures for September to December birthdays. However, it should be noted that a deferred entry to school and funding for an additional free year of early learning and childcare will only be granted where that decision is supported by a local authority educational psychologist, otherwise children will be required to start their primary education.

## **Children moving to other early learning and childcare establishments**

- 3.29 Children who leave the designated area but remain in Renfrewshire should not be excluded from an early learning and childcare establishment. Whilst there are no transfer arrangements, heads of establishments should assist parents to make an application to an establishment within the new area, if required and where possible consideration should be given to previous pattern of attendance to continue the support to the family. If circumstances warrant it, the head of establishment can also make a request for assistance at this stage.
- 3.30 Children moving between approved partner providers will have their funding transferred.
- 3.31 Registered providers must seek approval from headquarters for funding for eligible children moving from a local authority establishment to a partner provider.
- 3.32 If a child no longer lives in Renfrewshire, the head of establishment should notify headquarters to seek guidance on the future arrangement for the placement. NAMS records must be transferred.

## **Local authority establishments**

- 3.33 Heads of establishments must ensure that NAMS data is up to date at all times. Headquarters will use NAMS to extract census information and to assess staff cover requests.
- 3.34 Heads of establishments should provide a list of names, addresses including the post code, dates of birth and proposed priority grade for all applications, to be confirmed by the admission panel. This information should be compiled through NAMS and be distributed at the panel.
- 3.35 In the event of there being insufficient places available to meet demand within priority 3A and 3B then a ballot should be held for children living within the admission panel's designated area, then from out with. Please note that applications may be included in more than one ballot. This procedure should be duplicated for priority 4 and then 5 if required.
- 3.36 The mandatory amount of early learning and childcare does not need to be provided to a child who is looked after or has at any point been looked after since their second birthday, if it is deemed that this is in the best interest of the child. An assessment of the child's needs may result in the child being allocated less than the mandatory hours of early learning and childcare or may include hours of working jointly with parents to better safeguard or promote the child's wellbeing. The decision to offer a placement which is less than the mandatory hours must be included in the child's plan.
- 3.37 Any new applications received throughout the year should be referred to the area admission panel for consideration using appendix 6 and presenting any request for assistance for a place in an early learning and childcare establishment (appendix 4) that has been received.
- 3.38 Heads of establishments should ensure that there is a balance in the allocation of pre-school and ante pre-school children in each session.

## **Wraparound provision**

- 3.39 Where places are available, parents of eligible children can pay for additional sessions and or additional hours before and after their child's free early learning and childcare placement to allow them to attend education, work or training. Additional sessions should only be offered if all children entitled to early learning and childcare can be accommodated.
- 3.40 Where places are available, parents can purchase a wraparound place for children aged 0 – 3 years of age. Parents will be charged for the full placement where applications are categorised as priority 4 or 5.
- 3.41 All requests for wraparound places, including lunch provision should be confirmed by the area admission panel.
- 3.42 Parents must apply to purchase wraparound care (appendix 13) to the head of establishment. Prior to any child taking up wraparound care an agreement to purchase wraparound (appendix 14) must be completed.
- 3.43 Priority should be given to families in receipt of income support, income-based job seekers allowance, working tax credits, or universal credit. Allocations of places will be further prioritised to those living within the 15% most deprived SIMD data zone within the admission panel designated area.
- 3.44 Requests for wraparound care provision should be considered at the point of allocation of placement. Where there is a high demand for wraparound provision, all circumstances being equal, a ballot should be conducted.
- 3.45 The fee for wraparound provision will be based on the rate set by the council.

## **Wraparound provision for priority 1 and 2**

- 3.46 In some circumstances the area admission panel may decide that the placement allocated to a child eligible for early learning and childcare may exceed the mandatory number of hours to meet the needs of the child or family at no charge to the parents or carers.
- 3.47 For children aged 0 – 3 years, the area admission panel may decide to allocate a placement to meet the needs of the child or family at no charge to the parents or carers.
- 3.48 The individual circumstances of children looked after by family members requiring an early learning and childcare placement to enable them to continue in employment, training or education will be considered to determine if wraparound fees will apply. Discussions with social work may be required.
- 3.49 Children categorised a priority 1 and 2 should continue to have a free early learning and childcare placement during the school holiday periods. This placement should be agreed by the panel and may differ from the term time placement. Early learning and childcare classes and partnership providers should submit appendix 11 by the dates specified within the annual admission calendar (appendix 1).
- 3.50 Parents and carers (including foster parents) of children categorised as a priority 1 or 2, who make an application for additional hours for education, work or training reasons should be made aware that they will incur a charge for the additional hours allocated beyond the agreed place to support the needs of the child and

family. The additional wraparound hours will be charged at a rate set by the council.

### **Review of places**

- 3.51 Any agreed arrangements which result in a reduction of the mandatory amount of early learning and childcare placement for a child who has been looked after must be reviewed as part of the extended support team process to ensure the arrangements continue to meet the needs of the child and family.
- 3.52 Parents and referring agencies should be informed in advance of the review at panel. It is the head of establishment's responsibility to gather up to date information on the family circumstances.
- 3.53 Only as a last resort, and with the approval of headquarters, can a place be withdrawn. If a child is absent the head of establishment should follow procedures as detailed in Standard Circular 5 - Included, Engaged and Involved: Attendance in Educational Establishments. If the absence is persistent then the head of establishment should contact headquarters to establish through NAMS whether the child is attending another establishment.

### **Providers contracted to deliver early learning and childcare in private and voluntary sector nurseries**

- 3.54 Providers contracted to deliver early learning and childcare in private and voluntary sector establishments in Renfrewshire Council are required to gain authorisation from headquarters for funding of early learning and childcare commissioned places through NAMS. Each provider has the responsibility to advise parents/carers that there are no guarantees of a funded place within an establishment.
- 3.55 Identified officers from children's services at headquarters will consider only active applications registered on NAMS and will inform providers by email of the proposed allocation of places assigned to them for the following academic year. The timescale for payments are detailed in the annual admission calendar (appendix 1).
- 3.56 Partner providers should submit the list of names, addresses, including the post code, dates of birth and proposed priority grade for all applications to the area admission panel for their consideration using appendix 6.
- 3.57 Application requests should be listed in priority order in line with this admission policy. If required a ballot should be held at the area admission panel meeting to identify the rank order for funding requests. The compiled list should be forwarded to headquarters for confirmation of funding immediately after this panel meeting using appendix 8.
- 3.58 Any changes to previously confirmed places must be notified to headquarters through NAMS.
- 3.59 The above procedures apply for applications for early learning and childcare places for eligible two-year olds and for children three years to starting school.
- 3.60 Cross border applications will be approved by headquarters. These will be agreed in line with inter authority admission criteria and following discussion at the inter authority cross boundary panel meeting.

- 3.61 The current cross boundary agreement states places will be funded from the term after a child's third birthday in line with the inter authority cross boundary agreement. Approved children remaining with a partnership provider are not required to make a request for funding on an annual basis.

## **Section Four**

### **Conclusion**

It is hoped that this guidance and the support of the admission panel will be of assistance to heads of establishments in the implementation of this policy. However, should heads of establishments still be unclear of circumstances you should contact headquarters.



## Section Five

### Appendices

The purpose of this section is to provide staff with guidelines on the use of all admission forms and standard letters.

#### For all early learning and childcare establishments:

|            | Title   | Comments   |
|------------|---|--|
| Appendix 1 | Annual admission calendar   | This will be issued annually by headquarters.  |
| Appendix 2 | Notes for parents/carers  | Guide on completing application form for an early learning and childcare placement.  |
| Appendix 3 | Application form for a place in an early learning and childcare establishment.            | <p>An application form must be completed by the parent/carer for all children. It is considered good practice to have a member of staff available to spend time and support a parent/carer in the completion of the form. However, parents may download application forms from Renfrewshire Council's website.</p> <p>A receipt of application must be signed and given to the parent immediately once the application is lodged. Proof of date of birth (birth certificate), address (council tax or utility bill) and written confirmation of benefits or credits from DWP/HM Revenue and Customs) <b>must</b> be provided.</p>  |
| Appendix 4 | Request for assistance form for a place in an early learning and childcare establishment. | <p>A request for assistance form must be completed for priorities 1 and 2. Request for assistance should only be accepted for children who are or will become eligible for nursery within the current admission cycle. Requests for assistance for placements of children under the age of three should be directed to the nearest local authority 0 - 3 early learning and childcare establishment.</p> <p>A parent application form for a place in an early learning and childcare establishment should be submitted to allow the requests to be considered at the panel. If necessary, request for assistance can be discussed in advance of the parent application being received.</p> |

|                   | <b>Title</b>  | <b>Comments</b>  |
|-------------------|---|--|
| Appendix 5        | Early learning and childcare enrolment form   | The enrolment form should be completed after the parent has accepted the place and at the very latest on the day the child starts the early learning and childcare establishment.<br>It is considered good practice to have staff available to support parents to complete the enrolment form as this provides the contract agreement of the placement and is part of the process of building relationships. |
| Appendix 6        | Applications to early learning and childcare admission panels – applications list                     | A copy of each establishment's list of new applicants should be completed and distributed to panel members at the admission panel meeting.   |
| Appendix 7        | Deferred entry to primary school: Application for an additional year of early learning and childcare. | Parents are required to complete an application form for an additional year of early learning and childcare and return to the early learning and childcare establishment by the end of January. Establishments must ensure application forms are submitted to headquarters by the date stated in the annual admission calendar (appendix 1).   |
| Appendix 8        | Admission ballot list   | Where a ballot requires to be held for placement funding. This should be completed and submitted to the panel listing all those eligible for inclusion in the ballot.  |
| Appendices 9 & 10 | Standard Letters<br>• Request for assistance<br>• Placement offer                                     | Suggested letter formats are provided and can be personalised to reflect your early learning and childcare establishment.  |
| Appendix 11       | Request for assistance for early learning and childcare during a school holiday period                | This should be completed and submitted to the chair of the <b>area</b> panel by all early learning and childcare establishments prior to the October, Summer and Easter holiday periods in line with the timescales set in the annual admission calendar (Appendix 1). A nil return is also required.  |
| Appendix 12       | Admission to early learning and childcare establishment minute pro forma.                             | A minute of each admission panel meeting should be recorded and distributed to panel members and headquarters.   |

**For local authority early learning and childcare establishments only:**

|             |  |   |
|-------------|--|---|
| Appendix 13 | Application to purchase wraparound care. | Application should be completed by parents requesting wraparound care provision and submitted to the head of establishment.   |
| Appendix 14 | Agreement to purchase wraparound care.   | Parents are required to sign an agreement for wraparound care prior to starting the service. This is a legal contract between the parent and the council and details the wraparound |

|                    |  |  |
|--------------------|--|--|
|                    |  | placement agreed.  |
| Appendices 15 & 16 | Emergency / temporary early learning and childcare placement <ul style="list-style-type: none"> <li>• Contract (15)</li> <li>• Review of emergency placement (16)</li> </ul> | The contract stating the duration of the placement should be agreed and signed by parent/carer at the time of enrolment and the referrer should be informed. The standard letter regarding the review of an emergency placement should be sent to the parent and referrer prior to the agreed review date. |
| Appendix 17        | Qualifying benefit/credit evidence list  | Provides a list of the qualifying benefits and the source for the evidence required.   |
| Appendix 18        | Confirmation of Benefits form Department of Work & Pensions  | A completed and stamped confirmation of benefits form must be provided by the parent to evidence eligibility for placement. Where a parent is in receipt of a tax credit and not a benefit, the parent must provide a current credit award letter from HM Revenue and Customs to evidence eligibility.     |
| Appendix 19        | Processing of Personal Information Notice  | The information regarding data protection described in this notice should be issued along with an application form for a place in an early learning and childcare establishment (appendix 3). On enrolment a parent should be asked to sign a copy of the notice and this held within the file.            |
| Appendix 20        | Renfrewshire Council Privacy Policy  | A copy of the policy should be issued with every application form for a place in an early learning and childcare establishment (appendix 3). Parents should be given a copy of the policy on enrolment.  |
| Appendix 21        | Renfrewshire Council local area admissions panel groupings   | The admissions panel grouping provides the list of providers within an area and defines the designated geographical area for each admissions panel.  |

# Annual Admission Calendar 2018/19

## Appendix 1

|              | Monday  | Tuesday  | Wednesday  | Thursday | Friday   |
|--------------|---|--|--|----------|--|
| August 2018  | 13 (IS)   | 14 (IS)  | 15   | 16       | 17   |
|              | 20  | 21 All children moving to school this session must be marked as leavers by this date | 22   | 23       | 24   |
| September    | 27  | 28   | 29   | 30       | 31   |
|              | 3   | 4  | 5  | 6        | 7 HQ Process Partner Payments (may take up to 5 working days before payment reaches provide)   |
|              | 10 First area admissions panel must be held this week. Panel to notify via HQ mailbox the contact details of the panel chair for 18/19. Appendix 13 for holiday placement request for October Break submitted to Area admission panel chair | 11   | 12   | 13       | 14   |
|              | 17  | 18   | 19 Area admission panel minute must be submitted to HQ mailbox (Appendix 14). Email: panelmins@renfrewshire.gov.uk | 20       | 21   |
| October      | 24  | 25   | 26   | 27       | 28 Essential holiday paperwork submitted to receiving ELCC establishment.                      |
|              | 1   | 2  | 3  | 4        | 5  |
|              | 8   | 9  | 10   | 11       | 12   |
|              | 15  | 16   | 17   | 18       | 19   |
|              | 22 (IS)   | 23   | 24   | 25       | 26   |
| November     | 29  | 30   | 31   |          |  |
|              |   |  |  | 1        | 2  |
|              | 5 Area admission panel must be held this week (Appendix 6). Appendix 13 holiday placement request for Christmas submitted to managing Head of Centre at Paisley ELCC and West Johnstone ELCC.   | 6  | 7  | 8        | 9  |
|              | 12  | 13   | 14 Area admission panel minute must be submitted to HQ mailbox (Appendix 14). Email: panelmins@renfrewshire.gov.uk | 15       | 16 HQ Process Partner Payments (may take up to 5 working days before payment reaches provider) |
|              | 19  | 20   | 21   | 22       | 23   |
|              | 26  | 27   | 28   | 29       | 30   |
| December     | 3 Area Admissions panel to be held this week (Appendix 6)   | 4  | 5  | 6        | 7  |
|              | 10  | 11   | 12 Area admission panel minute must be submitted to HQ mailbox (Appendix 14). Email: panelmins@renfrewshire.gov.uk | 13       | 14 Essential holiday placement paperwork submitted to the receiving ELCC establishment.        |
|              | 17  | 18   | 19   | 20       | 21   |
|              | 24  | 25   | 26   | 27       | 28   |
|              | 31  |  |  |          |  |
| January 2019 |   | 1  | 2  | 3        | 4  |
|              | 7 Early Learning and Childcare application process advertised in press this week.   | 8  | 9  | 10       | 11   |
|              | 14 Area admissions panel must be held this week (Appendix 6)  | 15   | 16   | 17       | 18 HQ Process Partner Payments (may take up to 5 working days before payment reaches provider) |
|              | 21  | 22   | 23 Area admission panel minute must be submitted to HQ   | 24       | 25   |

|          |   |  |   |   |  |
|----------|---|--|---|---|--|
|          |   |  | mailbox (Appendix 14). Email: <a href="mailto:panelmins@renfrewshire.gov.uk">panelmins@renfrewshire.gov.uk</a>  |   |  |
| February | 28  | 29   | 30  | 31  |  |
|          |   |  |   |   | 1  |
|          | 4   | 5  | 6   | 7   | 8  |
|          | 11  | 12   | 13 (IS)   | 14  | 15 Deferred entry applications for Jan/Feb birthdays submitted to HQ.  |
| March    | 18  | 19   | 20  | 21  | 22   |
|          | 25  | 26   | 27  | 28  |  |
|          |   |  |   |   | 1 HQ Process Partner Payments (may take up to 5 working days before payment reaches provider)  |
|          | 4 Area panels need to be held this week (Appendix 6). Appendix 13 holiday placement for spring break submitted to the local area admissions panel chair                                 | 5  | 6   | 7   | 8  |
| April    | 11  | 12   | 13 Area admission panel minute must be submitted to HQ mailbox (Appendix 14). Email: <a href="mailto:panelmins@renfrewshire.gov.uk">panelmins@renfrewshire.gov.uk</a> | 14  | 15 Essential holiday placement paperwork submitted to the receiving ELCC establishment.  |
|          | 18  | 19   | 20  | 21 Deferred entry applications and EST minutes for children with Sept/Dec birthdays submitted to HQ | 22   |
|          | 25  | 26   | 27  | 28  | 29   |
|          | 1   | 2  | 3   | 4   | 5  |
| May      | 8   | 9  | 10  | 11  | 12   |
|          | 15  | 16   | 17  | 18  | 19   |
|          | 22  | 23   | 24  | 25  | 26   |
|          | 29 Area admissions panels to be held this week for allocation of placements for 18/19. HQ to confirm to providers the number of funded places approved to their establishment this week | 30   |   |   |  |
| June     |   |  | 1   | 2   | 3  |
|          | 6   | 7 (IS)   | 8 Area admission panel minute must be submitted to HQ mailbox (Appendix 14). Email: <a href="mailto:panelmins@renfrewshire.gov.uk">panelmins@renfrewshire.gov.uk</a>  | 9   | 10 Offer of placement letters posted to parents 2 <sup>nd</sup> class post (this relates to places allocated at the March & April panel for places in session 18/19) |
|          | 13 ELC Centres, ELC Classes and Partner Providers to update leavers going to school on NAMS   | 14   | 15  | 16  | 17 HQ Process Partner Payments (may take up to 5 working days before payment reaches provider)   |
|          | 20  | 21   | 22  | 23  | 24   |
| June     | 27  | 28 Area admissions panel must be held this week (Appendix 6). Appendix 13 holiday placement requests for summer break submitted to local area admissions chair | 29  | 30  | 31   |
|          | 3   | 4  | 5   | 6   | 7 Essential holiday placement paperwork submitted to the receiving ELCC establishment.   |
|          | 10  | 11   | 12 Area admission panel minute must be submitted to HQ mailbox (Appendix 14). Email: <a href="mailto:panelmins@renfrewshire.gov.uk">panelmins@renfrewshire.gov.uk</a> | 13  | 14 HQ Process Partner Payments (may take up to 5 working days before payment reaches provider)   |
|          | 17  | 18   | 19  | 20  | 21   |
|          | 24  | 25   | 26  | 27  | 28 Last day of session   |

Shading denotes school holiday and in-service days(IS)



## Notes for Parents/Carers on Completing Application Form for a Placement in an Early Learning and Childcare Establishment

### 1. Making Application

**Please note only one application is required.** Please indicate your first, second and third choices of early learning and childcare establishments. All applications are presented to an admission panel for allocation. The panel consists of heads of establishments and representatives from other agencies. **The panel will try to accommodate your first preference, however please note there may be occasions when the head of another establishment will contact you to offer you a place if no place is available at your preferred early learning and childcare establishment.** The number of preferences given on the application form does not affect the allocation process. **All information given by you will be treated in confidence.**

### 2. Placement Requested

It is not always possible to meet your preferred placement, but it is helpful to know your preference, for example, specific days, times, term time or full year in line with the Scottish Governments eligibility criteria.

### 3. Child's Address

This should be the address of the legal guardian. Only one address is acceptable. **Proof of residence will be asked for.**

### 4. Parents/Carers Names

For this application form we only require the names of the child's legal guardian/s.

### 5. Confirmation of the Child's Date of Birth

Confirmation of the child's date of birth is **required** when applying for an early learning and childcare placement. The child's original birth certificate should be used. Photocopies are not acceptable.

### 6. Confirmation of Benefits

Proof of benefit/credit **is** required in the form of written confirmation from the benefits office/HM Revenue and Customs.

### 7. Deciding on Priorities

Where there is a shortage of provision, difficult choices must be made. Renfrewshire Council has agreed that there are some family circumstances which will give priority for admission. There are occasions when your child may be allocated a place at another establishment. Priorities for admission are outlined in the parents' leaflet on early learning and childcare admission which is available with your application form. Please give all relevant information that could affect your application. If your circumstances change while your child's name is on the register of applicants or once they have been allocated a place, please contact the early learning and childcare establishment.

.....  
**Renfrewshire Council - Children's Services**

### Receipt of an application form to:

(name of establishment)

### This is to acknowledge receipt of an application from:

Parent: \_\_\_\_\_

Child: \_\_\_\_\_

Address: \_\_\_\_\_

Head of  
Establishment: \_\_\_\_\_ (signature)

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



**Renfrewshire Council: Children's Services**  
**Application Form for a Place in an Early Learning and Childcare Establishment**

**To be completed by the establishment:**

Confirmation of benefit/credit/education status

|                                      |                      |                                  |                      |                    |                      |
|--------------------------------------|----------------------|----------------------------------|----------------------|--------------------|----------------------|
| Application received                 | <input type="text"/> | School year                      | <input type="text"/> | Panel date         | <input type="text"/> |
| Birth certificate or passport number | <input type="text"/> | Request for assistance requested | <input type="text"/> | Proposed priority  | <input type="text"/> |
| Proof of address                     | <input type="text"/> | SIMD Priority area (yes/no)      | <input type="text"/> | Confirmed priority | <input type="text"/> |
| Sessions offered                     | <input type="text"/> | Split place                      | <input type="text"/> | Entry date         | <input type="text"/> |

 Please identify your choice/s of establishment in order of preference 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>.

**Please note only one application is required. However, if you make application to any other establishment your most recent application will be deemed as your preferred choice.**

Details of our charging policy and children's entitlement to free early learning and childcare are provided in the parent's leaflet. We will try to accommodate your preferences, but this is not always possible, and you may be offered an alternative establishment or sessions.

 1<sup>st</sup> establishment name

 2<sup>nd</sup> establishment name

 3<sup>rd</sup> establishment name




Please indicate your preferred placement:

|                      | Monday |     | Tuesday |     | Wednesday |     | Thursday |     | Friday |     |
|----------------------|--------|-----|---------|-----|-----------|-----|----------|-----|--------|-----|
|                      | Start  | End | Start   | End | Start     | End | Start    | End | Start  | End |
| AM (Hours)           |        |     |         |     |           |     |          |     |        |     |
| PM (Hours)           |        |     |         |     |           |     |          |     |        |     |
| Full day (Hours)     |        |     |         |     |           |     |          |     |        |     |
| Term time            |        |     |         |     |           |     |          |     |        |     |
| Full year (50 weeks) |        |     |         |     |           |     |          |     |        |     |

Are you applying for a split placement between a partner provider and a council early learning and childcare establishment? (please give details below) Yes / No:

Full name of child

Date of birth

Male

Female

Address

Postcode

Telephone no.

**Parents/Carers**1<sup>st</sup> contact

Address

Times of work

Daytime tel.

Mobile tel.

Email

2<sup>nd</sup> contact

Address

Times of work

Daytime tel.

Mobile tel.

Email

**Please tick if in receipt of:**

Income Support

☐Job Seekers  
Allowance☐Maximum Child tax credit & maximum  
working tax credit☐Employment and  
Support allowance☐

Child Tax Credit

☐Support under Part VI of the Immigration  
and Asylum Act 1999☐

Universal Credit

☐State Pension  
Credit☐Incapacity or Severe Disablement  
Allowance☐**Please tick if applicable:**

Asylum seeker

☐

Refugee

☐

No permanent address

☐

Military family

☐Parent under 16 in full time  
education☐

Premature Baby

☐

If yes, were they born between:

Weeks 30-36:

☐

Below 30 Weeks

☐**Names and ages of other children in family (please list):**

|  |
|--|
|  |
|--|

**Please state professional agencies involved with your family****GP**

Contact person

Address

Telephone no.

**Health Visitor**

Contact person

Address

Telephone no.

**Social Work**

Contact person

Address

Telephone no.

**Other**

Contact person

Address

Telephone no.



**Does your child have any long-term illness, medical condition or disability?**

Yes

Page 10

No

Yes

|  |  |
|--|--|
|  |  |
|--|--|

No

Yes

|  |  |
|--|--|
|  |  |
|--|--|

No

Do you feel your child needs a priority place (please refer to the parent's leaflet)?

Yes

No

|  |
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|  |
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We would like you to help us collect information about your language, religion, ethnic background and national identity. You are not required to answer the following questions; however, the information is extremely valuable as it is used to monitor the effectiveness of the council and helps us to plan services.

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*I declare that the above is a true statement of my circumstances. If required I give permission for the person(s) named above to be contacted about this application.*

Signature of Parent/Carer:

Date:



## Renfrewshire Council: Children's Services

### Request for assistance for Early Learning and Childcare

#### 1. Child's details

Full name:

Gender:

Male:

☐

Female:

☐

Date of birth:

Expected Date of Delivery:

Address

Daytime Tel

 Is the address the parental home, foster home or other?  
 (please specify)

#### 2. Parent/ Carer Details

1<sup>st</sup> Contact:
2<sup>nd</sup> Contact:

Address:

Address:

E-mail:

E-mail:

#### 3. Siblings

| Name                 | Address<br>(if different from 2 above) | Age                  | School               |
|----------------------|--|----------------------|----------------------|
| <input type="text"/> | <input type="text"/>                   | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>                   | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>                   | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/>                   | <input type="text"/> | <input type="text"/> |

#### 4. Parental Consent

Date referral discussed with parent/carers:

N.B. The parent or carer must be informed of a referral being made on their behalf. They must also complete a parent application form.

#### 5. Referrer

Name:

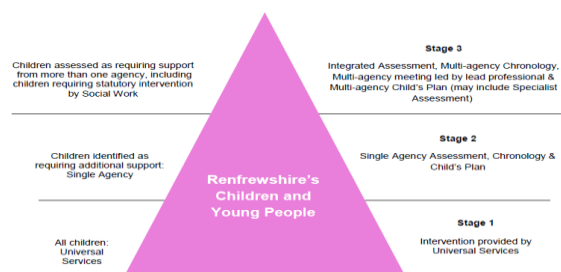
Telephone:

Dept/Agency:

E-mail Address:

 getting  
it right  
for every child

#### The Renfrewshire Staged Intervention Approach



Using Staged Intervention approach please state which stage is applicable to this family.

 Stage 1 ☐ Stage 2 ☐ Stage 3 ☐

Has the child at any time since their second birthday been looked after under kinship care order or has an appointed guardian

Yes: ☐

No: ☐

**Is the child currently on the child protection register?**

Yes: ☐

No: ☐

Date of next review (if known)

**6. Health Visitor (if not referrer)**

Name:

Email  
Address:

Telephone:

**7. Social Work Involvement**

**Case allocated:**

Yes: ☐

No: ☐

If yes -

Name of social worker:

State level of involvement (short/med/long term):

Has an integrated assessment been undertaken?

Yes: ☐

No: ☐

**Has referral been made to the Children's Reporter?**

Yes: ☐

No: ☐

**Is the child already subject to a statutory order?**

Yes: ☐

No: ☐

Date of next review hearing (if known):

## 8. Agencies Involved

Please tick if the child or family is known to any of the following agencies:

|                             |                          |                        |                          |
|-----------------------------|--------------------------|------------------------|--------------------------|
| Speech Therapy              | <input type="checkbox"/> | Social Work            | <input type="checkbox"/> |
| Clinical Psychology         | <input type="checkbox"/> | Educational Psychology | <input type="checkbox"/> |
| Child and Family Psychiatry | <input type="checkbox"/> | Physiotherapy          | <input type="checkbox"/> |

Any other agency or clinic (please specify)?

Please provide details of involvement in space below:

## 9. Description of Wellbeing Concern(s)

Summarise the issue(s) you are raising as a wellbeing concern(s)

Summarise any strategies taken to address this, and/or any actions taken including dates/timescale

Complete this section to expand on your concern if there is no existing wellbeing assessment been completed within the universal section of the child's plan

Safe:  
Healthy:  
Achieving:  
Nurtured:  
Active:  
Respected:  
Responsible:  
Included:

## 10. Additional Information:

(e.g. child / parent health; child's behaviour; general development; domestic situation).

## 11. Interagency Work

(a) Please state specific areas of joint working with the establishment.

|  |
|--|
|  |
|--|

## 12. Placement – Practical Arrangements

(a) Please indicate the type of place requested, for example, full time, specific full days, sessional – including or excluding lunch. Please provide reasons for type of place requested.

|                  | Mon   |     | Tue   |     | Wed   |     | Thurs |     | Fri   |     |
|------------------|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|
|                  | Start | End | Start | End | Start | End | Start | End | Start | End |
| Am (Hours)       |       |     |       |     |       |     |       |     |       |     |
| PM (Hours)       |       |     |       |     |       |     |       |     |       |     |
| Full day (Hours) |       |     |       |     |       |     |       |     |       |     |

Please give your reasons for the above required pattern of attendance:

---

**If there is a considerable delay between receipt of application and a place becoming available, then you may be required to provide an update.**

**Admissions panels will make a final decision on whether the child is a priority and in allocation of a placement.**

Signature:

|  |
|--|
|  |
|--|

Date:

|  |
|--|
|  |
|--|


**Renfrewshire Council: Children's Services**  
**Early Learning and Childcare Establishment Enrolment Form**

|                                |
|--------------------------------|
| <b>Office Use</b>              |
| Start Date:                    |
| Placement:                     |
| Split Placement Establishment: |
| Referring Agency:              |
| Legal documents seen: Yes/No   |

**Child's details**

Full name: \_\_\_\_\_

Expected date of delivery:  Email: \_\_\_\_\_

Date of birth:

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of any other Early Learning and Childcare establishment your child attends/has attended: \_\_\_\_\_

List any serious illnesses your child has had: \_\_\_\_\_

Other relevant information regarding child's health or medication: \_\_\_\_\_

Allergies: \_\_\_\_\_

Special dietary requirements: \_\_\_\_\_

Language child speaks most often at home: \_\_\_\_\_

When is your child due to start school? \_\_\_\_\_

Which primary school will your child attend? \_\_\_\_\_

Note of any residence /statutory order: \_\_\_\_\_

Type of order: \_\_\_\_\_

We may wish to leave the nursery for supervised local outings e.g. visit to local shops, park etc.

**Do you wish your child to participate in these outings?**

Yes: ☐

No: ☐

Occasionally within the establishment we will photograph your child and use the photographs for visual displays and record keeping as part of your child's assessment. Videos of special events and children involved in activities within the establishment may also be taken. Separate permission will be sought regarding use of the internet and the display of photographs and videos on the internet.

**Do you agree that your child may be involved in this?**

Yes: ☐

No: ☐

There are occasions when children's photographs may be used for publicity e.g. within establishment handbooks or the press.

**Do you agree that your child may be involved in this?**

Yes: ☐

No: ☐

**Arrangements for escorting your child to and from an early learning and childcare establishment.**

**You must give your assurance that a responsible person over the age of 16 will always bring and collect your child from the establishment. Please let us know who that person/people will be:**

To establishment: \_\_\_\_\_  
From \_\_\_\_\_  
establishment: \_\_\_\_\_

**You must let us know in advance if someone else is to collect your child either regularly or in an emergency. If you fail to do so your child will not be allowed to go until you have confirmed arrangement with the establishment.**

**Agencies involved:**

|                       |                      |
|-----------------------|----------------------|
| Health visitor: _____ | GP: _____            |
| Address: _____        | Address: _____       |
| _____                 | _____                |
| Telephone no.: _____  | Telephone no.: _____ |

Additional Information: (family circumstances/other agencies etc.): \_\_\_\_\_

---

---

**Emergency Contacts:**

**Parent/Carer – 1<sup>st</sup> Contact**

Name: \_\_\_\_\_

Name & address  
of employer /  
college \_\_\_\_\_

Telephone no. \_\_\_\_\_

**2<sup>nd</sup> Contact Parents/Carer**

Name: \_\_\_\_\_

Name & address  
of employer /  
college \_\_\_\_\_

Telephone no. \_\_\_\_\_

Please give the names of agreed emergency contacts to use when we are unable to contact parent/carers.

|                                 |                                 |
|---------------------------------|---------------------------------|
| Name: _____                     | Name: _____                     |
| Day time address: _____         | Day time address: _____         |
| _____                           | _____                           |
| Telephone no.: _____            | Telephone no.: _____            |
| Relationship to<br>child: _____ | Relationship to<br>child: _____ |

**Placements allocated will be reviewed and may be increased or decreased as circumstances change.**

Signature of parent/carers: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of staff member: \_\_\_\_\_ Designation: \_\_\_\_\_







**Renfrewshire Council: Children's Services**  
**Deferred Entry to Primary School**  
**Application for an Additional Year of Free Early Learning and Childcare**

**1. Child's details**

Full name:

My child is:

male:

☐

female:

☐

Date of birth

Expected date of birth

|  |
|--|
|  |
|  |

**2. Parent/carer details**

Title

Full name:

Address:

Postcode:

Home phone:

Mobile:

Time your child attends:

**3. Early Learning and Childcare Establishment details**

Please note that you **must** enrol your child in their catchment primary school.

Early Learning and  
Childcare establishment  
my child currently  
attends:

My child's catchment  
primary school:

If your child is granted an additional free year of early learning and childcare this will be as a continuation of their current early learning and childcare placement. Please contact your head of establishment if you wish to apply for a change of placement.

|                               | Monday |     | Tuesday |     | Wednesday |     | Thursday |     | Friday |     |
|-------------------------------|--------|-----|---------|-----|-----------|-----|----------|-----|--------|-----|
|                               | Start  | End | Start   | End | Start     | End | Start    | End | Start  | End |
| Current pattern of attendance |        |     |         |     |           |     |          |     |        |     |
| Term time                     |        |     |         |     |           |     |          |     |        |     |
| Full year                     |        |     |         |     |           |     |          |     |        |     |

Please detail your reasons and if appropriate state professional agencies involved: e.g. Education, Psychology Services, Speech Therapist, etc.

**Declaration of Parent/Carer**

I confirm that I would like my child to attend an early learning and childcare establishment for an additional year. I will not require a place at primary school for my child until August

I declare that the information provided is a true statement of my circumstances. If required I give permission for the person(s) named to be contacted about this application.

|                                      |                                     |                      |                      |
|--------------------------------------|-------------------------------------|----------------------|----------------------|
| Signature of parent/carers:          | <input type="text"/>                | Date:                | <input type="text"/> |
| Name of establishment child attends: | Signature of head of establishment: | Date:                |                      |
| <input type="text"/>                 | <input type="text"/>                | <input type="text"/> |                      |

|                     |                      |                       |  |
|---------------------|----------------------|-----------------------|--|
| For office use only |                      |                       |  |
| Auto grant:         | <input type="text"/> | EST minutes received: | <input type="text"/>                           |
| Input by:           | <input type="text"/> | LA rep present:       | <input type="text"/>                           |
|                     |                      | Date:                 | <input type="text"/>                           |
|                     |                      |                       | Psychological Assessment: <input type="text"/> |


**Renfrewshire Council: Children's Services  
 Admission Ballot List**
**Name of ELCC  
 establishment:**

**Date of panel:**


|    | <b>Ballot<br/>no.</b> | <b>Child's name</b> | <b>Address</b> | <b>Confirmed<br/>priority</b> | <b>Siblings in<br/>establishment</b> | <b>No. of<br/>funded<br/>sessions</b> |
|----|-----------------------|---------------------|----------------|-------------------------------|--------------------------------------|---------------------------------------|
| 1  |                       |                     |                |                               |                                      |                                       |
| 2  |                       |                     |                |                               |                                      |                                       |
| 3  |                       |                     |                |                               |                                      |                                       |
| 4  |                       |                     |                |                               |                                      |                                       |
| 5  |                       |                     |                |                               |                                      |                                       |
| 6  |                       |                     |                |                               |                                      |                                       |
| 7  |                       |                     |                |                               |                                      |                                       |
| 8  |                       |                     |                |                               |                                      |                                       |
| 9  |                       |                     |                |                               |                                      |                                       |
| 10 |                       |                     |                |                               |                                      |                                       |
| 11 |                       |                     |                |                               |                                      |                                       |
| 12 |                       |                     |                |                               |                                      |                                       |
| 13 |                       |                     |                |                               |                                      |                                       |
| 14 |                       |                     |                |                               |                                      |                                       |
| 15 |                       |                     |                |                               |                                      |                                       |

**Your Early Learning and Childcare  
establishment name here**

Your address here

Your address here

Telephone:

Contact:

Date:

Referral Letter

**Appendix 9**



**Renfrewshire  
Council  
Children's Services**

Dear

**Application for a place in an early learning and childcare establishment**

Child's name:

Date of birth:

Address:

An application has been received in respect of the above-named child for a place in:

The parent has indicated that you are involved with the child/family and may be willing to make a request for assistance on their behalf. Can you please complete the attached form and return it to me by:

Please note that requests for assistance must only be made for cases that are considered to have a high priority (please refer to the policy on early years admissions for guidance).  
Please contact me at the above address if you require any further information.

Yours sincerely

**Your name here**

**Your title here**

**Appendix 10**



**Renfrewshire  
Council  
Children's Services**

**Your Early Learning and Childcare  
establishment name here**

Your address here

Telephone:

Contact:

Date:

«ParentCarerName»

«Property» «Street»

«Locality»

«Town»

«County»

«Postcode»

Dear «ParentCarerForename»

I am writing to confirm that «ChildName» (date of birth «ChildDOB») has been allocated a place at **your Early Learning and Childcare establishment name here** from «StartDate».

The placement on offer is: «Details Of Placement»

Please complete the tear off slip at the bottom of the letter and return it to the establishment by **insert reply by date here** as this will allow us to make arrangements for «ChildName» to take up the place. If you would like any further information, please feel free to call into the establishment or telephone **your establishment telephone number here**.

Please note that places are subject to review during your child's time within the establishment and may increase or decrease in line with the admission policy according to your child's circumstances and entitlement.

Yours sincerely

**Your name here**

**Your title here**

-----  
Please return this tear off slip to the establishment by **insert reply by date here**.

(Please delete as appropriate)

Child's name: «ChildName»

Date of birth: «ChildDOB»

Address: «Property» «Street» «Locality», «Town» «County», «Postcode»

I accept / do not accept the offer of a placement at **your Early Learning and Childcare establishment name here**.

Parent/carers signature:

Parent/carers print name:

\_\_\_\_\_

\_\_\_\_\_

**Name of establishment:**

|  |
|--|
|  |
|--|

[illegible]

**Renfrewshire Council: Children's Services**  
**Minute of Early Learning and Childcare Admission Panel Meeting**

**Appendix 12**



**Renfrewshire**  
Council  
Children's Services

**Area:** \_\_\_\_\_

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

**Present**

| Name | Service | Designation |
|------|---------|-------------|
|      |         |             |
|      |         |             |
|      |         |             |
|      |         |             |
|      |         |             |

**Apologies**

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

**Minute Taker:**

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**Minutes of Meeting:**

Please tick to indicate if any partner providers have presented entitled two-year-old applications:

☐

Please tick to indicate if any partner providers have presented cross boundary applications to the panel ☐

Please tick to indicate confirmation that all applications presented to area panel are recorded on NAMS ☐

Please tick to confirm that all eligible children can be placed ☐

**Signature of Chair of Panel:** \_\_\_\_\_  
(Please insert your name and the name of your establishment)

**Date of next panel:** \_\_\_\_\_

Please now send a copy of this minute using a local authority early learning and childcare or school email address to ensure this information remains secure to the address:  
[panelmins@renfrewshire.gov.uk](mailto:panelmins@renfrewshire.gov.uk).


**Renfrewshire Council: Children's Services**  
**Application to Purchase Wraparound Care**

 Child's name: 

 Date of birth: 
**Parents/Carers:**

 1<sup>st</sup> contact: 

 2nd contact: 

 Address: 

 Address: 

 Proof of address: Yes: ☐ No: ☐

 Proof of address: Yes: ☐ No: ☐

 Telephone no: 

 Telephone no: 

 Mobile number: 

 Mobile number: 

 Employer/College 

 Employer/College 

 Address: 

 Address: 

 Telephone no: 

 Telephone no: 
**Hours of work:**
**1<sup>st</sup> Contact**

| Monday               | Tuesday              | Wednesday            | Thursday             | Friday               |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**2<sup>nd</sup> Contact**

| Monday               | Tuesday              | Wednesday            | Thursday             | Friday               |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

 Please indicate whether you wish: Term time: ☐ Full year: ☐

Early Learning and Childcare hours requested (please indicate arrival and departure times each day, the eligible funded sessions for those children who are entitled to them will be deducted).

| Monday               | Tuesday              | Wednesday            | Thursday             | Friday               |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |



You will be required to pay the current rate for wraparound care set by Renfrewshire Council. The Council have the right to review the current charges.

Council Concession rates will apply if you are a:

- Student in fulltime education
- Pension Guarantee Credit
- Income Support
- Job Seekers Allowance
- Maximum working Tax Credit
- Tax Credit with a Disability Element
- Council Tax Reduction Scheme
- Housing Benefit
- Employment and support allowance
- Attendance allowance
- Disability Living Allowances (Child Element)
- Universal Credit

Parent/ Carer:  
(signature)

Date:

The following documentation was shown to and verified by the head of establishment:

Head of Establishment:  
(signature)

Date:

**Appendix 14**

## Renfrewshire Council: Children's Services Agreement to Purchase Wraparound Care

You will be required to pay the current rate for wraparound care to purchase additional childcare hours from Renfrewshire Council.

1. Payment of the amount due will require to be made no later than **10 working days** from the date on the invoice issued to you.

If the amount due is not paid on time, the Council has the right to terminate the wraparound care placement and legal recovery procedures will be implemented.

These hours do not affect approved Early Learning and Childcare entitlement.

2. Any change in your circumstances which may affect the wraparound care placement must be notified to the Council promptly. This includes changes in your employment or training hours or location. Wraparound contract require to be reviewed on a six monthly basis.
3. In the event that the agreed arrangements for wraparound care placement require to be changed, **4 weeks prior written** notice of this must be given to the head of establishment. The Council has the right to invoice you for the cost of the previously agreed placement in full if adequate notice is not given.
4. No less than 4 weeks prior written notice must be given to the Council if you no longer want to use the wraparound care placement. You will be invoiced for the amount due at the end of that notice period.
5. All absences will be charged at the full rate. If the absence extends beyond 4 consecutive weeks the Council have the right to withdraw the wraparound place. The place may be retained at the discretion of the head of establishment who requires to be advised of the circumstances of the absence before consideration can be given to such a request.
6. Children using the wraparound service throughout the full year will be entitled to 4 weeks holiday from an early learning and childcare establishment on a pro-rata basis, at no charge. This does not include those days when no service is available. All other absences will be charged at the full rate. Children using the service for school term time only will not be entitled to any holidays free of charge.

Signed by parent/carer:

|  |
|--|
|  |
|--|

Date Signed:

|  |
|--|
|  |
|--|

Review Date:

|  |
|--|
|  |
|--|

# Renfrewshire Council: Children's Services Agreement to Purchase Wraparound Care



Child's name:

Date of birth:

## Parents/Carers:

1<sup>st</sup> contact:

2nd contact:

Address:

Address:

Proof of address: Yes: ☐ No: ☐

Proof of address: Yes: ☐ No: ☐

Telephone no:

Telephone no:

Mobile number:

Mobile number:

Employer/College

Employer/College

Address:

Address:

Telephone no:

Telephone no:

## Hours of work:

### 1<sup>st</sup> Contact

| Monday               | Tuesday              | Wednesday            | Thursday             | Friday               |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### 2<sup>nd</sup> Contact

| Monday               | Tuesday              | Wednesday            | Thursday             | Friday               |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please indicate whether you wish:

Term time: ☐

Whole year: ☐

Early learning and childcare hours requested (please indicate arrival and departure times each day, the eligible funded sessions for those children who are entitled to them will be deducted).

| Monday               | Tuesday              | Wednesday            | Thursday             | Friday               |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Establishment hours offered

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
|        |         |           |          |        |

Your free funded sessions are:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
|        |         |           |          |        |

Signed by parent/carer:

|  |
|--|
|  |
|--|

Date:

|  |
|--|
|  |
|--|

Signed by head of establishment:

|  |
|--|
|  |
|--|

Date:

|  |
|--|
|  |
|--|

**Full year provision for wraparound care is 50 weeks per year. There is no wraparound provision during the Christmas break.**

## Renfrewshire Council: Children's Services

## Emergency/Temporary Early Learning and Childcare Placement Contract

Early Learning and  
Childcare establishment:

Name of child:

DOB:

Duration of temporary emergency placement

From:

To:

Details of temporary placement:

Placement review date:

Date:

Parent/carer:  
(signature)Head of establishment:  
(signature)

**Your Early Learning and Childcare  
establishment name here**

Your address here

Your address here

Telephone:

Contact:

Date:

**Appendix 16**



**Renfrewshire  
Council  
Children's Services**

Dear

**Review of a Placement**

Child's name:

Date of birth:

Address:

The above-named child was allocated a placement at:

The Early Learning and Childcare Admission Policy states that where a child is allocated more than their entitlement per week, the placement should be reviewed at least annually and may be adjusted to consider any change of circumstance.

The time has now come to review this placement and as you made the initial referral it would be helpful if you could please provide us with an update of the family circumstances. Can you please return the attached form to me by:

If you require any further information, please feel free to contact me

Yours sincerely


**Renfrewshire Council: Children's Services**  
**Qualifying Benefit/Credit Evidence List**

Eligible two-year olds residing in Renfrewshire whose parents are in receipt of qualifying benefits and Looked After Children:

| Qualifying Benefit/Credit   | Evidence  | Documents Source                |
|---|---|---------------------------------|
| Income Support  | Appendix 18 of Admission policy or Benefit Award Letter | Department of Work and Pensions |
| Job Seekers Allowance   | Appendix 18 of Admission policy or Benefit Award Letter | Department of Work and Pensions |
| Employment and Support Allowance  | Appendix 18 of Admission policy or Benefit Award Letter | Department of Work and Pensions |
| Incapacity or Severe Disablement Allowance  | Appendix 18 of Admission policy or Benefit Award Letter | Department of Work and Pensions |
| State Pension Credit  | Appendix 18 of Admission policy or Benefit Award Letter | Department of Work and Pensions |
| Universal Credit Universal Credit and your household take-home pay, is £610 a month or less                   | Appendix 18 of Admission policy or Benefit Award Letter | Department of Work and Pensions |
| Child Tax Credit, but not Working Tax Credit, with an income less than £16,105*                               | Current Award Letter                                    | HM Revenue and Customs          |
| Both maximum Child Tax Credit and maximum Working Tax Credit and an income under £6,420*                      | Current Award Letter                                    | HM Revenue and Customs          |
| Support under Part VI of the Immigration and Asylum Act 1999  | Confirmation Letter                                     | Home Office                     |
| Looked after by a local council<br>The subject of a kinship care order<br>The subject of a guardianship order |   | Social Work                     |

Eligibility can vary annually.

Check [www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare/](http://www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare/) for current eligibility.

Your name here  
Your title here



Insert Jobcentre Plus Address Stamp Here



Department  
for Work &  
Pensions

## 2 YEAR OLD EARLY LEARNING AND CHILDCARE PLACE CONFIRMATION OF ELIGIBILITY

| TO BE COMPLETED BY CLAIMANT  |                        |                              |  |
|--|------------------------|------------------------------|--|
| Claimant Name:   |                        |                              |  |
| Claimant Address:  |                        |                              |  |
| National Insurance Number:   |                        |                              |  |
| Child's Name:  |                        |                              |  |
| Child's address:   |                        |                              |  |
| Relationship to Claimant:<br>(Parent/Carer)                              |                        |                              |  |
| Qualifying Benefits Criteria   | Please indicate<br>(√) | Date benefit(s)<br>commenced |  |
| Income support   |                        |                              |  |
| Jobseekers allowance   |                        |                              |  |
| Employment and Support Allowance   |                        |                              |  |
| Incapacity and Severe Disablement Allowance                              |                        |                              |  |
| State Pension Credit   |                        |                              |  |
| Universal Credit   |                        |                              |  |
| I authorise DWP to release the above information to Renfrewshire Council |                        |                              |  |
| Signature  |                        | Date                         |  |



## QUALIFYING BENEFIT CRITERIA

|  |  |                     |  |
|--|--|---------------------|--|
| <b>TO BE COMPLETED BY JOB CENTRE PLUS</b>  |  |                     |  |
| <i>I can confirm that the named applicant is in receipt of the benefits stated and the commencement date of benefits is accurate</i> |  |                     |  |
| <b>Name of Job Centre Plus Officer</b>   |  |                     |  |
| <b>Signature of Job Centre Plus Officer</b>  |  |                     |  |
| <b>Date</b>  |  | <b>Telephone No</b> |  |
| <b>PLEASE ENSURE AN OFFICIAL STAMP IS INSERTED AT THE TOP OF THE PAGE</b>  |  |                     |  |



Renfrewshire Council has a duty to provide early learning and childcare services for children as required in the Children and Young People (Scotland) Act 2014 and the Standards in Scotland's Schools etc. Act 2000. This Notice, along with the Renfrewshire Council's Privacy Policy (which can be found on-line at <http://www.renfrewshire.gov.uk/privacypolicy>) explains how we process personal information for the purposes of determining early learning and childcare admissions and the provision of early learning and childcare across Renfrewshire.

To deliver early learning and childcare across Renfrewshire we need to collect, store, use, share and dispose of personal information. This is known as data processing.

As part of the admission and application process for early learning and childcare, we collect personal and special category data in a variety of forms:

### **1. Application form for a place in an early learning and childcare establishment**

Personal and special category data is collected and processed by us and we use the personal data to assess and determine, in line with Renfrewshire Council's guidelines, the child's eligibility for, and whether the child is eligible for a priority place in, an early learning and childcare establishment in Renfrewshire.

### **2. Request for assistance in an early learning and childcare establishment**

Personal and special category data is shared with us in this form by a professional agency e.g. social work, health or in the voluntary sector, and we use this personal data to identify those individuals that will require further substantial support and assistance when we are determining the allocations for early learning and childcare in Renfrewshire.

### **3. Early learning and childcare enrolment form**

Personal and special category data is collected and processed by the establishment where the early learning childcare place is offered, and we use the personal data to create and maintain a personal file of the child, including for example whether the child has any dietary requirements while in an early learning and childcare establishment in Renfrewshire.

### **4. Deferred entry to primary school: Application for an additional year of free early learning and childcare**

Personal and special category data is collected and processed by us to assess and determine, in accordance with the child's best educational interests and Renfrewshire Council guidelines, requests for a child to continue with an additional year of early learning and childcare prior to be enrolled in primary school.

## **5. Application to purchase wraparound care**

Personal (and potentially some special category) data is collected and processed by us for us to assess and determine, in accordance with Renfrewshire Council guidelines, applications for wraparound care, and the terms of any wraparound care to be delivered by the establishment.

## **6. Agreement to purchase wraparound care**

Personal (and potentially some special category) data is collected and processed by us for maintain a record of terms of the agreement to purchase wraparound care and a record of the relevant personal details and to allow the establishment to deliver the wraparound care.

## **7. Emergency/temporary early learning and childcare placement contract**

Personal (and potentially some special category) data is collected and processed by us for maintain a record of terms and the review date of the emergency or temporary early learning and childcare placement.

In processing personal information, Renfrewshire Council must comply with the EU General Data Protection Regulation and the Data Protection Act 2018. We refer to this as data protection legislation.

### **Data collection and personal data categories**

More generally, the personal information we hold in our provision of early learning and childcare admissions is collected in a variety of ways. We will collect information from you in paper and online forms (as outlined above), by telephone, email, CCTV and in conversation with a member of our staff. We will also collect information from one or more of our partners agencies such as NHS, Police Scotland and Voluntary Sector organisations working with the us. When we collect and process your personal information, we are committed to the principles set out in data protection legislation.

### **Data protection principles**

- We only collect information that we need
- We keep your personal information secure.
- We don't keep your information for longer than we need to
- We tell you why we need your information and what we will do with it
- We collect accurate information and, where necessary, keep it up to date
- We don't use your information for a different reason than the one we have told you about. The exception to this is if we must do so by law e.g. For the purposes of providing Child Protection and Safeguarding Services.

### **Personal data categories**

We process personal data and special category data as part of determining early learning and childcare admissions and the provision of early learning and childcare. Personal data is information which can be used to identify you such as your:

- Name
- Address

- Date of birth
- A unique identifier, such as a Social Work Client ID number

Special category data is information that reveals:

- Racial or ethnic origin
- Data concerning health and sex life
- Religious or philosophical beliefs

## **Purpose of processing personal information**

Processing personal information when determining early learning and childcare admissions and the provision of early learning and childcare allows us to provide those services and fulfil our legal responsibilities, such as:

- Allocating early learning and childcare placements in an equitable way;
- Ensuring those families in greatest need of early learning and childcare obtain a service appropriate to their needs;
- Providing advice and support;
- Providing early learning and childcare services;
- Supporting children with disabilities; and
- Providing child protection services.

On occasions, we may keep your personal information within our archives for evidential and historical reasons or use it for research and statistical purposes. It will sometimes be necessary to process personal information to protect individuals from harm or injury, to prevent and detect crime, to comply with legal orders, and to provide information in accordance with a person's rights. We will only process your personal information when it is lawful to do so.

## **Reasons**

Data processed by the Council when determining early learning and childcare admissions and the provision of early learning and childcare is processed because:

- It is required by law
- It is necessary as part of a contract
- It is necessary to protect someone's life

If we require your permission to process your personal information, we will ask you. If you wish to withdraw your consent, you can do so through contacting our Information Governance Team or by emailing [dataprotection@renfrewshire.gov.uk](mailto:dataprotection@renfrewshire.gov.uk).



Renfrewshire Council takes the privacy of your personal data very seriously. We have set out below what information we collect, how we collect it, what we do with it, who we share it with and why. You can contact us on 0300 300 0300. The Data Protection Officer, Allison Black can be contacted on [dataprotection@renfrewshire.gov.uk](mailto:dataprotection@renfrewshire.gov.uk).

We need to handle personal information about you so that we can provide better services for you. This is how we look after your information.

When we ask you for personal information, we will:

- Make sure you know why we need it
- Ask only for what we need
- Protect your personal information and make sure nobody has access to it who shouldn't
- Take proportionate precautions to prevent the loss, misuse or alteration of your personal information
- Let you know if we share it with any other organisations to give you better public services
- Make sure we don't keep it longer than necessary, and
- Not make your personal information available for commercial use without your permission.

In return, we ask you to:

- Give us accurate information, and
- Tell us as soon as possible if there are any changes, such as a new address.
- This helps us to keep your information reliable and up to date.

## **Your rights**

You have the following rights:

- The right to be informed about how your information will be used.
- The right of access to your personal information.
- The right to rectification, which is the right to require the Council to correct any mistakes.
- The right to request the erasure of any personal information held by the Council where the Council no longer has legal reason to hold the information.
- The right to request that your information is only processed in certain ways.
- The right to data portability.
- The right to object to the Council processing your personal information.

These are not absolute rights as there may be circumstances where the Council is legally obliged to process your information in a particular way. Some examples are listed below.

Your details will be accessed by the Council staff who need this to provide you with a service and if the service is provided by an external agency, that agency. We are

also legally obliged to protect public funds, so details will be checked internally for fraud prevention and verification purposes and may be shared with other public bodies for the same purpose.

### **Sharing your information**

The Council is legally obliged to share certain data with other public bodies such as Her Majesty's Revenue and Customs (HMRC) and will do so where the law requires this; the Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate. Information is also analysed internally in-order to provide management information and improve service delivery.

### **Consent**

We will not ask for consent in cases where we need to process your information to carry out our public functions. If we have asked for your consent to process your information, you have the right to withdraw this, in whole or in part, at any time. We will explain any consequences of this to you, including any impact on the service we are delivering.

### **Transferring our information outside the UK or European Economic Area**

The Council will not transfer personal data outside the European Economic Area (EEA) unless this cannot be avoided. The Council will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy. On the occasions when it does transfer your information outside the UK or the European Economic Area, the Council will inform you.

### **Profiling and automatic decision making**

The Council do not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

### **How long do we keep your information?**

The Council will only keep your information for as long as necessary. Full details of how long the Council usually retains your information can be found in the Council's Retention and Disposal Schedule which is published on the Council's website here. However, there may be circumstances where we may need to keep your information for longer. Once the Council no longer needs to keep your information, it will be securely destroyed.

### **Right to complain**

When we ask you for information, we will abide by all relevant legislation, including the EU General Data Protection Regulation (GDPR). However, if you are unhappy with the way we process your personal data you have the right to complain. Any complaints regarding your data should be addressed to the Data Protection Officer, Allison Black on [dataprotection@renfrewshire.gov.uk](mailto:dataprotection@renfrewshire.gov.uk). If the matter is not resolved,

you can contact the Information Commissioner's Office, who can also provide independent data protection advice. The address and contact details for the Information Commissioner's Officer are:

45 Melville Street  
Edinburgh  
EH3 7HL  
Telephone: 0131 244 9001  
Email: [scotland@ico.org.uk](mailto:scotland@ico.org.uk)

You can email the Data Protection Officer [dataprotection@renfrewshire.gov.uk](mailto:dataprotection@renfrewshire.gov.uk) for more details on:

- What information we hold about you and how to ask us to correct any mistakes
- Agreements we have with other organisations for sharing information
- Circumstances where we can pass on your information without telling you, for example, to prevent and detect crime or produce anonymised statistics
- Our instructions to staff on how to collect, use and delete your personal information and
- How we check information we hold is accurate and up to date

| Panel                             | Designated Area                                       | Establishment  |
|-----------------------------------|---|--|
| <b>Panel 1</b><br>Johnstone       | Howwood<br>Johnstone<br>Lochwinnoch                   | Mid Gavin Nursery*<br>Stepping Stones*<br><br>Auchenlodment Early Learning and Childcare Class<br>Lochwinnoch Early Learning and Childcare Class<br>Spateston Early Learning and Childcare Centre<br>St Margaret's Early Learning and Childcare Class<br>West Johnstone Early Learning and Childcare Centre                      |
| <b>Panel 2</b><br>Erskine         | Bishopton<br>Erskine<br>Inchinnan<br>Langbank         | Bright Starts Nursery*<br>Cairellot Day Nursery*<br>Carli's Kindergarden*<br>Enchanted Forest*<br>Erskine Community Nursery – Bargarran*<br>Erskine Community Nursery – St Anne's<br>Inchinnan Community Nursery*<br><br>St Anne's Early Learning and Childcare Class<br>St John Bosco Early Learning and Childcare Class        |
| <b>Panel 3</b><br>Renfrew         | Renfrew   | 3 Bears Nursery (Renfrew)*<br>Little Flowers Nursery*<br>Little Stars Hillington*<br>Renfrew Day Nursery*<br><br>Glendee Early Learning and Childcare Centre<br>Moorpark Early Learning and Childcare Centre   |
| <b>Panel 4</b><br>Houston         | Bridge of Weir<br>Brookfield<br>Houston<br>Kilbarchan | Abbey Nursery (Houston)*<br>Kilbarchan Community Nursery*<br>Rivendale Nursery*<br>Gryffe Manor*<br><br>Bridge of Weir Early Learning and Childcare Class<br>Houston Early Learning and Childcare Class  |
| <b>Panel 5</b><br>Linwood         | Linwood   | Linwood Community Childcare*<br><br>East Fulton Early Learning and Childcare Class<br>Our Lady of Peace Early Learning and Childcare Class<br>Riverbrae Early Learning and Childcare Centre ○  |
| <b>Panel 6</b><br>Foxbar/Glenburn | Brediland<br>Foxbar<br>Glenburn<br>Meikleriggs        | Carriagehill Nursery - Green Road*<br><br>Bushes Early Learning and Childcare Class<br>Foxlea Early Learning and Childcare Centre<br>Glenburn Early Learning and Childcare Centre<br>Glenfield Early Learning and Childcare Centre<br>Heriot Early Learning and Childcare Class<br>St Peter's Early Learning and Childcare Class |

\* Providers in the private and voluntary sector accepted onto the Framework Agreement to provide Pre-school education

○ Designated places for children with Additional Support Needs.



| Panel                                | Designated Area   | Establishment   |
|--------------------------------------|---|---|
| <b>Panel 7</b><br>Paisley West 1     | Elderslie<br>Baronscroft<br>Castlehead<br>Westend                             | Abbey Nursery (Paisley)*<br>Maxwellton Park Nursery*<br><br>Hugh Smiley Early Learning and Childcare Centre<br>St Mary's Early Learning and Childcare Class<br>West Early Learning and Childcare Class<br>Wallace Early Learning and Childcare Class                            |
| <b>Panel 8</b><br>Paisley West 2     | Ferguslie<br>Shortroods<br>Phoenix Park                                       | Glencoats Lodge Nursery*<br>Happitots Nursery*<br>Hillview Nursery*<br>Rainbow Nursery*<br><br>Douglas Street Early Learning and Childcare Centre<br>Ferguslie Early Learning and Childcare Centre<br>Mossvale Early Learning and Childcare Class                               |
| <b>Panel 9</b><br>Paisley Central 1  | Charleston<br>Hawkhead<br>Hunterhill<br>Lochfield<br>Paisley South<br>Todholm | Carriagehill Drive Nursery*<br>Jennyswell Nursery*<br>Nursery Times*<br>Orchard Grove Nursery*<br><br>Paisley Early Learning and Childcare Centre<br>St Charles' Early Learning and Childcare Class<br>Todholm Early Learning and Childcare Class                               |
| <b>Panel 10</b><br>Paisley Central 2 | Gallowhill<br>Paisley North<br>Ralston<br>Seedhill                            | Abbeymill Childcare*<br>Leaps & Bounds Nursery*<br>Little Learners*<br><br>Gallowhill Early Learning and Childcare Class<br>Ralston Early Learning and Childcare Class<br>St Catherine's Early Learning and Childcare Class<br>Williamsburgh Early Learning and Childcare Class |

- \* Providers in the private and voluntary sector accepted onto the Framework Agreement to provide Pre-school education
- Designated places for children with Additional Support Needs.