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To: Heads of All Educational Establishments

Dear Colleague

Early Learning and Childcare Admission Policy – Early Learning and Childcare Establishment 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 in 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.

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 McLeod
Director of Children's Services

Early Learning and Childcare Admission Policy Index

Early Learning and Childcare Admission Policy Criteria	
Section One - Policy Guidance	
<ul style="list-style-type: none"> • Priority 1 and 2: Request for assistance procedures • Priority 3, 4 and 5 	
Section Two - Admission Panels	
<ul style="list-style-type: none"> • Function and membership 	
Section Three – Implementation of the Policy	
<ul style="list-style-type: none"> • All establishments • Procedures for dealing with deferred admission to primary school • Children moving to another early learning and childcare establishment • Local authority establishments • Wraparound provision • Review of places • Providers contracted to deliver early learning and childcare 	
Section Four – Conclusion	
Section Five – Appendices	
Appendix 1	Annual admission calendar
Appendix 2	Note for parents/guardians
Appendix 3	Application form for a place in an early learning and childcare establishment
Appendix 4	Request for assistance form for a place in an early learning and childcare establishment
Appendix 5	Early learning and childcare enrolment form
Appendix 6	Applications to early learning and childcare admission panels – applications list
Appendix 7	Deferred entry to primary school: An additional year of early learning and childcare
Appendix 8	Admission ballot list
Appendix 9 & 10	Standard letters
Appendix 11	Request for assistance for early learning and childcare during a school holiday period
Appendix 12	Admission to early learning and childcare establishment minute pro forma
Appendix 13	Application to purchase wraparound care
Appendix 14	Agreement to purchase wraparound care
Appendix 15 & 16	Emergency / temporary early learning and childcare placement
Appendix 17	Qualifying benefit/credit evidence list
Appendix 18	Confirmation of benefits form Department of Work and Pensions

**Early Learning and Childcare Admission Policy:
Early Learning and Childcare Admission 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: The placement would help the child remain within the family environment rather than be looked after by the local authority; The child is currently or has been subject to a statutory order, looked after, under a kinship care order or with a parent appointed guardian; The placement would support the child’s return to the family; 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	This refers to children who require substantial direct and continuing intervention from at least one other agency out with education 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	This refers to children and families who have been identified as requiring substantial 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	This refers to children and families experiencing acute stress, and/or requiring high levels of support: Children of asylum seekers; Refugees; Children living in bed and breakfast, transient or who have a pattern of homelessness; Military families.
(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	The professionals this priority would refer to are: education establishments; health agencies; social work services; voluntary sector agencies. This refers to children who require support because of circumstances which are placing the child, parent or family at an educational, social or health disadvantage. This includes children who are adversely affected by the disability of any other person in the family or where there is a high level of support required for English as an additional language. This priority refers to children of parents who have previously been looked after by the local authority and are in employment education or training.

Priority Three (A) – allocate in priority order		
(A)	Eligible two-year olds residing in Renfrewshire	This refers to eligible two-year olds residing in Renfrewshire where whose parents are in receipt of qualifying benefits stated within section 1.10 of the policy guidance.
Priority Three (B) – allocate in priority order		
The 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.		
(A)		This refers to 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)		This refers to children transferring from English reception class.
(C)		This refers to children in their pre-school year residing in Renfrewshire within the admissions panel designated area.
(D)		This refers to children in their ante pre-school year residing in Renfrewshire within the admissions panel designated area.
(E)		This refers to children in their pre-school year residing in Renfrewshire from out with the admissions panel designated area.
(F)		This refers to children in their ante pre-school year residing in Renfrewshire from out with the admissions panel designated area.
Priority Four – allocate in priority order		
The 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.		
Children aged 0-3 years residing in Renfrewshire.		
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 judgment in regards 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 17) 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/

- 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 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;
 - where 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 consideration given to further discussion 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 consideration given to further discussion 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 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:

Birthday	Eligible Month
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 out with 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;
 - Place exceeds the level of entitlement. This 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 (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 (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 1st, 2nd and 3rd 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 which has been agreed by Renfrewshire Council. 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 as soon as practicable after their eligible starting date. Any arrangements for a staggered intake should not be excessive and should prioritise entry according to admission category.

- 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 (EST) 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 (EST) 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 then 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.
- 3.39 Heads of establishments should notify headquarters if there is a shortage of places within the admissions panel area to meet the demand for priority 3A or 3B.

Wraparound Provision

- 3.40 Where places are available, parents of eligible children aged 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.
- 3.41 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.
- 3.42 All requests for wraparound places, including lunch provision should be confirmed by the area admission panel.
- 3.43 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.
- 3.44 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, admission panel designated area
- 3.45 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.
- 3.46 The fee for wraparound provision will be based on the rate set by the council.

Wraparound Provision for Priority 1 and 2

- 3.47 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.
- 3.48 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.
- 3.49 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.
- 3.50 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).

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 (EST) 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 a 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 the inter authority cross boundary panel meeting.

3.61 Cross boundary 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/guardians	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.	An application form must be completed by the parent/guardian for all children. It is considered good practice to have a member of staff available to spend time and support a parent/guardian in the completion of the form. However, parents may download application forms from Renfrewshire Council's website. 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) must be provided.
Appendix 4	Request for assistance form for a place in an early learning and childcare establishment.	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. 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.

	Title	Comments
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. 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 sent to all area admission panel members in advance of meetings.
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 Children's Services by the end of February.
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 • Request for assistance • 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 area 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	<p>Emergency / temporary early learning and childcare placement</p> <ul style="list-style-type: none"> • Contract (15) • Review of emergency placement (16) 	<p>The contract stating the duration of the placement should be agreed and signed by parent/guardian 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.</p>
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	<p>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.</p>

Annual Admission Calendar 2018/19

	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
	27	28	29	30	31
September	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
December	26	27	28	29	30
	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
January 2019	31				
		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: panelmins@renfrewshire.gov.uk		
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: panelmins@renfrewshire.gov.uk	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: panelmins@renfrewshire.gov.uk	9	10 Offer of placement letters posted to parents 2 nd 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: panelmins@renfrewshire.gov.uk	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/Guardians 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/Guardians 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 1st, 2nd, 3rd.

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.

1st establishment name	2nd establishment name	3rd establishment name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	Date of birth	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
--------------------	----------------------	---------------	----------------------	------	--------------------------	--------	--------------------------

Address

Postcode Telephone no.

Parents/Guardian

1st contact		2nd contact	
Address		Address	
Times of work		Times of work	
Daytime tel.		Daytime tel.	
Mobile tel.		Mobile tel.	
Email		Email	

Please tick if in receipt of:

Income Support	<input type="checkbox"/>	Job Seekers Allowance	<input type="checkbox"/>	Maximum Child tax credit & maximum working tax credit	<input type="checkbox"/>
Employment and Support allowance	<input type="checkbox"/>	Child Tax Credit	<input type="checkbox"/>	Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
Universal Credit	<input type="checkbox"/>	State Pension Credit	<input type="checkbox"/>	Incapacity or Severe Disablement Allowance	<input type="checkbox"/>

Please tick if applicable:

Asylum seeker	<input type="checkbox"/>	Refugee	<input type="checkbox"/>
No permanent address	<input type="checkbox"/>	Military family	<input type="checkbox"/>
Parent under 16 in full time education	<input type="checkbox"/>	Premature Baby	<input type="checkbox"/>

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.	

Please tick appropriate box:

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

Yes

No

If yes, has there been a professional assessment identifying a disability?

Yes

No

If yes, can you provide copies of professional assessment?

Yes

No

Additional information in support of application

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

Yes

No

If yes, please state the reason(s) for priority place and/or feel free to discuss your reasons with the head of establishment who will be happy to assist you.

Equality information

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.

Ethnic background

What language(s) does your child speak?

National Identity

Religion

Declaration of Parent/Guardian

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.

Data Protection

The information provided by you will be processed for the purposes of planning of Early Learning and Childcare provision. The Council may check the information with other information held. The information may be shared with other Council departments, such as social work, finance and psychological services to check the accuracy of the information; to prevent or detect fraud or to protect public funds.

Signature of Parent/Guardian:

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/ Guardian Details

1 st Contact:	<input type="text"/>	2 nd Contact:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

3. Siblings

Name	Address (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/guardian:

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

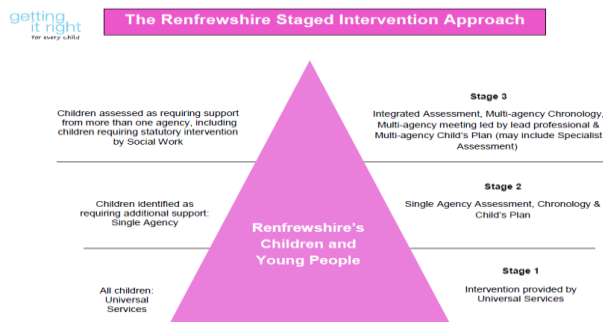
5. Referrer

Name:

Telephone:

Dept/Agency:

E-mail Address:



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.

Data Protection Act: The information provided by you will be processed for the purpose of planning of the early learning and childcare provision. The Council may check the information with other information held. The information may be shared with other Council departments, such as social work, finance, psychological services, to check the accuracy of the information; to prevent or detect fraud or to protect public funds.

Signature:

--

Date:

--



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

Office Use	
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/Guardian – 1st Contact

2nd Contact Parents/Guardian

Name: Name:
Name & address of employer / college Name & address of employer / college
Telephone no. Telephone no.

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

Name: Name:
Day time address: Day time address:
Telephone no.: Telephone no.:
Relationship to child: Relationship to child:

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

Data Protection Act 1998

The information provided by you will be used for the purpose of planning early learning and childcare provision. The Council may check information provided by you with other information held. The information may need to be shared with other Council departments such as social work, finance, psychological services etc to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds in other ways.

Signature of parent/guardian: Date:

Signature of staff member: Designation:



Renfrewshire Council: Children's Services

Applications to Early Learning and Childcare Admission Panel – Applications List

Name of Establishment: _____
 Panel date: _____

Age Group:0-2
 Vacancies
prior to
 panel:

	M	T	W	Th	F
am					
pm					
other					

Age Group: 2-3
 Vacancies
prior to
 panel:

	M	T	W	Th	F
am					
pm					
other					

Age Group:3-5
 Vacancies
prior to
 panel:

	M	T	W	Th	F
am					
pm					
other					

Date of application	Confirm Entered on NAMS	Name	Address (Including Postcode)	DOB	Proposed Priority	Referral (SW/HV)	1 st choice	2 nd choice	3 rd choice	Comments	Confirmed Priority	Place Allocated	Multiple Apps.	Review
		New applications:												
		Returned to Panel:												



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/guardian details

Title

Full name:

Address:

Postcode:

Home phone:

Mobile:

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.

Time your child attends:

	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/Guardian

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.

Data Protection Act 1998: The information provided by you will be used for the purpose of planning Early Learning and Childcare provision. The Council may check information provided by you with other information held. The information may need to be shared with other Council departments such as social work, finance, psychological services etc., to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds in other ways.

Signature of parent/guardian:

Date:

Name of establishment child attends:

Signature of head of establishment:

Date:

For office use only

Auto grant:

EST minutes received:

LA rep present:

Psychological Assessment:

Input by:

Date:



Renfrewshire Council: Children's Services
Admission Ballot List

Name of ELCC
establishment:

--

Date of panel:

--

	Ballot no.	Child's name	Address	Confirmed priority	Siblings in establishment	No. of funded sessions
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



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/guardian signature:

Parent/guardian print name:



Renfrewshire Council: Children's Services
Request for Assistance for Early Learning and Childcare during a School Holiday Period

Admissions Panel _____

Name of establishment:

Child's Name	Address (including postcode)	DOB	Age Group (Room)	Confirmed Priority	Initial Referrer	Comments	Place Allocated	Transport Required

**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.



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

Child's name:

Date of birth:

Parents/Guardians:

1st 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:

1st Contact

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

2nd 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

Data Protection Act 1998: The information provided by you will be used for the purpose of planning Early Learning and Childcare provision. The Council may check information provided by you with other information held. The information may need to be shared with other council departments such as social work, health finance and psychological services to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds in other ways.

Parent/ Guardian:
(signature)

Date:

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

Head of Establishment:
(signature)

Date:

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.
7. **Data Protection Act 1998: The information provided by you will be used for the purpose of planning Early Learning and Childcare provision. The Council may check information provided by you with other information held. The information may need to be shared with other council departments such as social work, health, finance or psychological services to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds in other ways.**

Signed by parent/guardian:

--

Date Signed:

--

Review Date:

--

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



Child's name:

Date of birth:

Parents/Guardians:

1st 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:

1st Contact

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

2nd 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

Data Protection Act 1998: The information provided by you will be used for the purpose of planning Early Learning and Childcare provision. The Council may check information provided by you with other information held. The information may need to be shared with other council departments such as social work, health, finance or psychological services to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds in other ways.

Signed by parent/guardian:

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/guardian:
(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 The subject of a kinship care order The subject of a guardianship order		Social Work

Eligibility can vary annually.

Check 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



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: (Parent/Guardian)		
Qualifying Benefits Criteria	Please indicate (√)	Date benefit(s) 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

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