



ABERDEEN CITY COUNCIL

LOCAL AUTHORITY

EARLY LEARNING AND CHILDCARE ADMISSIONS

POLICY

2019/2020

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1. Introduction

The aim of this document is to give guidance to staff and parents/carers about Aberdeen City Council's Early Learning and Childcare admissions procedures and induction process for local authority nurseries. It also provides copies of application forms, information for parents and contact details of nurseries in each Associated School Group (ASG).

The Children and Young People (Scotland) Act 2014 places a duty on local authorities to secure Early Learning and Childcare for all eligible children from the school term following their third birthday. In addition they also have a duty to provide an additional year of free Early Learning and Childcare for children with a birthday in January and February where parents request it.

This policy was agreed by Aberdeen City Council's Education and Children's Services Committee on 28 January 2016.

2. Expansion of Early Learning and Childcare

The Scottish Government is committed to expanding the provision of funded early learning and childcare (ELC) for eligible 2 year olds and all 3 and 4 years olds. This expansion will increase the entitlement from 600 hours each year to 1140 hours by 2020. The expansion prioritises a high quality experience for each child, recognising the significant contribution that universally accessible ELC can make to a child's development.

Aberdeen City Council is working together with parents, communities and early years staff to develop our plans to transform our Early Learning and Childcare provision by 2020. From school session 2018-19, we will begin to test different approaches to ensure we can provide high quality learning, teaching, care and nurture, to all children and families in Aberdeen.

To find out more about our plans and the different approaches being tested, please visit www.aberdeencity.gov.uk/fis or follow us on Twitter @AbdnELC

3. Age of children for enrolling

A child may start nursery in the school term after his/her third birthday.

The Provision of Early Learning and Childcare (Specified Children) (Scotland) Order 2014, refers to three school terms namely, autumn, spring and summer which in Aberdeen are as follows:

Term 1	August to December
Term 2	January to March
Term 3	April to July

Children are entitled to an Early Learning and Childcare (ELC) place in their ante pre-school year for the following number of terms if their birthday falls within the following dates.

1 Mar 2016 to 31 Aug 2016	Entitlement to three terms
1 Sep 2016 to 31 Dec 2016	Entitlement to two terms
1 Jan 2017 to 28 Feb 2017	Entitlement to one term

4. Criteria for Early Learning and Childcare Admission

Places will be allocated according to the following list of criteria. The list is in descending order of priority.

Band 1: All children continuing in the same nursery

Priority will be given to the following order:

- In zone pre-school continuers (i.e. deferred entry to Primary One);
- Out of zone pre-school continuers (i.e. deferred entry to Primary One)
- In zone ante pre-school continuers;
- Out of zone ante pre-school continuers;

Band 2: All children looked after or assessed as 'in need' defined in the Children Scotland Act 1995

The "Professional Support for Application to Nursery" form must be completed to determine whether a child meets the criteria. Please see Appendix 3

Band 3: All applications for children who are currently attending a 'Me 2' place.

Band 4: All applications for children in primary school zone, oldest first

Band 5: All applications for children who have a sibling in the school parents are applying for, in accordance with section 23(3A) of the Education (Scotland) Act 1980

The sibling criteria will only come into effect when children have a sibling in nursery or primary 1-6 at the time of application. Siblings from split families, although not residing at the same address, can apply under this criteria.

Band 6: All other applications from children resident in the City

Places will be allocated in the following descending order:

- Children who have childcare in zone
- Children out of primary zone but in secondary/ASG zone, oldest first
- Children out of secondary/ASG zone, oldest first

Band 7: Children who are resident outside the City

For children resident outside the city boundary, not including children with a sibling (as they will come under band 5), the address of a child minder or carer within the city does **not** entitle the child to a nursery place. Places will be allocated oldest first.

PLEASE BE AWARE: Even though you may be offered a nursery space based on a sibling being at the same school, this WILL NOT guarantee your child a space for Primary 1. A school placing request for out of zone children will still be required and no priority will be given to out of zone children who have attended nursery.

Early Learning and Childcare for children with additional support needs

Aberdeen City Council has a policy of inclusion and where possible children will be supported to attend their local nursery. Parents may choose to have their child attend his/her local nursery school or partner provider. The local authority or partner provider will advise the parents as to their ability to meet the child's needs.

Orchard Brae School in Howes Road is an Aberdeen City Council setting for children with severe and complex additional support needs. The school has a 40 place developmental Early Learning and Childcare provision.

Applying for an Early Learning and Childcare place for children with additional support needs (ASN)

Parents who wish their child to attend mainstream provision should follow the general Early Learning and Childcare Admission process. With parental permission, Early Learning and Childcare staff can consult with the Educational Psychologist regarding meeting a child's additional support needs in the mainstream setting.

Access to specialist Early Learning and Childcare provision is made by application through a Child's Plan to a multi-disciplinary assessment panel that includes the NHS Child Development Team, a Health Visitor, an Educational Psychologist, and a Service Manager (Education). The panel meets three times per year.

An Early Learning and Childcare place will be offered that is considered the most appropriate available, to meet the needs of the child. If the parent does not wish to accept the offer, it is open to the parent of a child with additional support needs to make a placing request to attend pre-school provision including partner provider provision and independent special provision.

Early Learning and Childcare for Eligible 2-year old children (Me2)

All Local Authorities in Scotland now offer Early Learning and Childcare provision for eligible 2-year old children who are Looked After, subject to a Kinship Care Order or Parent Appointed Guardianship or whose families are in receipt of certain benefits.

These children are entitled to up to 600 hours of free Early Learning and Childcare from the term after their 2nd birthday until the term after their 3rd birthday when they are entitled to universal Early Learning and Childcare for 3-5 year old children. In Aberdeen, the service is managed by Aberdeen City Council and is currently referred to as 'Me2'.

Secured provision includes Children's and Family Resource Centres, Registered Childminders, Third Sector organisations, Community Projects and Private Day Care Providers. This enables us to offer choices to families in respect of location, type and hours of provision.

Children will be entitled to a Me2 place if their family is in receipt of the following benefits:

- Income Support
- Job Seekers Allowance (income based)
- Any income related element of Employment and Support Allowance

- Incapacity or Sever Disablement Allowance
- State Pension Credit
- Child Tax Credit (CTC), but not Working Tax Credit and your income is less than £16,105
- Both maximum Child or Working Tax Credit and your income is under £6,420
- Support under Part V1 of the Immigration and Asylum Act 1999
- Universal Credit

Or if the child (in terms of legal status):

- Is Looked After
- Is under a Kinship Care Order or
- Has a Parent Appointed Guardian

Early Learning and Childcare – Early Phasing of 1140 hours before August 2020

Where Local Authority nurseries are able to offer early phasing of 1140 hours before the formal implementation date of August 2020, places will be allocated to children who meet one of the following criteria:

1. Children in a deferred year of nursery (children who could have accessed school this year 2019-20, but have chosen to provide their child with a deferred year due to their birth dates or successful deferred entry application); Children who are Looked After and fall under Child Protection or Social Work criteria; or Children who have speech and language communication disorder.
2. Parents who wish to return to learning and access college or university places or parents who are working.

5. Allocation Information

- Children will be allocated a part-time early learning and childcare place in the local primary school to which their resident home address is zoned or to which the home address of the main carer is zoned.
- If the nursery is full then parents should be offered a place for their child according to their order of preference as indicated on their application form and the availability of places.
- The parents of children resident in Aberdeenshire can apply for a place in any nursery in the city. Where a place is available and has been allocated to an Aberdeenshire child and accepted, it is final and cannot be withdrawn for a child who fulfils the criteria as laid out in Section 4 – Bands 1-7.
- Schools should advise parents that the Family Information Service (**FIS**) can provide information and advice about all services for children. Telephone: 01224 346034 (lines open Mon-Fri, 10am – 4pm)
Email: fis@aberdeencity.gov.uk.

6. Class Composition

The composition of nursery classes is **not** solely to be determined by children's chronological age.

It is the Head Teacher's responsibility to compose classes taking account of the needs of all children. The following factors will also be considered when composing class groups:

- Achieving a balance of gender, age, children with additional support needs;
- Children's existing friendships/peer groups;
- Previous assessment information used to create learning groups; and
- Parental preference.

7. Deferred entry to Primary One

Children who are 4 in January or February, whose parents request that their entry to primary school is deferred, are entitled to an additional year of publicly funded part-time Early Learning and Childcare. No deferred entry request form is required, parents simply need to apply in the usual way for a nursery place.

Children born between the start of the school year and the last day of December may request a deferred place but this is at the discretion of the Local Authority.

Parents considering deferred entry should be given a copy of the Deferred Entry leaflet (see Appendix 4). The deferred entry request form has been expanded to accommodate more detailed narrative.

The decision to apply for a deferred place should be a **joint** decision between parents and staff at the school. Where staff at the school do not support the parents' request, reasons must be shared with parents and given on the request form.

To ensure a consistent approach is taken throughout the city, decisions regarding deferred entry places are made by a multi agency panel who meet in February 2019. A decision to agree a deferred entry will only be made when the panel are certain that a deferred entry will be beneficial to the child. **In every case, where a parent wishes to request deferred entry, schools must work with the parent and submit a form on their behalf.**

8. Early entry to Primary One

Parents have the right to request early entry to primary school. Applications are subject to assessment of the child's ability, aptitude, maturity, social adjustment and whether the primary class is suitable to meet the needs of the child.

An Educational Psychologist may be consulted as part of the assessment process. However, the final decision on a child's early entry to primary one will be made by the Head Teacher.

Parents considering early entry to primary one should be given a copy of the Early Entry leaflet (see Appendix 5).

9. Application Procedure

In January each year, parents are invited to apply directly to schools for places in nursery for the school term commencing the following August.

If a child currently attends a Local Authority nursery and they plan to continue at the same nursery for their pre-school year then parents **do not** need to reapply.

If parents want to apply for a different nursery, then they **must** complete a new application form.

All parents requesting a place at the nursery should be given an application form, **even if the nursery is full.**

Parents should be given a copy of the Early Learning and Childcare Application Form. Parents can apply for up to 5 Early Learning and Childcare places on the same form.

The list of Early Learning and Childcare applications will be kept from January 2019 until July 2020.

Late applications can be accepted at any time during the school session.

Once places have been allocated, all other applications will be kept on a waiting list. This list will be maintained by the Early Years Team until the end of June 2020.

A timetable for allocation and induction can be found in the Appendices.

Application forms are **not** dealt with according to the date they were received. The criteria for Early Learning and Childcare Admissions (See Section 4 – Bands 1 – 7) will be followed. The same criteria is used to determine a child's place on any waiting list.

10. Right of Appeal

There is no right of appeal against a decision of Aberdeen City Council not to offer an Early Learning and Childcare place at a specified mainstream Early Learning and Childcare (ELC) provision. Section 28A of the Education (Scotland) Act 1980 sets out the Local Authority duty to comply with placing requests to schools but specifically states 'not nursery schools or nursery classes in a primary school'.

As parents cannot make a placing request for a mainstream ELC place they have no right of appeal. The School Placings and Exclusions Appeals Committee therefore has no power to hear any appeals for mainstream ELC provision.

The Education (Additional Support for Learning) (Scotland) Act 2004 as amended does allow the parents of children with additional support needs to make placing requests for ELC. Where that ELC provision falls within the definition of a special school, any appeal against the refusal of a placing request is to the First Tier Tribunal for Scotland (Health and Education Chamber). Where the ELC provision sought does not fall within the definition of a special school, the appeal is to the Appeals Committee and this is managed in the usual way.

11. Non Attendance

Aberdeen City Council encourages parents/carers to take up the entitlement for Early Learning and Childcare. If parents/carers have accepted a place and do not turn up on the expected date it is the Head Teachers' responsibility to try to get in contact with the parent as soon as possible. Head Teacher will consider if appropriate to make use of the Children Missing from Education Policy (see section 12). If the child has failed, or is failing to attend nursery, then it is the responsibility of the Head Teacher to contact the child's named person, as indicated on the application form.

If contact cannot be made with the parent by phone/email then the Head Teacher should send a letter to the home address, with a deadline for response, advising that if they do not respond by that date then the decision may be taken to withdraw the place. If the parent fails to get back in touch by that date, then please discuss with the Early Years Team. If the evidence suggests that the parent/carer is not intending on taking up the offer then consideration will be given to withdrawing the place. Parents/carers can reapply at a later date if circumstances change.

For children who have enrolled and are attending regularly but whose families decide not to use the service in the nursery for family or holiday reasons, the authority will hold a place for **maximum period of 4 weeks**. If the parent/carer has not made contact with the nursery or Early Years Team, or the child has not returned to nursery within this 4 week period, the place may be withdrawn. The Head Teacher has the discretion to extend this timescale based on family circumstance.

If the parents/carers have not made contact regarding explanation for non-attendance at nursery the advice below relating to Children Missing from Education should be followed.

12. Non Attendance and Children Missing from Education

If the child has failed, or is failing to attend nursery, with no explanation from the parent/carer then it is the responsibility of the Head Teacher to contact the child's Named Person, as indicated on the application form. Concerns about nursery attendance should be shared with the Named Person from Health Services so that agreement can be reached on how best to ensure the child's safety.

When the Named Person / Service Manager – Early Years finds it impossible to make contact with the parents and carers over a three day period they should refer to **Aberdeen City Council's Children Missing from Education Policy**. When there are ongoing concerns for a child or young person's wellbeing action must be taken immediately. Where a child is open to Social Work the Lead Professional should always be contacted.

If attempts remain unsuccessful, the school should complete the Children Missing from Education (CME) and send it to the Authority CME Co-ordinator. The CME Co-ordinator will undertake a further local search before linking with partners and national organisations.

13. Guidelines for Induction

Aberdeen City Council is committed to providing induction programmes that will ensure the happy and safe transition to nursery and which will support children to become confident, eager and enthusiastic learners.

Principles of induction

- Children need social and emotional support to help them cope with changes i.e. the people, the setting, the approach and the curriculum.
- Parents need to be well informed and involved.
- Nursery staff must welcome each child and help them develop independence and a sense of belonging to the nursery and the wider school.
- Recognition should be given to children's previous experiences.

Processes of induction

- Induction is the educational process through which the child and the parents are introduced to the nursery and welcomed into the wider school community.

The special nature of induction at the nursery stage

The following factors should be taken into account when planning nursery induction:

- **Parents** have a critical role to play as they are the children's prime educator in their early years. They provide the constant element in the child's experience of transition from one setting to another. Their in-depth knowledge of the child needs to be shared with the nursery staff.
- **Young children** have to learn to cope with people and settings outside their family. For this to be a positive process they require the social and emotional support from both parents and nursery staff to enable them to adjust to:
 - the temporary separation from the family;
 - the new social context; and
 - the range of learning experiences they encounter.
- **Nursery staff members** have a crucial role to play in welcoming parents and children by creating a safe and stimulating environment that will broaden and develop the children's learning experiences. They will promote genuine partnerships with parents to provide the best opportunities to discuss the child's achievements to date, which will help support programmes for learning.

Management of induction to nursery

Schools should ensure that all nursery staff and parents are familiar with Aberdeen City Council's Policy on admission to nursery.

All nursery classes should:

- Have a policy on induction;
- Provide a prospectus/handbook that sets out the nursery aims and information about the nursery and the curriculum in a clear and comprehensive manner;

- Organise a pre-entry visit and allocate time for **individual contact** with every parent and child. Discuss intake arrangements and explain the rationale behind this;
- Give due consideration to the order in which children are admitted e.g. whether children with additional support needs or twins are admitted first or join an established group;
- Consider children's previous early years experiences and family circumstances when deciding on the induction pattern;
- Liaise with any other agencies involved with the child;
- Phase pre-school and deferred entry year children into the nursery for a full session over a 3 week period. It would be expected that ante pre-school year children would attend a full session by the end of the fifth week or sooner. The Local Authority is required to provide a minimum of 38 weeks of pre-school education;
- Involve parents in the settling process, welcoming their presence if they wish, until their child is confident with the nursery staff;
- Organise opportunities for parents to find out about the curriculum and how children learn e.g. open days, meetings, workshops and information pamphlets. This should be continued within the arrangements for reporting to parents which could take the form of an early October/November meeting to discuss the child's emotional, personal and social development and an end of year meeting to report on the child's progress and achievement; and
- Review induction procedures annually in the light of parental and staff comment and taking account of the particular circumstances of the incoming group.

General enquiries about the Early Learning and Childcare Admissions Policy should be directed to:

Early Years Team
 Frederick Street Centre, Frederick Street
 Aberdeen AB24 5HY
 01224 764654

(Contact details to be updated following move to Marischal College).

APPLICATION, ALLOCATION & INDUCTION TIMETABLE 2019/20

<p>Early January 2019</p>	<p>Early Years Team will write to all parents whose children are on waiting list (s) for 2018/19 and who are eligible for session 2019/20 advising that they have to apply in January 2019.</p> <p>Schools are responsible for ensuring that the Early Years team receive a list of children who are eligible to continue in 2019/20 – (schools should ask which session parents prefer). This includes children who will start nursery in January and April 2019.</p> <p>An advertisement will appear in the local press advising parents to apply for nursery places for session 2019/20.</p>
<p>January 2019</p>	<p>Parents apply for places by collecting an Early Learning and Childcare Application Form from Schools. The closing date for receipt of applications is 25th January 2019.</p>
<p>14th January to 25th January 2019</p>	<p>Schools copy application forms and send to the Early Years Team by 1st February 2019.</p> <p>Schools should submit requests for Deferred Entry to P1 to the Early Years Team by 11th February 2019. The Deferred Entry panel will meet thereafter to assess applications. Schools must ensure that Deferred Entry applications are included in the batch of nursery applications submitted.</p> <p>Pre-School Additional Support Needs admission panel will be held in February 2019.</p>
<p>February 2019</p>	<p>The Early Years Team will send Head Teachers lists of children who will be offered places at their schools.</p>
<p>By 13th March 2019</p>	<p>The Head Teacher will compose classes using the criteria in this policy and forward this information to the Early Years Team by 20th March 2019.</p>
<p>By 20th March 2019</p>	<p>Letters with offers of nursery places will be posted to parents/guardians by the Early Years Team by 12th April 2019.</p>
<p>By 12th April 2019</p>	<p>Parents will be asked to return the acceptance slip to the Early Years Team by 26th April 2019.</p>
<p>10th May 2019</p>	<p>Early Years Team will send final list of accepted places to schools.</p>
<p>June 2019 Induction and enrolment</p>	<p>Schools should give each parent a ELC Enrolment Form to complete and this should be used to input information to their Management Information System.</p>
<p>Two weeks before the Summer Holiday</p>	<p>Parents and children should know which session will be attended and, where possible, know who the ELC staff will be. They should have been offered an opportunity to visit the school and be given a Prospectus/Handbook.</p>
<p>Schools should continue to send applications to the Early Years Team, who will process the applications and advise if the schools can offer places.</p> <p>No offers should be made by the school. The Early Years Team will make all offers.</p>	

Applications for Early Learning and Childcare Places 2019/2020

Your child is eligible for an Early Learning and Childcare place at a Local Authority school if his/her birthday is between the following dates:

1 March 2016 to 28 February 2017 – Ante-Pre-School Year

1 March 2015 to 29 February 2016 – Pre-school Year

If your child's birthday was before 1 March 2015 your child **may** be eligible for an additional year of Early Learning and Childcare. Ask your school for a leaflet on deferred entry for Primary 1. Your child is entitled to 600 hours of Early Learning and Childcare. Places in Local Authority schools are currently 3 hours 10 minutes per day during term time. Funded Providers currently provide flexibility for the 2019/20 school year.

How do I apply for a part-time Early Learning and Childcare place?

Complete the application form and return to your school by **25th January 2019**. Please bring a copy of your child's birth certificate with you as evidence of your child's age and also proof of address. Please see below a list of acceptable proofs of address:

- Tenancy Agreement
- Tax letter: Tax Credit, Personal Tax P60 or Tax Pensions
- Benefit Letter: Income Support, Housing benefit, council tax or DLA
- Drivers Licence
- Proof of Purchase – Only if family are resident in the property
- National Insurance Letter
- Council Tax Bill – must be recent

Can I apply for more than one place?

Yes. The application form allows you to choose five schools in order of preference. You do not need to submit a separate form to each school.

What happens to my application form?

Your application will be forwarded to The Early Years Team who will allocate the places. Places are allocated according to a set of criteria which prioritises places for children based on:

- The child's needs – applications supported by social workers, health care professionals and educational psychologists may receive priority for a nursery place. If you think your child's place may be supported in this way you should ask for a Supported Application Form.
- The school zone in which they live – children who live in the catchment area for a school get priority for a place at that school. This does not apply to children who live outside the city.
- Sibling – if a child has a sibling at the same school that they are applying to then this will give them preference (please see allocation criteria bands 1-7).
- Childcare - Children who have a daily carer in the school zone will have priority over applications from children in the ASG regardless of the child's home address
- In all the criteria above older children get priority for places over the younger children.

You will receive a letter advising if you have been successful, or if your child is on a waiting list.

FOR SCHOOL USE ONLY

DATE:
DOB CHECKED:
ADDRESS CHECKED:
SIBLING CHECKED (if applicable):
INITIALS:

Appendix 2



EARLY LEARNING AND CHILDCARE APPLICATION FORM
August 2019 to June 2020

Child's First Name: _____ Child's Surname: _____

Is your child known by any other name? _____ Date of Birth: _____

Gender: Male/Female _____

Parent/Guardian's name: Mr/Mrs/Ms/Other _____

Address: _____

Post Code: _____ Telephone No: _____

Email address (may be used if unable to contact you via telephone): _____

Please give the name of any other person who has parental rights for this child: _____

Pre-School Centre currently attending: _____

Session currently attended: _____ am / pm / whole day

Does your child have siblings in nursery or primary 1 to 6 in any of the schools you are applying for? If so please state which school, the siblings name and date of birth:

Please tick this box to confirm that you are aware that if your child gets a place at nursery based on a sibling, then this does not guarantee you a place at that school for primary 1.

In order to help us support your child, please state your child's home language and whether they have any additional support needs? Such as health, mobility, communication etc.

Please provide the name, practice and contact details for your Health Visitor or Named Person:

If you are resident in the city and your child has a daily guardian/carer, please complete a Childcare Information Form – without this form no childcare details will be considered.

Please write the name of the school you wish to apply for and the session of your choice in order of preference.

	School Name	AM Session	PM Session	Either
1 st Choice				
2 nd Choice				
3 rd Choice				
4 th Choice				
5 th Choice				

It is not always possible to allocate your preferred session but by completing this form you will assist the Head Teachers to make decisions about the composition of their nursery classes

Signature of Parent/Guardian: _____ Date: _____



EARLY LEARNING AND CHILDCARE APPLICATION – CHILDCARE INFORMATION

If your child has a daily carer and you wish to apply for an Early Learning and Childcare place within the carer's catchment area, please complete Part A of this form. The child's carer must complete Part B.

Please note that children who are resident outside the City cannot use the address of a carer within the city in their application.

Part A

Child's Name _____ Date of Birth _____

School Applied for _____

Parent / Guardian's Name _____

Address _____

Part B

I confirm that I am currently the daily carer for the above named child and that this is an ongoing arrangement which will continue if the above named child receives a place at the school specified in PART A above. My current child-minding hours for this child are as follows:

If you will take the child to / from school on a daily basis please tick

	Morning Hours	Lunchtime	Afternoon Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Daily carer's name _____

Address _____

Telephone Number _____

Relationship to child (e.g. grandparent or childminder) _____

Signature _____ Date _____



Early Learning and Childcare Application Privacy Notice

Aberdeen City Council collects and records information about you and your child on this application form as part of the process of providing you with Early Learning and Childcare. We will keep this information for no more than 6 years from the date of receipt. This information is kept in paper and electronic format.

If your child's Health Visitor contacts us to ask if you have made an application on behalf of your child or to ask for an update on the status of your child's application, we will share this information.

Aberdeen City Council does not use an automated process for making decisions about Early Learning and Childcare admissions.

Your Data, Your Rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email:

DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Data Protection Officer, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB.

More information about all of the rights you have is available on our website at:

<https://www.aberdeencity.gov.uk/your-data>.

You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Our Legal Basis

Aberdeen City Council is the Data Controller for this information about you. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in as Article 6(1)(e) of the General Data Protection Regulation. This is because providing the entitlement to Early Learning and Childcare is part of our public task under the Children and Young People (Scotland) Act 2014. In carrying out this task, the Council is also likely to process special categories of personal data. The Council understands our legal basis for doing so as Article 9(2)(g) of the General Data Protection Regulation, because processing is necessary for reasons of substantial public interest.



Guidance for Professional Support for Application to Early Learning and Childcare

Please note that these forms are processed centrally, not by the school. The Early Years Team will have no knowledge of the family involved, so please mention any details that support this application.

Please bear the following points in mind when completing the application form

- It is essential to mention if the child is or has been on an at risk register.
- Any Social Work involvement must be mentioned on the form or in any additional information provided along with the form.
- The form must clearly show why the child's needs are significantly more than other children.
- List all agencies involved with the family and the support they are providing
- Please ensure that the family have also completed the standard "Early Learning and Childcare Application Form".
- Please note that the information on each form will be assessed on an individual basis.
- Not all professionally supported applications will be accepted as a priority application.
- If the professionally supported application is accepted, the child will still enter nursery in the term following their third birthday.

If you have any queries please contact the
Early Years Team on 01224 764654



**PROFESSIONAL SUPPORT FOR APPLICATION TO EARLY LEARNING AND
CHILDCARE**

Child's Name: _____ Date of Birth: _____

Gender: Male/Female _____

Parent/Guardian's Name: Mr/Mrs/Ms/Other _____

Address: _____

Post Code: _____ Telephone No: _____

Pre School Centre currently attending: _____

If you are resident in the city and your child has a daily guardian/carer, please provide details below:

Carer's name: _____

Address: _____

Post Code: _____ Telephone No: _____

Details of professional supporting the application

Name: _____

Designation: _____

Contact number: _____

School (s) applied to _____

Reason for making application: _____

PLEASE RETURN THIS FORM ALONG WITH THE ELC APPLICATION FORM TO THE SCHOOL OF YOUR FIRST CHOICE AS INDICATED ON THE APPLICATION FORM. APPLICATION FORMS TO BE RETURNED BY 25 JANUARY. LATE APPLICATIONS WILL BE ACCEPTED. Please return either to the school requested or to the Early Years Team

Deferred Entry to Primary School Session 2019/2020

What is deferred entry to primary school?

Early Learning and Childcare (ELC) provision in Aberdeen City is designed to offer children a continuum of early learning experiences from nursery into Primary 1. However, for a few children it may be beneficial to have an additional year in nursery.

Children who will be 5 years old between 1 March 2019 and 28 February 2020 usually start primary school in August 2019. However, it is beneficial for a few children to have an additional year at nursery to allow them time to mature and develop.

If I choose to defer entry to Primary One, am I entitled to an ELC place?

Children whose birthdays are in January or February are guaranteed additional time in nursery should their parents or carers wish them to have this. Children whose birthdays fall between the beginning of the school term in August and the 31 December may request an additional year. The Local Authority has the discretion to agree to these requests. Applications are considered by a multi agency panel.

When do I need to decide?

The decision should be taken during the year before the child would normally start school.

How do I decide?

When making this decision you can think about the following questions. These should not be used as a checklist but may help you to think about your child's strengths and areas for development.

Is your child able to:

- Communicate in their own language with adults and children?
- Follow instructions e.g. tidy up, take a friend's hand?
- Listen to and respond to a story?
- Express needs and talk about experiences?
- Play with rhyming words and simple songs?
- Match and sort objects?
- Show an interest in the world of print and mark making?
- Cope with small changes in their routine?
- Form relationships, and be confident and happy?

What should I do if I want an ELC place for my child in his/her deferred year?

Discuss the reasons you wish to request deferred entry with the staff at your child's nursery who can submit an application with you to the Deferred Entry Panel. Applications can be made by your child's "named person" or health professional should your child not attend a nursery.

No deferred entry application is guaranteed. It is therefore recommended that you also apply for a Primary 1 place.

Consider the long term implications of your child starting school later than their peers. Children can legally leave school at 16 and if they have been deferred this means they can choose to leave school before they have taken their qualifying examinations.

What can you do to help?

- Encourage your child to play with children of a similar age outside of nursery.
- Establish a habit and ensure you read, talk and listen to your child every day.
- Spend time playing with your child, talking and encouraging their imagination.
- Encourage your child to collect, organise and match every day objects in different ways.

EARLY LEARNING AND CHILDCARE – DEFERRED ENTRY REQUEST

(To be completed for children with **August 2014 to December 2014** dates of birth)

Child's name	
Child's date of birth	
Parent/Guardian's name	
Child's address	
	Post Code
<p>Early Learning and Childcare Centre</p>	<p>Currently attending.....</p> <p>Started at this setting on.....</p> <p>List any previous EL&C experience with start/leaving dates</p> <p>Which setting do the child's parents intend to apply for?</p>
<p>Please provide information on the child's progress within the early levels of the Curriculum for Excellence</p> <p>Comment on strengths and areas for development.</p> <p>You should consider</p> <ul style="list-style-type: none"> Ability to manage emotions Social Skills Concentration Self help Skills Emerging literacy and numeracy skills Fine and gross motor skills Communication (listening and sharing their experiences) <p>NB Children who would benefit from Deferred Entry generally have difficulties in more than one area.</p>	

Who else is involved in supporting his child? Specify name and agency	
Parental comments:	
Copy of this report given to parents (mandatory)	Please tick here <input type="checkbox"/>

Please return to:

Early Years Team
 Frederick Street Centre
 Ground Floor
 Frederick Street
 Aberdeen
 AB24 5HY
 Fax 01224 764614
 Email eyadmissions@aberdeencity.gov.uk

Contact details to be updated following move to Marischal College.

Early Entry to Primary One

1. When do children normally start Primary School?

Children in Aberdeen City are usually admitted to Primary One in the following way:

- If the child is 5 before 1 March, the child should start Primary One in the August of that year.
- If the child is 4 at the start of the school year but will turn 5 before 1 March of the following year, the child may start school before their 5th birthday. If their parents choose to do so, these children can start Primary One in the August **after** their 5th birthday.

2. Why start early?

Some parents feel that they would like their child to start Primary One before the normal school starting age as described above. This can be because the child has already had “formal education” in another country or because the parent feels the child is “ready for Primary One”.

3. What should I do if I want my child to start primary school early?

You should ask the Head Teacher of your current nursery or school for advice. Then, if you still want to request an early start, do this **in writing** to the Head Teacher of the school where you wish your child to attend Primary One.

4. Is starting early a good idea?

There is convincing research that suggests that the children who are youngest in their class under-perform when compared to the older children. This performance gap continues through to late secondary school. Although younger children may appear ready to cope with the Primary One curriculum, they may not be ready to cope socially and emotionally with the transition to primary school.

5. What will happen once I write to the Head Teacher of the school where I would like my child to begin Primary One early?

On receiving a request in writing for early entry to Primary One, the Head Teacher will take advice from an Educational Psychologist (EP). You will be required to give your permission for an Educational Psychologist to assess your child. The EP will talk with you and the child’s current Early Learning and Childcare provider and may observe your child in the pre-school setting.

On receipt of advice from the EP, the Head Teacher will decide whether early entry is advisable. The decision will be based upon the child’s development across a range of aspects including their cognitive, social and emotional development. You will be advised of the outcome in writing.

6. What if I disagree with this decision?

There is no current right of appeal for early entry requests, other than by judicial review. Placing request legislation only covers school age children. However, it is expected and “good practice” for all decisions on placements to be reviewed internally on the request from parents.

If you are granted an early entry to Primary 1 request this is **only** for the named requested school. If there is not a place available in the school, then the normal placing request policy will be carried out.

Please ask the Head Teacher of the requested school or the School Placing Request Officer (Tel. 01224 522753) for advice about placing requests.

For more information contact: Aberdeen City Council School Placings Team (01224 522 753) or the Early Years Team (01224 764654).

Aberdeen City Council Early Learning and Childcare Settings

Listed by Associated School Group

ABERDEEN GRAMMAR SCHOOL

School	Telephone	Provision Available	No. of Places
Ashley Road School	588732	Morning or Afternoon	80
Gilcomstoun School	642722	Morning or Afternoon	60
Gaelic Nursery @ Gilcomstoun School	642722	Morning	20
Mile End School	498140	Morning or Afternoon	80
St. Joseph's RC School	322730	Morning or Afternoon	40
Skene Square School	630493	Morning or Afternoon	80

BUCKSBURN ACADEMY

School	Telephone	Provision Available	No. of Places
Brimmond School	712862	Morning or Afternoon	100
Kingswells School	740262	Morning or Afternoon	80
Stoneywood School	712720	Morning or Afternoon	80

BRIDGE OF DON ACADEMY

School	Telephone	Provision Available	No. of Places
Braehead School	702330	Morning or Afternoon	80
Scotstoun School	703331	Morning or Afternoon	80

CULTS ACADEMY

School	Telephone	Provision Available	No. of Places
Culter School	733197	Morning or Afternoon	60
Cults School	869221	Morning or Afternoon	80
Milltimber School	732517	Morning or Afternoon	40

DYCE ACADEMY

School	Telephone	Provision Available	No. of Places
Dyce School	772220	Morning or Afternoon	120

HARLAW ACADEMY

School	Telephone	Provision Available	No. of Places
Broomhill School	315487	Morning or Afternoon	80
Ferryhill School	586755	Morning or Afternoon	80
Kaimhill School	313953	Morning or Afternoon	80

HAZLEHEAD ACADEMY

School	Telephone	Provision Available	No. of Places
Airyhall School	498050	Morning or Afternoon	80
Fernielea School	318533	Morning or Afternoon	80
Hazlehead School	498120	Morning or Afternoon	80

Kingsford School	693554	Morning or Afternoon	80
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LOCHSIDE ACADEMY

School	Telephone	Provision Available	No. of Places
Abbotswell School	872714	Morning or Afternoon	80
Charleston School	249349	Morning or Afternoon	60
Kirkhill School	874439	Morning or Afternoon	80
Loirston School	897686	Morning or Afternoon	100
Tullos School	876621	Morning or Afternoon	80
Walker Road School	876736	Morning or Afternoon	120

NORTHFIELD ACADEMY

School	Telephone	Provision Available	No. of Places
Westpark School	692323	Morning or Afternoon	80
Heathryburn School	788180	Morning or Afternoon	80
Holy Family School	316446	Morning or Afternoon	40
Muirfield School	694958	Morning or Afternoon	80
Quarryhill School	692390	Morning or Afternoon	80
Manor Park School	812060	Morning or Afternoon	80
Bramble Brae School	692618	Morning or Afternoon	40

OLDMACHAR ACADEMY

School	Telephone	Provision Available	No. of Places
Danestone School	825062	Morning or Afternoon	40
Forehill School	820904	Morning or Afternoon	60
Glashieburn School	704476	Morning or Afternoon	60
Middleton Park School	820873	Morning or Afternoon	40
Greenbrae School	704447	Morning or Afternoon	80

ST. MACHAR ACADEMY

School	Telephone	Provision Available	No. of Places
Ashgrove Children's Centre	482293	Morning or Afternoon	40
Cornhill School	483234	Morning or Afternoon	120
Kittybrewster School	484451	Morning or Afternoon	60
Sunnybank School	261700	Morning or Afternoon	111
Woodside School	484778	Morning or Afternoon	110
Riverbank School	483217	Morning or Afternoon	80
Hanover Street School	569880	Morning or Afternoon	80
Seaton School	277920	Morning or Afternoon	80

Registered Private, Independent and Voluntary Sector Early Learning and Childcare Funded Providers

The following establishments have entered into partnership with Aberdeen City Council and may be able to provide Early Learning and Childcare (ELC) places and extended day care facilities if parents so require.

Registered ELC Funded Providers are listed by secondary school catchment area.

ABERDEEN GRAMMAR

Albyn School for Girls	17-23 Queens Road, Aberdeen. AB15 4PB	01224 322408
Bruce Nursery	65 Osborne Place, Aberdeen. AB25 2BX	01224 646836
Great Western Pre-School	356-358 Great Western Road, Aberdeen. AB10 6LX	01224 311949
Queen's Cross Nursery	Queen's Cross Church, Albyn Place, Aberdeen. AB10 1YN	01224 624721
Robert Gordon's College	Schoolhill, Aberdeen. AB10 1FE	01224 646758
Midstocket Playgroup	Rosemount Centre, Belgrave Terrace, Aberdeen. AB25 2NS	07752 532958
Summers Nursery	44 Victoria Street, Aberdeen. AB10 1XA	01224 628862
Summers @ St Swithin Street	50 St Swithin Street, Aberdeen. AB10 6XJ	01224 209966
Little Acorns**	Royal Cornhill Hospital, 26 Cornhill Road, Aberdeen. AB25 2ZT	01224 557457
Maisie Munro Centre	18 Richmondhill Place, Aberdeen. AB15 5EP	01224 624332
The Kindergarten	196 Westburn Road, Aberdeen. AB25 2LT	01224 633803

BUCKSBURN ACADEMY

Great Western Pre-school (Kingswells)	The Village Centre, Kingswells, Aberdeen. AB15 8TG	01224 745364
Kingswellies	Prime 4 Business Park, Kingswells Causeway, Kingswells, Aberdeen. AB15 8PU	07595 447596

BRIDGE OF DON ACADEMY

The Bridges Nursery	Silverburn Lodge, Claymore Drive, Bridge of Don, Aberdeen. AB23 8GD	01224 826508
Stompers Childcare Services	Campus 3, Science & Technology Park, Balgownie Drive, Bridge of Don, Aberdeen. AB22 8GW	01224 276864

CULTS ACADEMY

Craigton Lodge Nursery	5/7 Craigton Crescent, Peterculter. Aberdeen. AB14 0SB	01224 733980
Culter Playgroup	Village Hall, North Deeside Road, Peterculter, Aberdeen. AB14 0UD	01224 733289
Cults Playgroup	North Hall, 1 Quarry Road, Cults, Aberdeen. AB15 9EX	01224 868182
St. Devenicks Playgroup	St. Devenicks Church Hall Baillieswells Road, Bielside, Aberdeen. AB15 9AP	07931223545
Amber Kindergarten	Camphill Schools, Bielside, Aberdeen. AB15 9EN	01224 865893
Broomhill @ Cults	397 North Deeside Road, Cults, Aberdeen. AB15 9SX	01224 868608

DYCE ACADEMY

J Puddleducks Nursery	162 Victoria Street, Dyce, Aberdeen. AB21 7DN	01224 722212 01224 729272
Bright Horizons @Dyce	1 Aberdeen International Business Park, Dyce Drive, Dyce, Aberdeen. AB21 0BR	

HARLAW ACADEMY

St. Margaret's School for Girls	15-17 Albyn Place, Aberdeen. AB10 1RU	01224 584466
Broomhill @ Fonthill	36 Fonthill Road, Aberdeen. AB11 6UJ	01224 588898
Great Western Pre School @ Broomhill	323 Broomhill Road, Aberdeen. AB10 7LR	01224 319530
Treehouse Early Care & Education Centre	Robert Gordon's University, Garthdee Campus, Garthdee Road, Aberdeen. AB10 7AQ	01224 861840

HAZLEHEAD ACADEMY

Bright Horizons First Class Nursery	Cunningham Building, Macauley Drive, Aberdeen. AB15 8QW	01224 321199
Woodend Nursery **	Glenburn Wing Cottages, Woodend Hospital, Aberdeen. AB15 6XS	01224 556008

LOCHSIDE ACADEMY

Cove Bay Kindergarten	Cove Road, Cove Bay, Aberdeen AB12 3NX	01224 249234
Bright Horizons Altens Nursery **	102 Hillview Road, Altens, Aberdeen AB12 3GZ	01224 883911
Beech House Nursery	34 Balnagask Road, Aberdeen AB11 8HR	01224 871411

** workplace nursery

NORTHFIELD ACADEMY

Middlefield Community Project	Middlefield Hub, Manor Avenue	01224 697000
Angels & Co	St Clements Church, Mastrick Drive, Aberdeen. AB16 6UF	01224 684015

OLDMACHAR ACADEMY

The Shepherd's Nursery	Laverockbraes, Whitestripes Road, Bridge of Don, Aberdeen, AB22 8AW	01224 222100
Oldmachar Community Playgroup	Oldmachar Community Association Hall, Jesmond Drive, Bridge of Don, Aberdeen. AB22 8UR	01224 706690

ST. MACHAR ACADEMY

Rocking Horse Nursery **	51 College Bounds, Aberdeen, AB24 3DY	01224 273400
Fersands Family Centre	Woodside Fountain Centre, Marquis Road, Aberdeen. AB24 2QY	01224 276487
Timber Kinder Garden	St. Ninian's Place, Aberdeen. AB24 1YA	01224 276020
Donview Nursery	431 Clifton Road, Aberdeen, AB24 4EB	01224 681276