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| Page 1 | Appendix 1:Applications, allocations & induction timetable for Local Authority ELC settings 20/21 |
| Page 2 | Appendix 2: Applications for Early Learning and Childcare Places 20/21 |
| Page 18  | Appendix 3: Early Learning and Childcare Application – Childcare Information |
| Page 20 | Appendix 4: Guidance for Professional Support for Application to Early Learning and Childcare |
| Page 23 | Appendix 5: Deferred Entry to Primary 1 |
| Page 28 | Appendix 6: Early Entry to Primary One |

**Contents**

 **Appendix 1**

**APPLICATION, ALLOCATION & INDUCTION TIMETABLE FOR LOCAL AUTHORITY ELC SETTINGS**

|  |  |
| --- | --- |
| **Mid December 2019****January 2020** | **Early Years Team** will write to all parents whose children are on waiting list (s) for 2019/20 and who are eligible for session 2020/21 advising that they have to apply in January 2020. **Schools** are responsible for ensuring that the Early Years team receive a list of children who are eligible to continue in 2020/21. This includes children who will start in January and April 2020.An advertisement will appear in the local press advising parents to apply for Early Learning and Childcare places for session 2020/21. |
| **15th January 2020** | **Schools** should submit requests for **Deferred Entry** to P1 to the Early Years Team by **15th January 2020**. The Deferred Entry panel will meet thereafter to assess applications. Applications should be emailed to eyadmissions@aberdeencity.gov.uk |
| **27th January to 7th February 2020** | Parents apply for places by collecting an Early Learning and Childcare Application Form from **Schools.** The closing date for receipt of applications is **7th February 2020**. |
| **February 2020** | **Schools** copy application forms and send to the Early Years Team by **12th February 2020**. |
| The Early Learning and Childcare Additional Support Needs admission panel will be held in February 2019. |
| **During March 2020** | The **Early Years Team** will match preferences to spaces available. |
| **By 27th April 2020** | The **Head Teacher** will receive lists of the children who will be offered places at their setting and details of which hours/sessions they will attend. |
| **By 4th May 2020** | Letters with offers of ELC places will be posted to parents/guardians by the Early Years Team by **4th May 2020.** |
|  | **Parents** will be asked to return the acceptance slip to the Early Years Team by **18th May 2020.** |
| **25th May 2020** | **Early Years Team will send final list of accepted places to schools.** |
| **June 2020 Induction and enrolment** | **Schools** should give each parent a ELC Enrolment Form to complete and this should be used to input information to their Management Information System. |
| **Two weeks before the Summer Holiday** | Parents and children should know the hours they will be attending 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. |
| Schools should **continue** to send applications to the Early Years Team, who will process the applications and advise if the schools can offer places.No offers should be made by the school. The Early Years Team will make **all** offers. |

**2020/2021**

**Appendix 2 (Pages 2-17)**

**Applications for Early Learning and Childcare Places 2020/2021**

Your child is eligible for an Early Learning and Childcare (ELC) place if his/her birthday is between the following dates:

1 March 2017 to 28 February 2018 – Ante-Pre-School Year

1 March 2016 to 28 February 2017 – Pre-school Year

If your child’s birthday was before 1 March 2016 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 1140 hours of Early Learning and Childcare. This may be taken at a Local Authority Early Learning and Childcare setting, a Funded Provider, a Childminder or a combination.

**How do I apply for an Early Learning and Childcare place at a Local Authority ELC setting?**

To apply for a place in a Local Authority school ELC setting, complete the application form and return to your school by **7th February 2020**. 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

If you are accessing your child’s full entitlement in a local authority ELC setting you will be given the following options within your Associated School Group (ASG). Some schools will only offer 9am – 3pm, some schools will offer 8am – 6pm as per the models below. This gives choice and flexibility within each ASG.

* 9am till 3pm/ 5 days a week/ 38 weeks annually; or
* 8am till 6pm/ 5 AM sessions OR 5 PM sessions a week/ 46 weeks annually; or
* 8am till 6pm/ 2 x 10 hour days and 1 x 4 hour 57 minutes/ 46 weeks annually

**New ELC Settings and Outdoor Nursery provision**

As part of the ELC Expansion programme, we are undertaking a number of projects to remodel and reconfigure existing nursery settings to ensure they are fit for purpose. We are also extending and building new ELC settings to create high quality and impactful ELC environments. New settings are highlighted on the application form. This includes our new Outdoor provision. If you are applying for a new build please complete the application form and return to any school within the ASG.

**What happens if there is no space in my preferred school?**

The application form allows you to choose up to 3 settings in order of preference. You do not need to submit a separate form to each school. Accepting a place in another school does not affect your place on the waiting list at your first choice 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 an ELC place. If you think your child’s place may be supported in this way you should ask for a Supported Application Form.
* 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 1-6).
* 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.

**How do I apply for an Early Learning and Childcare place at a Funded ELC setting?**

Contact your chosen Funded Provider to discuss if places are available. Details of all funded ELC settings, who are registered with Aberdeen City Council to provide ELC, can be found at the back of this application form. You can now access your full funded hours with a Funded Provider (including a childminder).

**Blended Provision**

You can split your 1140 hours between a Local Authority ELC setting and a Funded Provider or Funded Childminder.

1140 hours in weeks:

* 38 weeks annually / 30 hours per week
* 46 weeks annually / 24 hours and 57 minutes per week
* 52 weeks annually / 21 hours and 55 minutes per week

It is your responsibility to find a Funded Provider or Childminder and agree a place with them.

Please be aware that any hours taken at a Local Authority setting will be deducted from your entitlement at a Funded Provider or Childminder. To access a list of Childminders please contact: FIS@aberdeencity.gov.uk.

You will notice that some of our Local Authority ELC settings will continue to offer 600 hours. As stated previously, 1140 is an entitlement, you do not have to use all of your hours – this is optional. If you wish to attend any of these settings and access your full entitlement, you have the option to do a blended provision (as described above).

|  |
| --- |
| FOR SCHOOL USE ONLY DATE:DOB CHECKED:ADDRESS CHECKED:SIBLING CHECKED (if applicable):INITIALS:ACC_Crest_for mac emailEARLY LEARNING AND CHILDCARE APPLICATION FORM2020/2021 |
| 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 |
| AddressPost Code Telephone Number |
| Email address (we may email you about your application) |
| Please provide the name of any other person with parental rights or whom we can discuss the application with (ie Mother, Father) please note that information will not be disclosed to anyone unless detailed here. |
| ELC Setting currently attending | AM / PM / Whole day |
| If your child has siblings in P1 – P6 at the school you are applying for please state which school, their name(s) and date of birth |
| Please provide the name and contact details for your health visitor or named person |
| In order to help us support your child, please state your child’s home language and whether they have any additional support needs (health, mobility communication etc) |
| I am aware that if my child is given a place at an ELC setting out with my catchment area this DOES NOT guarantee my child a place at Primary 1 at that school  |
| If your child has a daily carer in the Catchment area for a school you are applying for you will need to complete the “Childcare Form” (**Appendix 3)** |
| If you intend to access “blended” provision please indicate which Childminder or ELC Setting you intend to access. It is your responsibility to secure the place with the ELC setting or Childminder.Setting Days/Hours  |
| **New Builds/Remodelling works**By ticking this box I understand that suitable alternative provision will be made available in the local area should there be any delays with building works.   |

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| **School** | **ELC Hours for August 2020**  | **Preference** **(State days OR session (AM/PM)** **required)****(1st, 2nd or 3rd)** |
| **Aberdeen Grammar ASG** |  |  |
| Ashley Road School | 9am-3pm Term time |  |
| Gilcomstoun G.U. | 9am-3pm Term time |  |
| Gilcomstoun | 8am-6pm x 46 weeks (2 and half days)  |  |
| Gilcomstoun  | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Mile End School | 8am-6pm x 46 weeks (2 and half days) |  |
| Mile End School | 8am-6pm x 46 weeks AM or PM 5(4 hours 57 minutes) |  |
| Skene Square | AM or PM Term Time (3 hour 10 minutes) |  |
| St Joseph's RC School | AM or PM Term Time (3 hour 10 minutes) |  |
|  |  |  |
| **Bridge of Don ASG** |   |  |
| Braehead School | 8am-6pm x 46 weeks (2 and half days) |  |
| Braehead School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Scotstown | 9am-3pm x Term Time |  |
|  |  |  |
| **Bucksburn ASG** |   |  |
| Brimmond School | 8am-6pm x 46 weeks (2 and half days) |  |
| Brimmond School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Kingswells School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Stoneywood School | 8am-6pm x 46 weeks (2 and half days) |  |
| Stoneywood School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
|  |  |  |
| **Cults ASG** |   |  |
| Culter School | 8am-6pm x 46 weeks (2 and half days) |  |
| Culter School  | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Cults School | 8am-6pm x 46 weeks (2 and half days) |  |
| Cults School  | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Milltimber School | 9am-3pm x Term Time |  |
|  |  |  |
| **Dyce ASG** |   |  |
| Dyce School | 8am-6pm x 46 weeks (2 and half days) |  |
| Dyce School  | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
|  |  |  |
| **Harlaw ASG** |   |  |
| Broomhill School | 8am-6pm x 46 weeks (2 and half days) |  |
| Broomhill School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Ferryhill School | 9am-3pm x Term Time |  |
| Hanover Street School | 9am-3pm x Term Time  |  |
| Kaimhill School | 8am-6pm x 46 weeks (2 and half days) |  |
| Kaimhill School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
|  |  |  |
| **Hazlehead ASG** |   |  |
| Airyhall School | 8am-6pm x 46 weeks (2 and half days) |  |
| Airyhall School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Fernielea School | 9am-3pm x Term Time |  |
| Hazlehead School | 8am-6pm x 46 weeks (2 and half days) |  |
| Hazlehead School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Kingsford School | 8am-6pm x 46 weeks (2 and half days) |  |
| Kingsford School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Kingsford School | 9am-3pm x Term Time |  |
|  |  |  |
| **Lochside ASG** |   |  |
| **Kincorth** |   |  |
| Abbotswell School | 9am-3pm x Term Time |  |
| Charleston School | 8am-6pm x 46 weeks (2 and half days) |  |
| Charleston School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Kirkhill School | 8am-6pm x 46 weeks (2 and half days) |  |
| Kirkhill School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Loirston School | 8am-6pm x 46 weeks (2 and half days) |  |
| Loirston School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| **Torry**  |   |  |
| Tullos School | 8am-6pm x 46 weeks (2 and half days) |  |
| Tullos School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Walker Road | 8am-6pm x 46 weeks (2 and half days) |  |
| Walker Road | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
|  |  |  |
| **Northfield ASG** |   |  |
| Bramblebrae School | 3 hour 10 minutes AM or PM Term Time |  |
| Heathryburn | 8am-6pm x 46 weeks (2 and half days) |  |
| Heathryburn | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Muirfield School | 8am-6pm x 46 weeks (2 and half days) |  |
| Muirfield School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Quarryhill School | 8am-6pm x 46 weeks (2 and half days) |  |
| Quarryhill School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Manor Park School | 9am-3pm x Term Time |  |
| West Park School | 8am-6pm x 46 weeks (2 and half days) |  |
| West Park School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Holy Family School | 9am-3pm x Term Time |  |
|  |  |  |
| **Old Machar ASG** |   |  |
| Danestone School | 8am-6pm x 46 weeks (2 and half days) |  |
| Danestone School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Forehill School | 8am-6pm x 46 weeks (2 and half days) |  |
| Forehill School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Glashieburn School | 9am-3pm x Term Time  |  |
| Greenbrae School | 8am-6pm x 46 weeks (2 and half days) |  |
| Greenbrae School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Middleton Park School | 9am-3pm x Term Time |  |
|  |  |  |
| **St Machar ASG** |   |  |
| Ashgrove Children's Centre | 9am-3pm x Term Time |  |
| Cornhill School | 9am-3pm x Term Time  |  |
| Cornhill School | 8am-6pm x 46 weeks (2 and half days) |  |
| Cornhill School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Kittybrewster School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Riverbank School | 8am-6pm x 46 weeks (2 and half days) |  |
| Riverbank School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| Seaton School | 9am-3pm x Term Time  |  |
| Sunnybank School | 9am-3pm Term Time  |  |
| Sunnybank School | AM or PM Term Time (3 hour 10 minutes) |  |
| Woodside School  | 9am-3pm Term Time  |  |
| Woodside School | 8am-6pm x 46 weeks (2 and half days) |  |
| Woodside School | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| **New Builds in St Machar ASG** |  |
| Regent Walk, Seaton | 9am-3pm Term Time  |  |
| Regent Walk, Seaton | 8am-6pm x 46 weeks (2 and half days) |  |
| Regent Walk, Seaton | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| **New Build in Northfield ASG Opening Autumn 2020** |  |
| Northfield Cummings Park  | \*9am – 3pm Term Time/ 8am – 6pm 46 weeks |  |
| **New Build in St Machar ASG Opening Autumn 2020** |  |
| Tillydrone Nursery | \*8am – 6pm 46 weeks |  |
| **Outdoor Provision** |   |  |
| **Duthie Park** | 8am-6pm x 46 weeks AM or PM (4 hours 57 minutes) |  |
| **Hazlehead Park** | 9am-3pm Term Time  |  |

*\**It is anticipated from this point that these settings will be able to offer fully flexible models.

|  |  |
| --- | --- |
| *Signature* | *Date* |

**Early Learning and Childcare Settings in Aberdeen City**

Listed by Associated School Group (ASG)

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| **ABERDEEN GRAMMAR SCHOOL** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Ashley Road School | 45 Ashley RoadAberdeen AB10 6RU | 588732 | 9am-3pm x Term Time |
| Gilcomstoun School | Skene StreetAberdeen AB10 1PG | 642722 | 8am-6pm x 46 weeks |
| Gaelic Nursery @ Gilcomstoun School | Skene StreetAberdeen AB10 1PG | 642722 | 9am-3pm x Term Time |
| Mile End School | Midstocket RoadAberdeen AB15 5LT | 498140 | 8am-6pm x 46 weeks |
| St Joseph’s RC School | 3-5 Queens RoadAberdeen AB15 4YL | 322730 | AM or PM Term Time (3 hour 10 minutes) 600 hours |
| Skene Square School | 61 Skene SquareAberdeen AB25 2UN | 630493 | AM or PM Term Time (3 hour 10 minutes) 600 hours |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Albyn School | 17-23 Queens RoadAberdeen AB15 4PB | 322408 | Contact setting |
| The Bruce Nursery | 65 Osborne PlaceAberdeen AB25 2BX | 646836 | Fully Flexible Model |
| Bright Horizons at 24 St Swithin | 24 St Swithin StreetAberdeen AB10 6XD | 324555 | Contact setting |
| Bright Horizons at 44 St Swithin | 44 St Swithin StreetAberdeen AB10 6XJ | 324556 | Contact setting |
| Great Western Pre-School | 356-358 Great Western RoadAberdeen AB10 6LX | 311949 | Fully Flexible Model |
| Queen’s Cross Nursery | Queen’s Cross ChurchAlbyn Place, Aberdeen AB10 1YN | 624721 | 9am–3pm x Term Time |
| Robert Gordon’s College | SchoolhillAberdeen AB10 1FE | 646758 | Fully Flexible Model |
| Midstocket Playgroup | Rosemount CentreBelgrave TerraceAberdeen AB25 2NS | 07752532958 | 9am-3pm x Term Time |
| Summers Nursery | 44 Victoria StreetAberdeen AB10 1XA | 628862 | Contact setting |
| Summers Nursery  | 50 St Swithin StreetAberdeen AB10 6XJ | 209966 | Contact setting |
| Little Acorns Nursery(workplace nursery only) | Royal Cornhill Hospital26 Cornhill RoadAberdeen AB25 2ZT | 557457 | Workplace nursery |
| The Kindergarten Nursery | 196 Westburn RoadAberdeen AB25 2LT | 633803 | Contact setting |
|  |
| **BRIDGE OF DON ACADEMY** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Braehead School | Braehead WayBridge of DonAberdeen AB22 8RR | 702330 | 8am-6pm x 46 weeks |
| Scotstown School | Scotstown RoadBridge of DonAberdeen AB22 8HH | 703331 | 9am-3pm x Term Time |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| The Bridges Pre School Nursery | Silverburn LodgeClaymore DriveBridge of DonAberdeen AB23 8GD | 826508 | Fully Flexible Model |
| Stompers Childcare Services | Campus 3Science & Technology ParkBridge of DonAberdeen AB22 8GW | 478997 | 9am-3pm x Term Time |
| **BUCKSBURN ACADEMY** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Brimmond School | Netherhills PlaceBucksburnAberdeen AB21 9DF | 719930 | 8am-6pm x 46 weeks |
| Kingswells School | Kingswells AvenueKingswellsAberdeen AB15 8TG | 740262 | 8am-6pm x 46 weeks |
| Stoneywood School | Stoneywood RoadStoneywoodAberdeen AB21 9HY | 712720 | 8am-6pm x 46 weeks |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Great Western Pre School | The Village CentreKingswellsAberdeen AB15 8TG | 745364 | Fully Flexible Model |
| Kingswellies | Prime 4 Business ParkKingswells CausewayKingswellsAberdeen AB15 8PU | 741175 | 8am- 6pm – minimum 2 days or 4 half days |
| **Childminder** | **Address** | **Telephone** | **Provision** |
| Kerry Morrison | Bucksburn  | Kerrimo1986@gmail.com | Contact directly |
|  |
| **CULTS ACADEMY** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** |  |
| Culter School | 22 School RoadPeterculterAberdeen AB14 0RX | 733197 | 8am-6pm x 46 weeks |
| Cults School | Earlswells RoadCultsAberdeen AB15 9RG | 869221 | 8am-6pm x 46 weeks |
| Milltimber School | Monearn GardensMilltimberAberdeen AB13 0DX | 732517 | 9am-3pm x Term Time |
|  |  |  |  |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Amber Kindergarten | Camphill SchoolsBieldsideAberdeen AB15 9EN | 865893 | Monday – Thursday 9.30am-3.30amFriday – 9.30am-12.30pm |
| Broomhill Nursery @ Cults | 397 North Deeside RoadCultsAberdeen AB15 9SX | 868608 | Contact setting |
| Craigton Lodge Nursery School | 5/7 Craigton CrescentPeterculterAberdeen AB14 0SB | 733980 | Fully Flexible Model |
| Culter Playgroup | Village HallNorth Deeside RoadPeterculterAberdeen AB14 0UD | 733289 | Contact setting |
| Cults Playgroup | North Hall1 Quarry RoadCultsAberdeen AB15 9EX | 868182 | 9am-12noon x Term Time |
| St Devenicks Playgroup | St Devenicks Church HallBaillieswells RoadBieldsideAberdeen AB15 9AP | 07931223545 | Contact setting |

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| **DYCE ACADEMY** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Dyce School | Gordon TerraceDyceAberdeen AB21 7NF | 772220 | 8am – 6pm 46 weeks |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| J Puddleducks Childcare | 162 Victoria StreetDyceAberdeen AB21 7DN | 722212 | Contact setting |
| Bright Horizons at Dyce | 1 Aberdeen International Business ParkDyce DriveDyceAberdeen AB21 0BR | 729272 | Contact setting |
|  |
| **HARLAW ACADEMY** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Broomhill School | Gray StreetAberdeen AB10 6JF | 315487 | 8am-6pm x 46 weeks |
| Ferryhill School | Caledonian PlaceAberdeen AB11 6TT | 586755 | 9am-3pm x Term Time |
| Hanover Street School | Beach BoulevardAberdeen AB24 5HN | 569880 | 9am-3pm x Term Time |
| Kaimhill School | Pitmedden TerraceAberdeen AB10 7HR | 498150 | 8am-6pm x 46 weeks |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Broomhill Nursery @ Fonthill | 36 Fonthill RoadAberdeen AB11 6UJ | 588898 | Contact setting |
| Great Western Pre School | 323 Broomhill RoadAberdeen AB10 7LR | 319530 | Fully Flexible Model |
| The Nursery at St Margaret’s School | 15-17 Albyn PlaceAberdeen AB10 1RU | 584466 | Contact setting |
| Treehouse Early Education & Care Centre | Robert Gordon’s UniversityGarthdee CampusGarthdee RoadAberdeen AB10 7AQ | 861840 | Contact setting |
| Little Dreams Nursery | 42-44 Bon Accord StreetAberdeen AB11 6EL | 576130 | Contact setting |
| **Childminder** | **Address** | **Telephone** | **Provision** |
| Colleen Castillo | Garthdee area | c.castillo@sky.com | Contact directly |
|  |
| **HAZLEHEAD ACADEMY** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Airyhall School | Countesswells RoadAberdeen AB15 8AD | 498050 | 8am-6pm x 46 weeks |
| Fernielea School | Stronsay PlaceAberdeen AB15 6HD | 318533 | 9am-3pm x Term Time |
| Hazlehead School | Provost Graham AvenueAberdeen AB15 8HB | 498120 | 8am-6pm x 46 weeks |
| Kingsford School | Kingsford RoadAberdeen AB16 6PQ | 693554 | 9am-3pm x Term Time8am-6pm x 46 weeks |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| First Class Nursery | Cunningham BuildingMacaulay DriveAberdeen AB15 8QW | 321199 | Contact setting |
| Woodend Nursery(workplace nursery only) | Glenburn Wing CottagesWoodend HospitalAberdeen AB15 6XS | 556008 | Workplace Nursery |
|  |
| **LOCHSIDE ACADEMY** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Abbotswell School | Faulds GateKincorthAberdeen AB12 5QX | 872714 | 9am-3pm x Term Time |
| Charleston School | Charleston RoadCoveAberdeen AB12 3FH | 249349 | 8am-6pm x 46 weeks |
| Kirkhill School | Cairngorm GardensKincorthAberdeen AB12 5BS | 874439 | 8am-6pm x 46 weeks |
| Loirston School | Loirston AvenueCoveAberdeen AB12 3HE | 897686 | 8am-6pm x 46 weeks |
| Tullos School | Girdleness RoadAberdeen AB11 8FJ | 876621 | 8am-6pm x 46 weeks |
| Walker Road School | Walker RoadTorryAberdeen AB11 8DL | 879720 | 8am-6pm x 46 weeks |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Altens Nursery(workplace nursery only) | 102 Hillview RoadAltensAberdeen AB12 3GZ | 883911 | Workplace Nursery |
| Beech House Nursery | 34 Balnagask RoadAberdeen AB11 8HR | 871411 | Contact setting |
| Cove Bay Kindergarten | Cove RoadCove BayAberdeen AB12 3NX | 249234 | Contact setting |
| Little Clouds Nursery | Nigg Kirk RoadAltensAberdeen AB12 3DF | 899965 | Contact setting |
|  |  |  |  |
| **NORTHFIELD ACADEMY** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** |  |
| Bramble Brae School | Cummings Park DriveAberdeen AB16 7BL | 692618 | AM or PM Term Time (3 hour 10 minutes) 600 hours |
| Heathryburn School | Howes RoadAberdeen AB16 7RW | 788180 | 8am-6pm x 46 weeks |
| Holy Family RC School | Summerhill TerraceAberdeen AB15 6HE | 316446 | 9am-3pm x Term Time |
| Manor Park School | Danestone CircleAberdeen AB16 7YB | 812060 | 9am-3pm x Term Time |
| Muirfield School | Mastrick DriveAberdeen AB16 6UE | 694958 | 8am-6pm x 46 weeks |
| Quarryhill School | Birkhall ParadeAberdeen AB16 5QT | 692390 | 8am-6pm x 46 weeks |
| Westpark School | Cruden CrescentNorthfieldAberdeen AB16 7JD | 692323 | 8am-6pm x 46 weeks |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Angels & Co | St Clements ChurchMastrick DriveAberdeen AB16 6UF | 684015 | Contact setting |
| Middlefield Community Project | The HubManor AvenueAberdeen AB16 7UR | 697000 | Contact setting |

|  |
| --- |
| **OLDMACHAR ACADEMY** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Danestone School | Fairview BraeDanestoneAberdeen AB22 8ZN | 825062 | 8am-6pm x 46 weeks |
| Forehill School | Jesmond DriveBridge of DonAberdeen AB22 8UR | 820904 | 8am-6pm x 46 weeks |
| Glashieburn School | Jesmond DriveBridge of DonAberdeen AB22 8UR | 704476 | 9am-3pm x Term Time |
| Greenbrae School | Greenbrae CrescentBridge of DonAberdeen AB23 8NJ | 704447 | 8am-6pm x 46 weeks |
| Middleton Park School | Jesmond DriveBridge of DonAberdeen AB22 8UR | 820873 | 9am-3pm x Term Time |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Oldmachar Community Pre School | Oldmachar Community Association HallJesmond DriveBridge of DonAberdeen AB22 8UR | 706690 | Contact setting |
|  |  |  |  |
| **ST MACHAR ACADEMY** |
| **Local Authority Setting** | **Address** | **Telephone (01224)** |  |
| Ashgrove Children’s Centre | Gillespie PlaceAberdeen AB25 3BE | 482293 | 9am-3pm x Term Time |
| Cornhill School | Cornhill DriveAberdeen AB16 5BL | 483234 | 9am-3pm x Term Time8am-6pm x 46 weeks |
| Kittybrewster School | Great Northern RoadAberdeen AB24 3QG | 484451 | 8am-6pm x 46 weeks (4 hours 47 minutes only)  |
| Riverbank School | Dill RoadTillydroneAberdeen AB24 2XL | 483217 | 8am-6pm x 46 weeks |
| Seaton School | Seaton Place EastAberdeen AB24 1XE | 277920 | 9am-3pm x Term Time |
| Sunnybank School | Sunnybank RoadAberdeen AB24 3NJ | 261700 | 9am-3pm x Term TimeAM or PM Term Time (3 hour 10 minutes) 600 hours |
| Woodside School | Clifton RoadAberdeen AB24 4EA | 484778 | 9am-3pm x Term Time8am-6pm x 46 weeks |
| **Funded Provider Setting** | **Address** | **Telephone (01224)** | **Provision** |
| Aberdeen Lad’s Club Community Project | Dill RoadTillydroneAberdeen AB24 2XL | 492672 | Contact setting |
| Donview Nursery | 431 Clifton RoadAberdeenAB24 4EB | 681276 | Contact setting |
| Fersands Family Centre | Woodside Fountain CentreMarquis RoadAberdeen AB24 2QY | 276487 | AM or PM – 50 weeks8am-12.30pm1pm-5.30pm |
| The Rocking Horse Nursery(workplace nursery only) | 49 College BoundsAberdeen AB24 3DY | 273400 | Workplace nursery |
| **Childminder** | **Address** | **Telephone** | **Provision** |
| Melanie McAllion | Linksfield | mel.houston33@yahoo.co.uk | Contact directly |

**Appendix 3**

**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 (ASG), 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.

|  |  |
| --- | --- |
| Child’s Name | Date of Birth |
| ELC Setting 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 ELC Setting specified in PART Aabove. 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 |



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**Your Data, Your Rights**

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**Our Legal Basis**

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**Appendix 4**



**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 looked after or has been on an at risk / child protection 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

**Appendix 4**



|  |
| --- |
| **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: |
| ELC Setting 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: |
|  |
|  |
|  |
|  |
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|  |

|  |
| --- |
| **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 7th FEBRUARY. LATE APPLICATIONS WILL BE ACCEPTED.** |
| **Please return either to the school requested or to the Early Years Team** |



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**Appendix 5**

**Deferred Entry to Primary School**

Session 2020/2021

**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 ELC into Primary 1. Children who will be 5 years old between 1 March 2019 and 28 February 2020 usually start primary school in August 2020. However, all children mature and develop at different rates and it may be beneficial for some children to have an additional year in ELC.

**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 ELC 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 in ELC. The Local Authority has the discretion to agree to these requests. Applications are considered by a multi-agency panel.

**Making the decision**

The decision to apply for a deferred entry to Primary One should be taken during the year before the child would normally start school. Discuss the reasons you wish to request deferred entry with the staff at your child’s ELC Setting who can submit an application with you to the Deferred Entry Panel. Applications can also be made by your child’s health professional should your child not attend an ELC Setting. 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?

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.

|  |
| --- |
| **EARLY LEARNING AND CHILDCARE – DEFERRED ENTRY REQUEST**(To be completed for children with **August 2015 to December 2015** dates of birth)  |
| Child’s name |  |
| Child’s date of birth |  |
| Parent/Guardian’s name |  |
| Child’s address |  |
|  |
|  Post Code |
| Currently attending…………………………….Started at this setting on………….List any previous EL&C experience with start/leaving datesWhich setting do the child’s parents intend to apply for? |
| On the following page please provide information on the child’s progress within the early levels of the Curriculum for Excellence Comment on strengths and areas for development.You should consider* 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)

NB Children who would benefit from Deferred Entry generally have difficulties in more than one area. |
| How will the extra year in an EL&C setting benefit the child’s development? |
| What will the EL&C environment be able to provide that P1 won’t be able to provide? (apart from higher staffing ratio) |
| What potential problems might this child experience in Primary One? |
| Person supporting the requestPosition in ELC Setting\*Please Print |  |
| Signature |  |
| 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 |

 Please return to:

 Early Years Team

 2nd Floor North

 Marischal College

 Broad Street

 Aberdeen

 AB10 1AB

 Email eyadmissions@aberdeencity.gov.uk



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**Appendix 6**

**Early Entry to Primary One**

**What should I do if I want my child to start school early?**

Children start Primary 1 aged between 4 and a half and 5 and a half depending on when the child’s birthday falls. This is a matter of law. Some parents/carers whose child has a birthday after this date can request if their child can be admitted early. e.g. starting school the previous August. For those wishing to apply for Early Entry enrolment, application should be made in writing to the Head Teacher of the school you wish your child to attend, no later than 28th February of the year you wish your child to start school.

This is known as an Early Entry Request. It is not the same as a Placing Request as you cannot request in law that your child start early in a school other than your local catchment school.

**Is starting school early a good idea?**

Before making a request for Early Entry, we would ask parents/carers to consider the following points that we consider important in determining if a child is suitable to start school early.

**Your child’s physical development**

* Will your child be able to cope with the physical demands of spending five hours a day in a classroom? If your child is not physically mature enough for this, he/she may find it hard to concentrate and master the basic skills. There will be other children in the same class who are more than a year older.
* Would your child cope with the demands of this in classroom and playground activities?

**Your child’s emotional and social development**

* Is your child emotionally and socially mature enough to cope with being separated from you for most of the day?
* Will your child find it easy to make friends with the rest of the class group who are older?

**Your child’s readiness for learning at school**

* Will sending your child to school too early deprive him/her of pre-school year experience. Children learn a great deal informally, through a planned curriculum. This best prepares the child for formal schooling.

**Long term implications**

Research shows that even when children start school early and cope initially, there can be problems later when transferring from primary to secondary and as they approach the school leaving age. Your child may be less physically and emotionally mature and could find it difficult to gain entry to higher education courses because he or she is too young.

Please consider the points raised above. If you feel you still wish to make a request for your child to start school early you should apply in writing to the Head Teacher of your zoned school. Please note, a request for a school place for a child too young to be ordinarily eligible **can only be made to the education authority for the area in which the parent is ordinarily resident.**

**What will happen once I write to the Head Teacher of the school?**

The Head Teacher will meet with you and your child to discuss your request. The Head Teacher may also ask for reports from the Early Learning & Childcare setting which your child currently attends and may request additional information from any other professionals involved with your child. On occasion an Educational Psychology Assessment may be requested and your child may be observed in their current ELC setting. Once all the necessary information has been considered, the Head Teacher will decide if the early entry request should be granted. The decision will be based on the child’s development across a range of aspects including their cognitive, social and emotional development; but will also consider wider issues such as whether the primary class can meet the needs of your child.

**What if I disagree with the decision?**

If your application is turned down, you have no right of appeal. You can of course ask that the Council reviews this decision and this request should be put in writing to the Chief Education Officer, Integrated Children’s and Family Services.