

Nursery applications 2019/20 for 3 & 4 year olds



Guidance on applying for early learning and childcare in East Renfrewshire

For all children aged three and four years old who are due to start nursery between August 2019 and March 2020

Please read all of these guidance notes before you complete the early learning and childcare application form. The application form can be found on the centre pages of this document. Please complete the form, detach it from this document and send it to the address on the back page of the form.

For more information on the application process you can call 0141 577 3288/3265 or email earlylearningandchildcare@eastrenfrewshire.gov.uk

If you need some help to fill in the application form, please speak to staff in your local nursery or contact the Adult Learning Team on 0141 577 3306.

All applications for places with local authority early learning and childcare settings, which includes nursery classes and family centres, must be received by 28 February 2019, any applications received after this date will be treated as late which means that they will be allocated after the applications which were received on time.



What is changing between 2019/20 and 2020/21?

The Scottish Government has committed to almost doubling the entitlement to free early learning and childcare from 600 hours to 1140 hours per year by 2020 for all three and four year olds.

In East Renfrewshire there are a range of models available to ensure that all children can access their entitlement to 600 hours. Parents can apply for the model which suits their family best. We try to make sure that everyone gets what they choose, however, there is no guarantee of this.

If your child is due to start nursery as a three year old between August 2019 and March 2020, you will need to apply for one of these existing models which will allow us to allocate a nursery place for your child.

In East Renfrewshire we allocate nursery places for two years. This gives parents the opportunity to plan and make choices about early learning and childcare which fits around their family life and gives them the security of knowing that their early learning and childcare arrangements do not need to change from one year to the next. This is good for children who are happy and settled in their nursery having made friends and got to know the adults who work in the setting. A familiar environment also helps children to feel safe and secure.

The current models for delivering 600 hours of early learning and childcare will not be available after July 2020. All three and four year old children will be entitled to 1140 hours from the start of the school term in August 2020. For this reason, you will also need to apply for one of the new patterns of attendance if your child will be in their pre-school year between August 2020 and June 2021. As part of the Scottish Government commitment to increased early learning and childcare, all children who attend nursery from August 2020 will receive a free meal. You will find out more about this nearer the time.

How are places allocated?

A set of criteria is used to make sure that early learning and childcare places are allocated fairly. All places will be allocated using the priority criteria below:

Priority Criteria

Priority 1	Child Protection, Prevention, Looked After and Additional Support Needs.
Priority 2	Deferred Entry to Primary School granted by the local authority.* <i>*Where the local authority has granted funding for an additional year of early learning and childcare.</i>
Priority 3	Pre-school children within their allocated community as indicated by address.
Priority 4	Ante pre-school children within their allocated community as indicated by address and who have an older sibling attending the same nursery.
Priority 5	a) Pre-school children applying out with their community as indicated by address. b) Ante pre-school children applying out with their community as indicated by address.
Priority 6	Admission will be given to children resident out with East Renfrewshire whose parents make a request for: a) A pre-school place. b) An ante pre-school place. <i>Due to the high demand by residents of East Renfrewshire Council for nursery places, parents who fall into this priority band are advised to also apply for a nursery place within their own local authority.</i>

Priorities 1 - 3 will be allocated first. A ballot may be necessary if the number of applications received is greater than the number of places available. Likewise, a ballot will be held for any available places for ante pre-school children living in the nursery community.

Morning and afternoon sessions are allocated by ballot in equal numbers to make sure there is a balance of pre-school and ante pre-school children.

When can my child start?

Children aged three years of age become eligible for a government funded place at the start of the term following their third birthday.

- **Children who are three between 1 March and 31 August are eligible for a funded place from the start of the Autumn Term in August**
- **Children who are three between 1 September and 31 December are eligible for a funded place from the start of the Spring Term in January**
- **Children who are three between 1 January and the last day in February are eligible for a funded place from the start of the Summer Term in April.**

However, East Renfrewshire Council nurseries aim to provide a place closer to a child's third birthday where possible.

Children will receive 600 hours or 1140 hours funded early learning and childcare in each school year that they are eligible and a pro rata amount for each part of a year in which they are eligible.



How do I fill in the application form?

Section 1: Child's details, Family details and Health Information

Please ensure the address given is the child's permanent place of residence. You will be asked to provide proof of your child's identity and address by taking their birth certificate and evidence of address to the nursery before your child is due to start.

Section 2: Community Information

All East Renfrewshire Council early learning and childcare settings, which includes family centres and nursery classes, are organised into 4 communities based on area and address.

The communities are:

- **Barrhead/Neilston**
- **Busby/Clarkston/Eaglesham**
- **Giffnock/Thornliebank**
- **Newton Mearns**

You are encouraged to apply to the setting within your community which offers the existing model you would like to choose for session 2019/20 and the new attendance pattern which will be available to ensure your child receives 1140 hours in 2020/21. If you choose a setting that is not in your own community you will be a lower priority for a place (see priority list on page 3).

Please select your community by ticking the relevant box.

Within each community each setting offers different provision, as shown in the table on page 6. Nursery classes are open during term time, the same as the school, from August until June. Family Centres are open for 48 weeks over the year, however they are closed for all public holidays, in-service days.

You must choose, in order of preference which settings you would like to be considered for, taking into account the provision that will be available in 2019/20 and 2020/21. Please note, you must provide THREE choices. We will do our best to allocate one of these, however, there is no guarantee of this. Your child's nursery place will be allocated for two years to minimise movement and disruption; however there will be three new settings available from August 2020, which you may wish to choose for your child's pre-school year if they are within your community.



Section 3: Choosing 600 hours provision in a local authority setting for 2019/20

Nursery Hours

Nursery hours in local authority settings are standardised across the authority. Opening hours in all East Renfrewshire Council family centres and nursery classes for session 2019/20 are as follows:

Nursery opens:	8am
Morning Core session begins:	8.50am
Morning Additional/Extended/Holiday session begins	9am
Morning session ends:	12noon
Lunch session begins:	12noon
Lunch session ends	1pm
Afternoon Core sessions begin:	12.50pm
Afternoon Additional/Extended/Holiday session begins	1pm
Afternoon session ends:	4pm
Nursery closes:	6pm

Your options for 600 hours of early learning and childcare are:

Core Hours (No Flexibility)

Parents and carers can apply for 5 sessions (a session describes a morning or afternoon place), at a local authority early learning and childcare setting. Each session will last 3 hours and 10 minutes. This is based on term time (38 weeks per year). All authority early years settings will offer this provision. Please note that a ballot takes place to determine whether your child will be offered a morning or afternoon session.

Holiday Provision (Limited Flexibility)

Parents and carers can apply for 5 sessions (a session describes a morning or afternoon place), at a local authority early learning and childcare setting. Each session will last 3 hours. This allocation is based on 40 weeks per year, with parents and carers having the opportunity to access the additional 10 sessions (maximum 30 hours) in terms of additional sessions during school holidays, additional charges will apply thereafter. All authority family centres will offer this option.

Additional Hours (Limited Flexibility)

Parents and carers can apply for 5 sessions (a session describes a morning or afternoon place), at a local authority early learning and childcare setting. Each session will last 3 hours. This is based on term time (38 weeks per year). All Parents and carers can apply for additional time before (1 hour) or after (up to 2 hours) the nursery session up to a maximum of 30 hours. Parents can apply for a place at an early learning and childcare setting that offers this. Any hours used over and above this will be charged at the wraparound rate of £2.25 per hour.

Extended Hours (Greater Flexibility)

Parents and carers can apply for a minimum of 4 hours early learning and childcare and a maximum of 8 hours in any one day (over 38 or 48 weeks) per year up to a maximum of 600 hours funding; additional hourly charges would apply thereafter. This will only be available in a limited number of settings. If you apply for 48 weeks we will try to give you this, however there is no guarantee and depends on availability within each setting.

If you want to pay for any extra hours which may be available you will need to enter into a contract and adhere to the terms and conditions. All payments for extra hours are made in advance.



Communities and Settings

Within each community the settings which will offer each model of 600 hours provision for session 2019/20 are detailed below and continued on page 7 after the application form:

Community	Establishment	Core Hours	Holiday Provision	Additional Hours	Extended Hours
Newton Mearns	Hazeldene Family Centre	✓	✓	✓	✓
	Isobel Mair Family Centre – ASN only*	✓	✓	✓	
	Crookfur Primary Nursery Class	✓		✓	
	Mearns Primary Nursery Class	✓		✓	
	Calderwood Lodge Nursery Class	✓		✓	✓
	St Cadoc's Primary Nursery Class	✓		✓	
	Maidenhill Primary Nursery Class	✓		✓	✓
	Belmont Nursery Class (Independent)	<p>Please contact each partnership provider to find out what is available within their setting.</p> <p>All applications for funding for session 2019/20 must be made directly to the establishment by 30 April 2019.</p>			
	Broom Nursery (Voluntary)				
	Elmwood Nursery (Private)				
	Happy Days Too Southfield House (Private)				
	Innocence Nursery (Private)				
	Kirktonholme@Mearnswood (Private)				
Orchard Park Nursery, Newton Mearns (Private)					

Community	Establishment	Core Hours	Holiday Provision	Additional Hours	Extended Hours
Busby / Clarkston / Eaglesham	Cart Mill Family Centre	✓	✓	✓	✓
	Busby Primary Nursery Class	✓		✓	✓
	Carolside Primary Nursery Class	✓		✓	
	Eaglesham Primary Nursery Class	✓		✓	
	Netherlee Primary Nursery Class	✓		✓	
	Clarkston Nursery (Voluntary)	<p>Please contact each partnership provider to find out what is available within their setting.</p> <p>All applications for funding for session 2019/20 must be made directly to the establishment by 30 April 2019.</p>			
	Happy Days Too, Busby (Private)				
	Greenbank Woodland Play (Private)				

*Places in Isobel Mair Family Centre will only be available for children with Additional Support Needs who have been allocated through the Early Years Intervention Group.

To see how this compares to the provision that will be available from August 2020, please refer to the summary table on page 11.

Community	Establishment	Core Hours	Holiday Provision	Additional Hours	Extended Hours
Giffnock / Thornliebank	Glenwood Family Centre	✓	✓	✓	✓
	Braidbar Primary Nursery Class	✓		✓	✓
	Giffnock Primary Nursery Class	✓		✓	
	Thornliebank Nursery Class	✓		✓	✓
	Enchanted Forest Nursery (Private)	Please contact each partnership provider to find out what is available within their setting. All applications for funding for session 2019/20 must be made directly to the establishment by 30 April 2019.			
	Orchard Park Nursery, Thornliebank (Private)				

Community	Establishment	Core Hours	Holiday Provision	Additional Hours	Extended Hours
Barrhead / Neilston	Arthurlie Family Centre	✓	✓	✓	✓
	Carlibar Nursery Class	✓		✓	✓
	Madras Family Centre	✓	✓	✓	✓
	Railway Cottage Nursery (Private)	Please contact each partnership provider to find out what is available within their setting. All applications for funding for session 2019/20 must be made directly to the establishment by 30 April 2019.			

Applying For Extended Hours Provision

If you are requesting extended hours provision you will need to fill in the table to show which pattern of attendance you would like.

All places are allocated as term time, however family centres can accommodate extended hours provision only over 48 weeks. If you would like to be considered for 48 week provision you must tick the box at Section 3, however these places are limited and cannot be guaranteed.

All local authority establishments close for public holidays and school in-service days.

If you request more than your child's 600 hour entitlement any hours over and above this will be

charged at the rate of £2.25 per hour. Any requests for extra hours will be strictly subject to availability. Once a contract has been signed, these hours will only be available for the duration of the contract and there is no guarantee that they will be available to purchase in session 2020/21.

Places in local authority nurseries are much sought after, therefore many settings have no extra spaces for parents to buy additional hours. As soon as possible nurseries share with parents any additional space they may have, however it is important that parents consider their needs carefully when applying for a nursery place as there is no guarantee of availability.

Partnership Providers: August 2018 - June 2019

You may choose a funded provider for your early learning and childcare, applications should be made directly to the funded provider. For session 2019/20, the deadline for applications to a funded provider is 30 April 2019. For contact details and the current list of providers visit, www.eastrenfrewshire.gov.uk/article/9440/Partnership-early-learning-and-childcare-providers

We will try to give you your choice, however, there is no guarantee of this.

Section 4: Choosing 1140 hours provision in a local authority setting for 2020/21

If your child will return to nursery in August 2020 you must complete this section.

In August 2020, the new patterns of attendance will be introduced and all children will be entitled to a free lunch. The length of nursery sessions will increase and we will work more closely with funded providers, such as childminders and partner nurseries, to provide increased choice. At this time, a Funding Follows the Child approach will be

introduced making high quality early learning and childcare more accessible for families and ensuring flexibility and choice.

The Funding Follows the Child approach places choice in parents' and carers' hands allowing them to access their child's funded entitlement from any setting - including local authority, private and voluntary nurseries and childminders - who meet the National Standard, has a place available and is willing to enter into a contract with their local authority.

East Renfrewshire local authority settings will offer the following options:

New early learning and childcare options available

Provision	Sessions per week	Times	Establishment *	Details
Core	5 x 6 hours	9am to 3pm	Nursery classes	School days over school week
Extended	3 x 10 hours	8am to 6pm	Nursery classes	Longer days over the school year
Stretched A	5 x 4 hours 45 minutes	8am to 12.45 pm or 1pm to 5.45pm	Family centres over 48 weeks	Half days
Stretched B	2 x 9.5 hours and 1 x 4 hours 45 minutes	Full day 8/8.30am to 5.30/6pm Half day 8am to 12.45pm or 1.15-6pm	Family centres over 48 weeks	Mix of full days and half days over 48 weeks
Blended	15 hours in ERC nursery plus 15 hours with a funded provider	TBC	Childminders and local nurseries TBC	Available August 2019
Funded provider	30 hours a week	TBC	Childminders and local nurseries TBC	Available August 2020

**Family centres provide childcare for 48 weeks of the year. Nursery classes only operate during term-time.*

To see how this compares to the provision that is available from August 2019 - June 2020, please refer to the summary table on page 11.

You must choose, in order of preference, which pattern of attendance you would like to be considered for, taking into account the establishments you have requested in Section 2 and the provision you requested in Section 3 for 2019/20. **Please note, you must provide a minimum of TWO choices.** We will do our best to allocate one of these choices; however there is no guarantee of this.

If you choose Extended Hours, Stretched B or a Blended Model, please complete the days/half day of the week you wish your child to attend the local authority setting. You should only pick the number

of sessions indicated for your chosen attendance pattern; this will ensure you receive 1140 hours of early learning and childcare. Places in local authority nurseries are much sought after, therefore many settings have no extra spaces for parents to buy additional hours. As soon as possible nurseries share with parents any additional space they may have, however it is important that parents consider their needs carefully when applying for a nursery place as there is no guarantee of availability.

If you choose a blended model you must also apply directly to the funded provider for the remaining hours of your entitlement. The deadline to submit your funded provider application will be 30 April 2020.

How do I choose?

Think about what is most important to you in terms of early learning and childcare.

Half days

I want my child to attend nursery only in the mornings or afternoons - choose a family centre, they could have 5 mornings or afternoons of 3 hours 10 minutes per week during term time in 2019/20 (Core Hours) and 5 mornings or afternoons of 4 hours 25 minutes per week over 48 weeks in 2020/21 (Stretched A).

Full days

I want my child to have full days as this will fit with my work pattern - choose a setting that provides extended hours in 2019/20, this includes all family centres and selected nursery classes. If you choose a nursery class in 2020/21, you could have three full days (from 8am - 6pm) per week (Extended Hours) during term time. Alternatively, if you choose a family centre in 2020/21, you could have two and a half days per week over 48 weeks (Stretched B).

Attending every day

I want my child to go to nursery every day - you can choose either a family centre or a nursery class. If you choose a family centre, they could have five mornings or afternoons of 3 hours 10 minutes per week during term time (Core Hours) in 2019/20 and five mornings or afternoons of 4 hours 45 minutes per week over 48 weeks (Stretched A) in 2020/21. If you choose a nursery class, they could have five mornings or afternoons of 3 hours 10 minutes per week during term time in 2019/20 and 5 sessions of 6 hours (from 9am - 3pm) per week during term time in 2020/21.

The school year

I have older children and I want my child to access their early learning and childcare whilst the older children are at school - choose a nursery class. If you choose a nursery class, they could have five mornings or afternoons of 3 hours 10 minutes during term time (Core Hours) in 2019/20 and in 2020/21, you could choose between 5 sessions of 6 hours from 9am - 3pm (Core Hours) or 3 full days from 8am - 6pm (Extended Hours) per week during term time in 2020/21.

A longer year

I want my child to be able to access their early learning and childcare during school holidays - choose a family centre. In 2019/20, they could have holiday provision which gives them 5 sessions of 3 hours per day during term time and an extra two weeks during school holidays. Alternatively, you could choose Extended Hours and select the 48 week option. In 2020/21, family centres will provide both half day sessions (Stretched A) or a mix of full days and half days (Stretched B) over 48 weeks.

A range of experience

I want my child to access their early learning and childcare in more than one setting - choose a Blended Model, this will allow you to have 15 hours in a nursery class or family centre and 15 hours in the funded provider of your choice (subject to space being available and a partnership arrangement being in place with the local authority).

Childminders and local nurseries

We work in partnership with a range of funded providers, such as private and voluntary nurseries and childminders, across East Renfrewshire who will be more than happy to discuss your needs with you. Applications to funded providers other than local authorities should be made directly to the nursery or childminder. We aim to provide notification of funding by June of each year.

We will try to give you your choice, however, there is no guarantee of this.



SECTION 5: Priority Band

Please refer to the priority criteria listed on page 3 and write the number of the priority you think your child belongs to.

If your child is in Priority 4 you must also give the Name and Date of Birth of their sibling.

SECTION 6: Declaration of Parent/Carer

All application forms must be signed and dated.

What happens next?

Your application will be assessed against the priority criteria.

Every effort will be made to meet your preference. However, this will be dependent on the number of places available and the priority given to applications. Parents will continue to be guaranteed a place within their community of local authority nurseries for their pre-school year.

If you are offered a place for your child in an East Renfrewshire Council nursery, you will be notified in writing and asked to confirm your acceptance of a place. You will then be invited to attend the nursery with the following documentation:

- **Proof of the child's age (birth certificate/passport), and;**
- **Proof of your current address (council tax, rental/mortgage agreement)**



Privacy Notice: 0 - 4 year old places in Early Learning and Childcare

Who will process your information?

The personal information you give to us through any of our forms relating to 0 - 4 year old places in early learning and childcare, and any other personal information we hold about you in this context, will be processed by East Renfrewshire Council, Eastwood Park, Giffnock, G46 6UG for the administration of 0 - 4 year old places in Early Learning and Childcare and any charges that may need to be applied to you.

Why do we process your information?

Your information is processed to help us administer 0 - 4 year old places in early learning and childcare and collect fees where these apply. Your information may also be shared with other departments within the council and other organisations out with the council to check the information we have is accurate and to protect public funds.

What is the legal basis for us to process your information?

The council processes your information in order to perform a task carried out in the public interest, and where appropriate to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

The law gives certain types of information special significance because of its sensitivity, eg health information. If we process this type of information about you in relation to 0 - 4 year old places in early learning and childcare, we do so on the basis that it is necessary for reasons of substantial public interest.

These are the main points of our Privacy Notice. You can access the full Privacy Notice at www.eastrenfrewshire.gov.uk/privacy. If you do not have access to a computer, and wish a paper copy, please contact the Business Support Section on 0141 577 3288/3265.

Community	Establishment	2019-20 delivery models			
		Core Hours morning or afternoon sessions 5 days per week over 38 weeks	Holiday provision morning or afternoon sessions 5 days per week over 40 weeks	Additional Hours morning or afternoon session 5 days per week over 38 weeks plus 30 hours to use flexibly	Extended Hours flexible model, parent chooses days/hours (minimum of 4 hours in any day)
Barrhead / Neilston	Arthurlie Family Centre	✓	✓	✓	✓
	Carlubar Nursery Class	✓		✓	✓
	Madras Family Centre	✓	✓	✓	✓
Busby / Clarkston / Eaglesham	Cart Mill Family Centre	✓	✓	✓	✓
	Busby Primary Nursery Class	✓		✓	✓
	Carolside Primary Nursery Class	✓		✓	
	Eaglesham Primary Nursery Class	✓		✓	
	Netherlee Primary Nursery Class	✓		✓	
Giffnock / Thornliebank	Glenwood Family Centre	✓	✓	✓	✓
	Braidbar Primary Nursery Class	✓		✓	✓
	Giffnock Primary Nursery Class	✓		✓	
	Thornliebank Primary Nursery Class	✓		✓	✓
Newton Mearns	Hazeldene Family Centre	✓	✓	✓	✓
	Isobel Mair Family Centre – ASN only*	✓	✓	✓	
	Crookfur Primary Nursery Class	✓		✓	
	Mearns Primary Nursery Class	✓		✓	
	Calderwood Lodge Primary Nursery Class	✓		✓	✓
	St Cadoc's Primary Nursery Class	✓		✓	
	Maidenhill Primary Nursery Class	✓		✓	✓

Community	Establishment	2020-21 patterns of attendance			
		Core Hours 5 days 9am - 3pm per week over 38 weeks (during school term time)	Extended Hours 3 full days 8am - 6pm over 38 weeks (during school term time)	Stretched A 5 mornings or afternoons per week of 4 hours 45 minutes over 48 weeks	Stretched B 2 full days of 9 1/2 hours plus half day 4 hours 45 minutes over 48 weeks
Barrhead / Neilston	Arthurlie Family Centre			✓	✓
	Carlubar Nursery Class	✓	✓		
	Madras Family Centre			✓	✓
	Cross Arthurlie Primary Nursery Class	✓	✓		
Busby / Clarkston / Eaglesham	Cart Mill Family Centre			✓	✓
	Busby Primary Nursery Class	✓	✓		
	Carolside Primary Nursery Class	✓	✓		
	Eaglesham Primary Nursery Class	✓	✓		
	Netherlee Primary Nursery Class	✓	✓		
	Overlee Family Centre			✓	✓
Giffnock / Thornliebank	Glenwood Family Centre			✓	✓
	Braidbar Primary Nursery Class	✓	✓		
	Giffnock Primary Nursery Class	✓	✓		
	Thornliebank Primary Nursery Class	✓	✓		
Newton Mearns	Hazeldene Family Centre			✓	✓
	Isobel Mair Family Centre – ASN only*			✓	✓
	Crookfur Primary Nursery Class	✓	✓		
	Mearns Primary Nursery Class	✓	✓		
	Calderwood Lodge Primary Nursery Class	✓	✓		
	St Cadoc's Primary Nursery Class	✓	✓		
	Crookfur Pavilion Family Centre			✓	✓
	Maidenhill Primary Nursery Class	✓	✓		

