

**Education Services**

**Early Learning & Childcare Admissions**

**Operational Guidance for Heads of Nursery**

**General**

This is the operational guidance document which supports the admission of children to Glasgow City Council nurseries. It should be read in conjunction with Management Circular 3a which sets out the nursery admissions policy for the Council and with the Parent Guide to Early Learning & Childcare (ELC).

All applications should be considered in line with the priorities set out in the nursery admissions policy and banding plus additional weighting points applied accordingly. Details of the banding and weighting system may found in Section 3.1 of this document.

Allocation of places should take place on an area basis working with the other members of the Local Area Admissions Panel (LAAP). This means that the children with the highest priority across the area should be allocated places first before working through the list of children with lower priority.

The panel meetings for children starting nursery in August, take place each year in April/May and places MUST be allocated across the whole of the coming year at these meetings. This allows both parents / carers and nurseries to plan ahead. Refer to sections 2.0 and 3.0 of this document for further advice.

Applications submitted later in the year, will still be considered for a place but there may be fewer places available and more need to direct parents / carers to alternate provision.

Parents / carers should be kept informed with regard to the progress of their application and priority given to ensuring that children with a statutory entitlement to nursery provision are able to access a place. This may include referring parents / carers on to other nurseries including Funded Partner providers where you are unable to allocate a place.

**1.0** **Entitlement**

Children can access their 1140 hours entitlement in either a Glasgow City Council nursery, a Funded Provider nursery or with a Registered Childminder who is part of the Council’s ELC framework.

The 1140 hours entitlement can be accessed over 50 weeks of the year August to July; or over term-time August to June. If the hours are taken all year round over 50 weeks then the child is entitled to up to 22.8 hours of funded nursery provision per week. If the hours are accessed during term-time only, the child is entitled to up to 30 hours of funded nursery provision per week.

The hours do not have to all be taken in one nursery. Parents / carers may choose a blended model across more than one provider. This is the model which applies in Council nursery classes.

The pattern of hours each nursery can offer will depend on their opening hours and staffing model. The Area ELC Managers can offer advice and support in relation to this.

Children cannot access any more than 30 hours of funded nursery provision per week. They also cannot access 1140 hours of nursery provision over anything less than 38 weeks of the year. These limits are set by the Scottish Government.

The entitlement is pro-rata. This means that if a child starts nursery after August their entitlement for that year is proportionally reduced.

Families do not have to use the full 1140 hours of funded ELC if they do not wish to. They can access more than 1140 hours where a nursery has spare capacity after allocating the statutory hours to all entitled children. Charges will apply for any hours over 1140 hours.

The statutory entitlement to 1140 hours applies to all eligible childrenregardless of residency status, citizenship or ethnic background. This includes children whose families are asylum seekers and children resident in Glasgow who are not UK nationals.

* 1. **Eligible 3 & 4 Year Olds**

All children aged 3 or 4 are entitled to up to 1140 hours per year of funded ELC. Children become eligible according to when their 3rd birthday falls. In Glasgow, each child’s funded entitlement begins from the Monday after their 3rd birthday and where they are not already attending, they should be admitted to nursery on or as soon as possible after this date.

* 1. **Eligible 2 Year Olds**

Some 2 year olds are also entitled to up to 1140 hours per year of funded childcare where they meet the eligibility criteria set out in the nursery admissions policy. Children aged 2 years old who meet the criteria for funded ELC, can access it from the start of the first term AFTER their second birthday OR the start of the first term AFTER their parent / carer starts receiving any of the named benefits or tax credits within the eligibility criteria.

* 1. **Children Under 3 Years Old – No Entitlement**

Children under 3 who do not meet the criteria for eligible 2 year olds, have no statutory entitlement to any funded nursery provision and no specific number of hours or dates for entry to nursery apply. When allocating hours for this age group, thought should be given to whether the allocated hours will still be sustainable as the child moves up the age groups within the nursery. Children should be admitted as soon as possible after a place has been allocated.

Unless exempt under the Council’s nursery charging arrangements, parents / carers will be expected to pay for all hours attended at nursery for a child under 3 years old.

* 1. **Children with Additional Support Needs**

Children with additional needs have the same nursery entitlements as all other children. Nursery applications for children who have additional support needs should be processed in line with the admissions process and banding procedures. Supporting evidence from relevant agencies may be required in relation to their additional needs.

An assessment may have to be undertaken to ensure the appropriate establishment is identified and that the nursery can meet the child’s needs. This supports multi-agency and collaborative working to ensure that the service provided is in the best interests of the child.

* 1. **Children Deferring Entry to Primary School**

Children are entitled to up to 1140 hours of funded ELC where it has been agreed that they should defer their entry to primary school and have a further funded year in nursery. This entitlement applies regardless of residency status, citizenship or ethnic background. **(**From August 2023, all children will be automatically entitled to a funded deferred year in nursery and Council agreement will no longer be necessary.)

In most cases, deferred entrants will be returning to the nursery they already attend and there will be no need for them to re-apply or be re-banded. Where a child does not already attend the nursery, they should be admitted as soon as possible after a place has been allocated as they are already of eligible age.

Further information on the deferred entry process is available on Glasgow Online or GFIS - [www.gfis.org.uk](http://www.gfis.org.uk).

* 1. **Children Who Do Not Live in Glasgow - Cross Boundary Places**

Children living in other Council areas may be allocated places in GCC nurseries only after all applicants resident in Glasgow have been allocated places. The same entitlements to 1140 hours and entry dates apply to cross boundary children.

Children whose parent / carer moves outwith Glasgow whilst attending a GCC nursery may continue to attend, however, non-Glasgow resident charges will apply for any additional hours regardless of age.

**1.7 Children from Overseas**

Children who are not UK citizens may still attend GCC nurseries and are entitled to access any entitlement to 1140 hours so long as they are resident in Glasgow. This includes children of asylum seekers.

Please refer to the Council website for further information on the process for enrolling a child from overseas - <https://www.glasgow.gov.uk/index.aspx?articleid=17780>

**2.0 Application Process**

Applications may be accepted at any point in the year, however, for August admission, parents / carers are asked to submit their application by **31st March**. Applications received later in the year will still be considered but there may be fewer available places as places are allocated across the full year at the April/May admissions panels.

All applications for admission to nursery must be submitted on the GCC nursery application form, lodged initially with the Head of Nursery and recorded as soon as possible after receipt by the nursery on the SEEMIS Early Years system, irrespective of the length of the register of applications or waiting list. The register of applications or waiting list should NOT be closed to new applicants even when all places in an establishment have been allocated. All requests for a placement should be recorded and action taken

Should all available places have been allocated when a new application arrives, that application should still be accepted and a conversation take place with the parent / carer as to :

1. The likelihood of any movement in places in your nursery over the course of the year and
2. Their other options for nursery placement in the local area.
3. The application should be passed on to the parent / carer’s 2nd choice of nursery to enable a place to be offered as soon as possible.

Parents / carers should be encouraged to list 3 choices of nursery in priority order on the application form but should only submit an application to their first choice nursery. They should be advised that if they submit other applications to GCC nurseries, whichever application is most recently submitted will be assumed to be their first choice and earlier applications deleted.

**2.1 Allocating Places Between Panel Meetings**

When an application for a place within the current year is received between panel meetings, it is NOT necessary to wait until the next panel meeting to allocate a place. A place may be allocated immediately by the nursery where :

1. A place in that age group is available
2. They have no other children on the waiting list with higher priority
3. A check has been done with admissions panel colleagues to ensure that they have no applicants on their waiting lists with higher priority who could be offered the available place

The members of the admissions panel may be updated on the allocation of any places outwith the panel meetings at the next meeting which takes place.

**2.2 Referrals & Letters of Support**

Referrals from other agencies, primarily social work or health services, should be made on the Council’s ELC Referral Form and accompanied by a completed nursery application form. Any referring agency must have the full consent of the parent / carer to make the referral and the nursery application form should be signed by the parent / carer. Children who are referred by other agencies will normally be considered to fall within the Band 1 or 2 priority depending on individual family circumstances.

Letters of support from other agencies should be submitted on the Council’s ELC Application Support Form. They do not constitute a formal referral but are rather a means for the other agency to bring further information about the child or family to the attention of the nursery head. It is a matter of professional judgement for the head of nursery as to the priority accorded to that information.

**2.3 Local Area Admissions Panels**

Local Area Admissions Panels (LAAPs) are made up of heads from Council nurseries in the local area. In some areas, local 3rd sector Funded Provider partners are also represented at the panel meetings. Panel meetings should only be attended by a member of the nursery’s senior management team who has the authority to make allocation decisions.

The role of the LAAP is to consider the applications received across the area and to ensure that :

1. Places are allocated in order of banding priority across all of the nurseries represented – ie. all Band 1 or 2 children are allocated a place before moving on to applicants in Bands 3, 4 or 5. A central list of all applicants will be produced for each admissions panel.
2. Applications are passed to 2nd and 3rd choice nurseries where the 1st choice nursery cannot allocate a place. Contact should be made by the 1st choice nursery with the 2nd choice should it not prove possible to allocate a place. This is particularly important where the 1st and 2nd choice nurseries sit on different admissions panels. The SEEMIS system should also be updated as soon as possible as the application will transfer on the system to the 2nd choice nursery.
3. All children with a statutory entitlement must be either offered a place or directed to alternate provision where that is not possible.
4. In April / May, places must be allocated across the whole of the coming year to allow parents to plan ahead and support advance planning where the timing of staffing availability needs to be considered.
5. Following the allocation of any statutory hours at the April / May panel, requests from families who want to purchase additional hours should be considered AT THE SAME TIME within the scope of any hours remaining after the statutory allocation across the year has been made. Nurseries should also consider any likely demand later in the year for statutory places.

A chairperson should be nominated for each LAAP. The LAAP Chair will be responsible for ensuring that meetings are co-ordinated, decisions are recorded and any queries with regard to the application of the policy or operational guidance are resolved

Advice and support on the policy and allocations decisions should be sought from the Area ELC Manager who may also attend the LAAP meeting.

The LAAP should meet at least once per term but may meet more often as needed. The Area ELC Manager should be advised of the dates for all meetings.

**2.5 Blended Places**

Some families may choose to split their child’s 1140 hours entitlement between two different providers. This can be any combination of Council nurseries, Funded Providers and Registered Childminders working within the ELC framework.

Parents / carers will need to apply for a place separately with each provider and tell them which setting they are splitting the place with, how many hours of funded ELC they wish to take up with each and where they wish to access their child’s funded meal and snack entitlement. Under the Scottish Government’s “funding follows the child” principles, it is a matter of parent / carer choice as to the split of the entitlement and we cannot ask them to choose a Council nursery first.

Nursery classes generally operate in a model which does not provide the full 1140 hours, therefore, parents / carers should be made aware that they can access the balance of their child’s hours in another setting if they wish to.

In all cases, children will still only be funded for 1140 hours in total across the settings accessed. If the parent / carer wishes to access additional hours, they will need to pay for these hours unless any exemption applies.

1. **Allocation of Places**

**3.1 Banding & Weighting**

All nursery applications should be considered against the following priority banding and weighting criteria to ensure that the children with highest priority are allocated places first.

**BANDING PRIORITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **BAND ONE** | **COMMENTARY** | **EVIDENCE** | **CHARGES** |
| **Any child considered in need of protection****Very young mothers / fathers****Care Experienced Children** | Children recorded or at risk of being recorded on the child protection register Children born to mothers / fathers under 16 years old or of age to still be in full-time education provided within a secondary schoolChildren in the care of the local authorityChildren subject to statutory supervision ordersChildren in foster care | Referral FormCare PlanChild Protection PlanMinute of SW meetingReferral from the Young Parent Support BaseReferral from Family Nurse Partnership serviceNotification from secondary schoolReferral FormCare PlanChild Protection PlanMinute of SW meeting | All children in Band One are exempt from all charges |
| **BAND TWO** | **COMMENTARY** | **EVIDENCE** | **CHARGES** |
| **Children who have Additional Support Needs****Children from families suffering acute stress and where serious concerns have been identified** | Children who have additional support for learning needsChildren with March to August birthdates deferring entry to P1 where the decision to defer is supported by the Council\*Children affected by the disability of their parent / carerChildren whose access to nursery has been interrupted (eg. long periods of hospitalisation, children within travelling families)Children who are referred by social work or health services due to domestic violence ; parent / carer has additional support needs ; parent / carer has an acute mental health condition ; parent / carer misuses alcohol or other substancesChildren referred by an Educational or Clinical PsychologistChildren living in bed & breakfast accommodation, homeless refuge, transient or who have a pattern of homelessness | Supporting documentation from the appropriate agency or professionalDeferral approval letter Supporting documentation from the appropriate agency or professional | Charges will apply in line with the charging arrangements unless an exemption / waiver is in place |
| **BAND THREE** | **COMMENTARY** | **EVIDENCE** | **CHARGES** |
| **All Glasgow resident children aged 2, 3 or 4 years old who are eligible for 1140 hours of funded ELC - including all Glasgow resident deferred entrants to primary school who have a birthday between the first day of term in August to the end of February (automatic entitlement to defer on request)** | Children who meet the criteria for statutory entitlement to funded ELC | Birth certificateEligible 2’s evidence | Charges will apply in line with the charging arrangements unless an exemption / waiver is in place |
| **BAND FOUR** | **COMMENTARY** | **EVIDENCE** | **CHARGES** |
| **Any Glasgow resident child who had not been admitted under Bands 1-3** | Children under 3 years old who do not meet the criteria for an eligible 2’s nursery place and /or who have not been admitted under Bands 1 or 2 | Evidence of Glasgow residency and any additional weighting circumstances | Charges will apply in line with the charging arrangements unless an exemption / waiver is in place |
| **BAND FIVE** | **COMMENTARY** | **EVIDENCE** | **CHARGES** |
| **Any child not resident within Glasgow** | Children not resident within Glasgow may only be offered places after all Glasgow resident children have been accommodated | Birth certificateEvidence of address | Charges will apply in line with the charging arrangements |

**WEIGHTING CRITERIA**

Once the head of the nursery has decided which priority band each applicant falls within, the weighting criteria should be considered against family circumstances in order that scoring points may be determined to support the prioritisation of applications. Where there are more applications than places available or where parents / carers are looking for additional hours, the applicants with the highest banding and weighting scores should be allocated the places first.

|  |  |  |  |
| --- | --- | --- | --- |
| **WEIGHTING CRITERIA** | **COMMENTARY** | **WEIGHTING FACTORS****FACTOR POINTS** | **EVIDENCE** |
| **Children whose parents/carers are in education, training or employment****Referrals from external agencies****Children who have English as an additional language\****\*In weighting this factor, where appropriate, consideration should be given to the anticipated duration of their stay in Glasgow and whether s/he will be proceeding to primary school education within the UK***Children living in stressful family circumstances** | Child whose parents/carers are in education, training or employment *(These weighting factors are not cumulative)*Referral from external agency which has ongoing involvement with the child / family eg, Health Visitor, FNP Practitioner, Doctor, Social Work ServicesChildren who have English as an additional language AND where the child’s learning opportunities could be disadvantaged as a resultFamily Stress *(These weighting factors are cumulative)* | Parents / carers in education, training or employment AND who qualify for the Childcare element of Working Tax CreditOther working familiesSingle adult householdSupport from relevant agency(Agency completing the application support form will be required to weight between 1-3)Children with English as an additional language at age 3Children with English as an additional language at age 3 AND who have been identified has having additional support needs*This list is not exhaustive and other factors may be identified locally :*Family BereavementMultiple BirthsThree or more children under 5Carer ResponsibilitiesChronic illness in the familyChronic mental health problems in the familyFamilies primarily dependent on benefitsOvercrowdingRelationship / Family Breakdown | 4241-3121*(per stress factor)* | Tax credit confirmationEvidence of employmentEvidence of single adult household statusApplication Support FormBirth CertificateApplication Support FormObservation at application stageInformation from other professionalsPrior knowledge of familyObservation at application stageConfirmation of benefits |

* 1. **Allocating Places**

Once applicants have been banded and scored, the nursery head should take the information on all applicants to the LAAP meeting. The LAAP should agree the prioritisation of places across the entire geography of the panel area.

When a place in a particular nursery is agreed, it is the responsibility of that nursery to offer the place to the parent / carer. This should be done as soon as possible or within 10 working days of the LAAP meeting.

* 1. **Communicating with Parents**

Parent/ carers should be advised of the outcome of their application as soon as possible whether that is following a panel meeting OR when a place is allocated between panel meetings.

Parents / carers may be notified by letter, email or phone call. Where a parent / carer is updated by phone, a record should be kept of that conversation to provide a communications audit trail should a dispute arise in future.

When places are being allocated in April / May across the full year, you may choose to project start dates across the year too.

Alternatively, the parent / carer may be advised that their child has been allocated a place in your nursery and that you will be in touch to confirm a starting date closer to the date at which the child’s eligibility starts.

Parents / carers should be notified of the outcome of their application regardless of whether it is positive or negative.

If a place cannot be offered the parent should be advised :

1. That it is not currently possible to offer a place in your nursery but that their application has been passed to their 2nd choice of nursery or
2. Where they have not indicated a 2nd choice, they should be given the opportunity to now do so and you can pass the application on or
3. Where they have not indicated a 2nd choice and do not wish to do so, they should be advised that their child will remain on the waiting list and will be reconsidered in future should a place arise BUT that this cannot be guaranteed and their child may miss the opportunity to attend nursery for the full time of their entitlement should a place not become available prior to their child starting school

When a placement has been accepted by a parent / carer, they must sign a contract agreeing to the conditions of the placement. Once the contract has been signed the SEEMIS Early Years system should be updated to create a live record for the child within SEEMIS Click & Go.

Should a parent not respond to accept a placement offer within 15 working days, this should be recorded on the SEEMIS Early Years system and the place offered to the next eligible child. A record of communication attempts should be kept to provide evidence that no response has been received and a letter sent to confirm withdrawal of the offer of a place.

* 1. **Unique Number of Children**

Every nursery has a unique number of children to work to. The number of children is the minimum number of 2-3 year olds (where applicable) and 3-5 year olds it is expected an individual nursery will be able to accommodate over the course of a year. It does not apply to 0-2 year olds as they are not at present included within the 1140 hours programme.

Each establishment should aim to provide a service to its unique number of children annually. The annual number is calculated using the Care Inspectorate registered capacity for the nursery multiplied by a number as noted in the table below.

The multiplying number is based on the operating model of the establishment and calculated on data and occupancy trends gathered from across the service over time. It is based on a measure of 71% of potential capacity being used as a minimum operating capacity.

The unique number is not a target and can be exceeded in order to use the service to its fullest capacity.

|  |  |  |
| --- | --- | --- |
|  | Delivery Model | Unique number of children |
| Type 1 | Nursery Class – am/ pm part day only | 1 x Care Inspectorate registered capacity |
| Type 2 | Term Time - 8.30 – 4.30 | 1.2 x Care Inspectorate registered capacity |
| Type 3 | All Day Term Time – 8.00 – 6.00 | 1.25 x Care Inspectorate registered capacity |
| Type 4 | All Day All Year - 8.00 – 6.00 | 1.5 x Care Inspectorate registered capacity |

For example, a Type 4 establishment with a registration of 15 x 2-3’s and 85 x 3-5’s (100fte total) should be able to provide a service to at least 150 children – 1.5 x 100 - through the course of the year. This is because almost no children attend for every hour that a nursery is open so more children can accommodated across the extended hours/days.

Providing a service to the unique number of children for statutory 1140 hours should leave some limited spare capacity within the establishment to provide either:

1. Additional time to parents seeking extra hours over 1140 hours; and/or
2. Additional statutory 1140 children over and above the unique number of children

For example, some parents may choose to continue to take up only 5 mornings or 5 afternoons, term-time (950 hours) which is less than 1140 hours and therefore leaves some spare capacity for other families to use.

The unique number links directly to the staffing for the nursery.

* 1. **Hours & Flexibility**

The most efficient use of the capacity for 1140 hours in nurseries is defined by the half day / whole day block model. This can be best described as :

5 Half Days AM or PM for 50 week settings

6 Half Days OF AM or PM for term time settings

OR  Full days of either 2.5 days for 50 week / 3 days for term time

As far as is possible, this is the general model that should be used when allocating places and in discussions with parents / carers around how the nursery operates.

This does not mean, however, that there cannot be exceptions to the rule. Some families may have strong reasons for requiring hours that do not fit any of the options within that model and they may be treated as exceptions. This is a matter for professional judgement when meeting the needs of families.

You should be aware, however, that having a high number of families on exceptional hours – eg. 9am – 3pm – will have an impact on the ability to reach the nursery’s unique number and in turn, may impact on staffing levels within the nursery. The new SEEMIS Early Years system will record all of the hours per child and the staffing allocation to the nursery.

If you are concerned about the level of exceptional place requests for your nursery, you should discuss this with your Area ELC Manager.

Almost all nurseries, with the exception of nursery classes, have mixed staff teams made up of both 52 week and Term Time staff. This is likely to remain the position for the foreseeable future.

Places should be allocated proportionate to the numbers of staff on each contract type. For example, if you run a full year nursery but have 3 staff on a term time contract within your team, then you should have around 24 (3 x 8) children who attend term time. It is not an exact science and of course parent / carer preference must be taken into account, but where possible, persuading parents to use the nursery on a year round basis where the nursery is open for 50 weeks, is the most efficient use of the service and helps in achieving maximised occupancy.

Where you feel that parent demand for certain hours does not match the range of staff contracts within your team – eg. there is more demand for term time hours than you have term time staff - you should discuss the potential for a change in the staffing mix with your Area ELC Manager.

* 1. **Nursery Classes**

Although all 3 and 4 year olds are entitled to up to 1140 hours of funded nursery provision, there is no requirement from Scottish Government that every nursery operate in a model which enables the full hours to be offered. The government expectation is rather that a range of models exist in each Council area to allow parents / carers flexibility to choose which best meets their needs.

Nursery classes present a particular challenge when looking at ways of delivering 1140 hours because they are part of the primary school structure and do not fit well into a cost effective model for nursery delivery. Historically, the nursery classes have offered places over mornings or afternoons, rather than full days and this worked well in maximising the numbers of children who could attend. They generally did not offer full days in the past as the staffing model did not allow enough flexibility for children to stay all day without being supplemented at additional cost.

To fully deliver 1140 hours in a school based term-time model, the provision would have to shift to offering 6 hours per day to children (6hrs x 5 days x38 weeks =1140) and as the service is only open for 8 hours a day, this means that 50% of the children who would normally expect to be admitted to a nursery class, could not be admitted and would have to go elsewhere for nursery provision. This would be difficult for displaced families looking for a place in the nursery class, many of whom have indicated in past consultations that they only require 600 hours and would not anticipate needing the full 1140 hours. It would also mean that for 2 hours each day or 10 hours each week per member of staff, the service would be available and staffed, whilst not being needed. This is not an economical way to run services.

Our nursery classes, therefore, offer a 600 hour delivery model to avoid displacing 50% of families and to ensure that public services are delivered in a cost effective way. A small number of full day places may be available to support vulnerable families in some nursery classes.

Families who take up places within nursery classes, may if they choose, access the remainder of their child’s hours up to the funded maximum of 1140 in a blended model with another setting - including other Council nurseries, Funded Provider private or voluntary sector nurseries, or with a Registered Childminder who is a member of the Council’s ELC framework.

* 1. **Absence / Retention of Places**

Once a child has been enrolled in a GCC nursery, should they be absent the head of nursery should follow up the reason for this absence in line with current Child Protection procedures. Should the absence become extended for a period of 6 weeks or more, the place should be reviewed and the parent / carer advised that it may be withdrawn unless the child returns to nursery.

Where a place is withdrawn the parent / carer should be advised in writing and the place offered to the next eligible child. Places can be retained for longer than 6 weeks in exceptional circumstances only and this should be discussed with the Area ELC Manager.

**4.0 Charging Guidance**

Glasgow City Council provides a range of ELC services. Government funding is available to support the provision of fully funded nursery places of up to 1140 hours per year for all 3 and 4 year olds, agreed deferred entrants and some 2 year olds. Charges will apply for any additional hours over and above the 1140 hours entitlement.

Children under 3 who have no entitlement to funded hours will be expected to pay for all hours attended at nursery unless they are exempt under this guidance.

There is no entitlement to any particular number of hours for non-eligible under 3’s and the offer of these will be subject to availability. Access will be prioritised in line with the admissions policy priorities.

The charges are based on an hourly rate calculated on occupancy, cost and comparison with other providers. The hourly rate applies all year round – term-time and during school holiday periods and is subject to annual review as part of the Council’s budget setting process.

There is no reduction in the hourly rate where a part-hour is accessed. Charges should be applied for full hours only.

**4.1 Fee Rates**

A range of rates apply according to family circumstances, the age of the child and whether or not the family is resident within Glasgow.

Fee rates are subject to change annually as part of the Council’s budget setting process and will be issued to nurseries each year along with information on the gross annual income threshold set by HMRC.

A parent information pack on charging is also issued annually.

The following rate categories apply :

**Standard Hourly Rate ( rates for children 3-5 years and 0-3 years)**

- If parent/carer is not eligible for the Discounted Hourly Rate and other Resident Hourly Rates.

* If parent/carer is a student and the **college/university pay for childcare charges.**

**Discounted Hourly Rate (rates available for all Glasgow resident children 3-5 years and 0-3 years**

* If parent/carer’s joint household annual income (whether Partner, Lone parent or Student

receiving SASS award) exceeds the gross annual income threshold issued by HMRC

* If parent/carer is a working student at college/university, the **college/university do not pay**

 **childcare charges** and joint household annual income (whether with partner or lone parent)

 exceeds the gross annual income threshold issued by HMRC

* If parents/carers are Foreign Nationals or Foreign Students and have no recourse to public funds.

**Reduced Hourly Rate (Glasgow residents only**

* If parent/carer’s joint household annual income (whether with partner, lone parent or student receiving SASS Award) is less than or equal the gross annual income threshold issued by HMRC
* If parent/carer is a student and **college/university do not pay for childcare charges** and joint

household income is less than or equal the gross annual income threshold issued by HMRC

* If a parent/carer is a Kinship Carer by statutory order or Social Work Services have put in place a Kinship Care agreement

**Second Child Hourly Rate (Glasgow residents only)**

**-** If a parent/carer has two children in nursery and are incurring charges for eldest

 child. Parent/carer will be eligible for second child rate for younger child.

**Third Child Hourly Rate (Glasgow residents only)**

- If a parent/carer has three children in nursery and are incurring charges for the

 two eldest children. Parent/carer will be eligible for third child rate for youngest child.

**Meals & Snacks**

Children who are eligible for 1140 hours are also entitled to free meals and snacks during the hours of their entitlement. Where they access additional hours and extra meals, charges will apply.

In respect of non-eligible children under 3, charges will apply for all food provision. Parents/Carers may choose to submit an application for Free School Meals to Glasgow City Council, Grants Section for consideration should they feel they meet the criteria.

**4.2** **Reduced Rate Criteria**

As part of the Council’s commitment to supporting vulnerable children and families and its aim of providing access to affordable ELC services, reduced rate categories are in place. The criteria for accessing the reduced rates are set out below :

**Low Income**

1. Families in receipt of Universal Credit or other welfare benefits as the major source of family income will qualify for the reduced hourly rate. Families will be required to provide evidence of this and the rate will be reviewed should circumstances change.
2. Families receiving Child Tax Credit ONLY (ie. not in receipt of Working Tax Credits) and who do not exceed the gross annual income threshold set by HMRC on their Tax Credit Award Notice will qualify for the reduced hourly rate. Families will be required to provide evidence of this and the rate will be reviewed should circumstances change.

Families who are in receipt of the childcare element of Working Tax Credit will not be eligible for the reduced hourly rate , as the purpose of this Tax Credit relates directly to assisting parents / carers in meeting childcare costs.

Families not eligible to receive the childcare element of Working Tax Credit as the family income level is too high will not be eligible for the reduced hourly rate.

**Supporting Employability**

Families where one or more parent / carer(s) are in full time education or training AND where that parent / carer is the main earner or source of family income, will receive a 50% reduction on the fees payable. Where another parent / carer within the household is in full-time employment and could be considered to be the main earner, the reduction will not apply.

Families will be required to provide evidence of this and the rate will be reviewed should circumstances change.

The 50% fee reduction will not apply to international students as they have no recourse to public funds and required by the UK government to evidence that they are in a financial position to sustain themselves and their families on entry to the UK. Subsidised childcare costs would fall into the category of recourse to public funds.

Where the spouse or partner of an international student also chooses to study – eg. attends English as an Additional Language classes – this will not give any priority for additional hours and the expectation is that they will be available to care for their child outwith the hours allocated in nursery.

**Family Support – Sibling Groups**

Reduced rates are available where families have two, three or more children attending nursery at the same time. These reduced rates apply regardless of family income and are applied to the fees for the younger child/ children. As the elder child/children ages and moves on from nursery, reductions will be removed according to how many children still attend.

**4.3 Exemption & Waivers**

Children admitted under Band One are exempt from all nursery charges.

For all other children, the head of nursery has the discretion to consider waiving part or all of the applicable fees where family circumstances merit this. A completed waiver application should be submitted to the Area ELC Manager for approval. The application should set out full detail of why the family circumstances merit this waiver.

**4.4 Payment Structure**

When allocating additional hours to 1140 hours entitled children, the hours allocated across the year should be totalled up and 1140 hours subtracted from those. Parents / carers will be expected to pay for the balance of hours from this calculation.

Children under 3 who are not eligible for funded hours will be expected to pay for all hours attended.

Where a parent / carer chooses to collect their child earlier than agreed in their contracted hours, they will be expected to pay for the full hours agreed and their invoice will not be amended.

Additional hours or hours for under 3’s will be allocated for the full year unless they are clearly allocated on a temporary basis. Temporary allocations should be confirmed in writing with the parent / carer.

In nurseries which are open 50 weeks of the year, charges apply over 48 weeks – with an allowance of two weeks during which time the family will not be charged. These weeks allow for in-service days and ad hoc closures.

Parents / carers may be encouraged to ensure that their child has a break from nursery during the year but you cannot insist that the child does not attend even for a two week period.

In term-time nurseries, charges apply over the full 38 weeks of the school year.

**4.5 Illness**

If a child is absent due to illness for two weeks or more, charges may be amended to ensure that families are not disadvantaged particularly during a stressful time when their child is unwell. Advice should be sought from CBS / the ELC Business Support Team on amending the charges.

**4.6 Review of Additional Hours**

Parents / carers may request a review of their additional hours where they find that they are regularly not using the allocated hours. Where additional hours are reviewed and reduced by agreement, there can be no guarantee that they may be reinstated should family circumstances change.

Where a parent / carer is in arrears of payment for additional hour, a review of the hours may take place and hours reduced to the weekly statutory entitlement (22.8 / 30 hours) to prevent further debt arising. Where a parent / carer is in debt from the previous year or in relation to an older sibling now moved on from nursery, no additional hours should be allocated for any child until that debt is cleared.

**4.7 Service Unavailable**

No charges will be applied when the nursery service is unavailable for any reason.