

Birth to Three Admissions/Intervention Policy Guidance

The following guidance should be used in conjunction with the Birth to Three Admissions/Intervention Policy and process map.

Panel Chairperson Responsibilities
At the beginning of the academic year, plan dates for admissions panels as per policy and inform panel representatives
Ensure representatives from other services are invited and attend panel meetings (CIILs, CLD, SW, HV)
Request and collate section 1 on the Pre/Post Panel Proforma (Appendix 1) from each setting
Take minute of each panel meeting, using minute format provided (Appendix 2)
During meetings, ensure only salient points in relation to family circumstances are shared
Collate section 2 on the Pre/Post-Panel Proforma (Appendix 1) from each setting and forward to Assistant Early Learning & Childcare Manager – Louise Smith smithlou@northlan.gov.uk
Ensure a minute is taken and uploaded to the team, noting the initials and DOB of children allocated and not allocated
When an emergency place is allocated between panels, panel chair should forward the updated Appendix 1 to Louise Smith.

Head Teacher/Head of Centre Responsibilities
Ensure representation from the senior leadership team at each panel meeting
Prior to attendance at the panel, provide Panel Chair with current available places by completing section 1 on Pre-Panel Proforma (Appendix 1)
Ensure all relevant paperwork is received from referrer prior to panel and only salient points shared at the panel meeting
Following the panel, collate section 2 on the Pre/Post-Panel Proforma (Appendix 1) and share with panel chair
Following panel meetings, inform referrer of outcome and plan package of support at a Team Around the Child meeting which includes the family
Where no offer of place is made, HT/HOC should inform the referrer and family, signposting to other services as appropriate
When a child with ASN remains on review as per policy, contact the referrer for an update prior to each admissions panel and action as required
Where a child with additional needs is NOT allocated a place or intervention and will remain on review with the HT/HOC and referrer
HT/HOC remain responsible for NBPR process for children allocated an intervention or are on review
HT/HOC should establish if children qualify for eligible 2 status and advise parents/referrer as per guidance
Where an eligible 2 application is received and cannot be placed, the HT/HOC should contact the central ELC team to determine other availability

Allocation of places
Allocate places as per criteria within the policy and process map
When Category 1 applications are received out with panel dates, HT/HOC should link with the panel chair to allocate immediately and ratified at the next panel meeting
When Category 1 applications are received and there are no spaces available, HT/HOC should review current placements to accommodate, linking with panel chair if required
Consideration should be given to the appropriate support, pending circumstances i.e. 38 week or 48-week placement
Where a request is made for a parent to return to school, confirmation of the student's timetable should be provided
Where appropriate, consider access to daycare for Category 3 applications for short term requirements
Where an application meets the criteria with no availability within the panel, panel chair should link in with other panel chairs to source a place in the wider locality
It is recommended that children are allocated a minimum of 2 sessions lasting at least 2.5hrs for children placed through a request for assistance
On allocation, the length of placement should be agreed with plans to create a package of support and review date as required (places should be reviewed within 6 months of allocation)
Where an intervention delivered by an Equity and Excellence Lead is allocated, a Team Around the Child meeting should be arranged by HT/HOC to agree package of support

Applications
All applications require the necessary paperwork to be submitted to allow consideration at panel meetings; Application Form (accompanied by birth certificate/passport and council tax bill), Request for Assistance, Wellbeing Assessment

Eligible 2-Year-olds
Where a child meets the Eligible 2 criteria, applications will not be considered at birth - three admissions panels and should follow the process (link to guidance below)
https://www.northlanarkshire.gov.uk/schools-and-learning/early-learning-and-childcare/early-learning-and-childcare-eligible-two-year-old-children