



Policy and Guidelines



for Admission to Nursery Schools and Classes 2013-2014



Policy and Guidelines

**for Admission to Nursery Schools
and Classes**

2013–2014

Introduction	4
Summary Timeline	6
Making an Application for a Pre-School Education Place	8
<ul style="list-style-type: none"> ○ <i>Eligibility for Pre-School Education Places</i> ○ <i>Deferred Entry</i> ○ <i>Criteria for Pre-School Education Places</i> 	
Allocation of Pre-School Education Places	14
<ul style="list-style-type: none"> ○ <i>Ballots for the Initial Allocation of Pre-School Education Places</i> ○ <i>Allocation of Morning and Afternoon Sessions</i> ○ <i>Information to Parents on Allocation of Places</i> ○ <i>Enrolment</i> 	
Administration for Nursery Schools and Classes	17
<ul style="list-style-type: none"> ○ <i>General</i> ○ <i>Smaller School Nurseries</i> ○ <i>Withdrawal of Pre-School Education Places</i> 	
Support for Children and Families Places	19
<ul style="list-style-type: none"> ○ <i>Guidance on Making a Referral</i> ○ <i>Part-Time Places</i> ○ <i>Full-Time Places</i> ○ <i>Provision for Younger Children</i> ○ <i>Retention of Unallocated Support for Children and Families Places</i> ○ <i>Pre-School Provision at Fairview School</i> 	
Appendix 1	24
Contact Details for Local Authority Nursery Schools and Classes	
Appendix 2	29
Summary of Ballot Guidelines for the Allocation of Pre-School Education Places	
Data Protection Act	30

Perth & Kinross Council is committed to providing high quality education in all nursery schools and classes. These guidelines apply to all admissions for children in Perth & Kinross Council nursery schools and classes managed by Education & Children's Services and should be implemented accordingly.

There are currently 47 nursery classes based in primary schools, which offer morning or afternoon sessions. A number of full-time nursery places within local authority managed nurseries are also available to eligible children on a Council-wide basis. All full-time nursery places are allocated on a Support for Children and Families basis and further information is available on page 18. Nursery classes in Inch View, Luncarty and St Dominic's primary schools offer additional childcare provision to pre-school children. Separate guidance on all aspects of childcare provision within Perth and Kinross is available from the Childcare Information Service (details on page 5).

Perth & Kinross Council Education & Children's Services is also currently in partnership with 33 partner provider centres to provide pre-school commissioned education places. These include private nurseries, playgroups and nursery classes within the private, voluntary and independent sectors. Further information is available from the Childcare Information Service (details on page 5).

The Council recognises that families have a variety of different needs and preferences with regard to pre-school education. Parents are entitled to apply to any local authority managed nursery class or partner provider centre for their child's funded pre-school place. Application takes place directly at the school or partner provider centre.

Parents should apply for a funded nursery place each year irrespective of whether their child currently has a place.

Application forms are available from all schools and partner provider centres.

Within establishments managed by Perth & Kinross Council, pre-school education is based on continuous and developmental learning

experiences where qualified staff plan for effective learning and teaching. Parents are encouraged to make maximum use of this provision.

All providers of government funded pre-school education for 3 and 4 year olds are currently inspected by Social Care and Social Work Improvement Scotland (known as the Care Inspectorate), and Her Majesty's Inspectorate (HMI), part of Education Scotland. The staff follow national guidelines for the education of children aged 3-5 years that encourage learning through play and the service must meet standards laid down by HMI.

Each local authority nursery school and class has a defined locality which is made up of one or more primary school catchment areas. Nursery localities are agreed in order to define priorities used in the allocation of places, and are registered with Education & Children's Services. All nurseries managed by Education & Children's Services are non-denominational. A place in a nursery class does not give priority in gaining a place in the same school when enrolling for Primary 1.

A full list of local authority managed nursery schools and classes, which includes address, contact number and locality, is given in Appendix 1.

Partner provider centres establish their own priority categories and dates for registration. Details of their admission procedures can be obtained by contacting the individual centre.

Further information on pre-school education can be obtained from the Pre-School Helpline:

Tel 01738 476343

Email nursery-educ@pkc.gov.uk

In addition our Childcare and Family Information Service can supply further details of services offered by partner provider centres together with a full range of other childcare services within Perth and Kinross including childminders and out of school care:

Tel 0845 601 4477

Email childcare@pkc.gov.uk

Website www.scottishfamilies.gov.uk

Please Note

Throughout this guidance, the word 'parent' should be interpreted as including the child's legal guardian.

Summary Timeline of Key Dates for School Session 2013-2014

w/c 11 Feb 2013	Initial Registration commences for pre-school education places.
26 & 27 March 2013	Panel meeting for Deferred Entry places in nursery schools and classes. Panel meeting for full-time and part-time Support for Children and Families places.
18 April 2013	Ballot for Category 1 and 2 places.
22 April 2013	Initial Allocation of Deferred Entry and Category 1 and 2 places - for children eligible to start nursery on 13 August 2013.
9 May 2013	Initial Ballot for eligible Category 3 and 4 places - for children eligible to start nursery on 13 August 2013.
w/c 13 May 2013	Initial Allocation of Category 3 and 4 places - for children eligible to start nursery on 13 August 2013.
22 August 2013	Ballot for eligible Category 5 and 6 places.
26 August 2013	Initial Allocation of Category 5 and 6 places for children eligible to start nursery August 2013.
2 September 2013	Release of unallocated Support for Children and Families places.

Summary Timeline of Key Dates for School Session 2013-2014 *(continued)*

10 October 2013	Ballot for eligible Category 7, 8 and 9 places - for children eligible to start nursery week beginning 4 November 2013.
28 October 2013	Allocation of eligible Category 7, 8 and 9 places - for children eligible to start nursery week beginning 4 November 2013.
5 December 2013	Ballot for eligible Category 10, 11 and 12 places - for children eligible to start nursery following the Christmas break.
9 December 2013	Allocation of eligible Category 10, 11 and 12 places - for children eligible to start nursery on 6 January 2014.
27 March 2014	Ballot for eligible Category 13, 14 and 15 places - for children eligible to start nursery following the Easter break.
31 March 2014	Allocation of eligible Category 13, 14 and 15 places - for children eligible to start nursery on 23 April 2014.

For further information on the criteria for the allocation of nursery places in nursery schools and classes managed by Perth & Kinross Council please refer to the table on page 9.

Making an Application for a Pre-School Education Place

Parents can apply for pre-school education places at local authority nursery schools and classes from **Monday 11 February 2013**. A notice will be placed in the local press detailing the relevant dates and schools and services will be notified in writing at that time.

Eligibility for Pre-School Education Places

Children are eligible to a pre-school education place in the term after their third birthday. Parents of children who will be five years old between the start of the school session in August and the end of December who consider that their child may benefit from a further year of pre-school education should discuss this with the Headteacher or partner provider. A referral for a deferred entry place can then be made. The Council's Priority Admissions Panel will make decisions on an individual basis.

Children who will be five years old between January and the last day of February are entitled to an additional year of funded pre-school education if their parents decide to delay their entry to primary school. Further information on delayed or deferred entry is available from all schools.

Below are details of the groups of children eligible for a pre-school education place in school session 2013-2014. Please see note below regarding children who will become 3 years old between 1 September and 31 October.

Deferred Entry

*Children living within the Perth & Kinross Council area who will be five between **14 August 2013 and 28 February 2014** whose parents have decided to defer entry to primary school, are eligible to start nursery on 13 August 2013. Further details on deferred entry are given on page 11 of this guidance.*

Pre-School Year

*All children in their pre-school year (**ie children born between 1 March 2009 and 28 February 2010**) are eligible for a*

pre-school education place at the beginning of the school session in August 2013.

Ante Pre-School Year

*The following table shows the date that children in their ante pre-school year (**ie children born between 1 March 2010 and 28 February 2011**) are eligible for a pre-school education place in school session 2013-2014:*

Ante Pre-School children born between	Eligible to start nursery
1 March 2010 and 31 August 2010	Start of school session in August 2013
1 September 2010 and 31 October 2010*	First week in November 2013
1 November 2010 and 31 December 2010	After Christmas break in January 2014
1 January 2011 and 28 February 2011	After Easter break in April 2014

All pre-school education places within nursery schools and classes managed by Perth & Kinross Council are allocated in accordance with the Priority Categories shown on pages 12 and 13 of this guidance.

** Children who become 3 years old between 1 September and 31 October are entitled to access a local authority nursery place week beginning 4 November 2013, provided no additional staffing resources are required.*

Further information regarding school term and holiday dates is available from all schools or through the Council's website www.pkc.gov.uk

The cut-off date for all children accessing a pre-school education place in school session 2013-2014 is **28 February 2014**. Children who will be 3 years old **after** this date will not be eligible for a pre-school funded place until the start of the next school session (August 2014).

The minimum number of sessions will be 3 sessions per week in one centre only. In the course of the school year, parents who have opted for less than 5 sessions may wish to apply for an increase up to the maximum of 5 in the same centre only. In such circumstances the increase in sessions will be granted provided resources are available and the new arrangements ensure continuity of experience for the child. As part of Perth & Kinross Council's policy pre-school funding is not split between more than one provider.

Parents can apply for a place at more than one nursery setting. A place will, however, only be allocated and funded in one centre, whether local authority or partner provider nursery. A letter will be sent out from the school advising parents that a place has been allocated for their child. Parents should then inform all other centres to which they have applied so that the child's name can be removed from their lists.

A number of full-time places within local authority managed nurseries are available to eligible children on a Council-wide basis. All full-time places are allocated on a Support for Children and Families basis. Further details of this service are given on page 18 of this guidance.

When applying for a place, parents should inform schools of any issues which may affect their child at nursery eg toileting, any special dietary requirements, medical issues. This is to enable appropriate planning to take place and will not affect their child's access to a nursery place. Further advice to parents on pre-school education is contained in the guidance 'A Guide to Pre-School Education in Perth and Kinross'.

Pre-School registration takes place directly at the school or centre. Proof of the child's date of birth and address should be presented at registration. This must be birth certificate and recent utility bill. Proof of the parent's residency at the time of application is also required. This must be Council Tax documentation as this is used in determining priorities for allocation of places.

Deferred Entry

Parents of children who will be five on or before **13 August 2013** have a duty to educate their child at primary school or make alternative suitable arrangements for his/her education. Pre-school education does not constitute primary schooling.

Parents of children who will be five between 14 August 2013 and the last day of February 2014 have the following options with regard to when their child commences primary education:

- *Parents may send their children to primary school in August 2013 or defer entry to August 2014, although in most circumstances it is expected that children who will be five before 31 December 2013 should move on to primary school where their needs will be met through an appropriate curriculum.*
- *The Council gives parents of children who will be five between 14 August 2013 and 31 December 2013 the option to defer entry to primary school. The Council's Referral Panel will assess the provision of pre-school education places for this group of children and consideration will be given to requests on an individual basis. Parents of these children considering deferring their child's entry to primary school are advised to consult with the Headteacher of the chosen nursery school/class. After discussion the Headteacher will submit the referral for a deferred entry place to provide an additional year of pre-school education. The date for the Council's Referral Panel for the initial allocation of places for this group of children is shown on page 6.*
- *Children who will be five between 1 January 2014 and the last day of February 2014 are entitled to an additional year of funded pre-school education if their parents decide to defer their entry to primary school.*

Criteria for Pre-School Education Places

The following priority categories will be used when allocating places in all Nursery Schools and Classes managed by Perth & Kinross Council:

Children eligible to start nursery in August 2013

Category	Children Born Between	Normal Place of Residence
Deferred	14 August 2008 and 28 February 2009	Within Perth and Kinross
1	1 March 2009 and 28 February 2010	Within the defined locality of the Nursery
2	1 March 2009 and 28 February 2010	Within Perth and Kinross
3	1 March 2010 and 31 August 2010	Within the defined locality of the Nursery
4	1 March 2010 and 31 August 2010	Within Perth and Kinross
5	14 August 2008 and 28 February 2010	Outwith Perth and Kinross
6	1 March 2010 and 31 August 2010	Outwith Perth and Kinross

Children eligible to start nursery week beginning 4 November 2013

Category	Children Born Between	Normal Place of Residence
7	1 September 2010 and 31 October 2010	Within the defined locality of the Nursery
8	1 September 2010 and 31 October 2010	Within Perth and Kinross
9	1 September 2010 and 31 October 2010	Outwith Perth and Kinross

Children eligible to start nursery after the Christmas Break
(ie starting in January 2014)

Category	Children Born Between	Normal Place of Residence
10	1 November 2010 and 31 December 2010	Within the defined locality of the Nursery
11	1 November 2010 and 31 December 2010	Within Perth and Kinross
12	1 November 2010 and 31 December 2010	Outwith Perth and Kinross

Children eligible to start nursery after the Easter Break
(ie starting in April 2014)

Category	Children Born Between	Normal Place of Residence
13	1 January 2011 and 28 February 2011	Within the defined locality of the Nursery
14	1 January 2011 and 28 February 2011	Within Perth and Kinross
15	1 January 2011 and 28 February 2011	Outwith Perth and Kinross

Note 1: As part of this Council's policy for pre-school education Deferred Entry children living outwith Perth & Kinross Council are categorized as Category 5 and therefore will not be allocated a pre-school education place until August 2013 as per Timeline on pages 6 and 7.

Note 2: Children who become 3 years old between 1 September and 31 October are entitled to access a local authority nursery place week beginning 4 November 2013, provided no additional staffing resources are required.

Allocation of Pre-School Education Places

All places will be allocated in accordance with the Council's criteria for admission. Parents of eligible children will be offered a place by letter and invited to enrol their child. Final enrolment will be undertaken once the parents have accepted places.

Ballots for the Initial Allocation of Pre-School Education Places

If demand exceeds the available number of places in any priority category an official ballot will be conducted according to Perth & Kinross Council Education & Children's Services Guidelines. A summary of the ballot guidelines is contained in Appendix 2. Official ballots for the initial allocation of places will be held on the same day in all schools.

If an official ballot is required then schools should close registration on the Friday prior to the ballot. Processing of applications can then resume immediately after allocation and uptake of places.

Deferred Entry children are not included in official ballots for the allocation of places. However, if an internal draw is required to decide the make-up of the morning and afternoon sessions, Deferred Entry children will be included in the draw. Deferred Entry places for children living within the Perth & Kinross Council area will be allocated at the same time as Category 1 and 2 places on 22 April 2013.

Although deferred entry children will be entitled to a pre-school place, Headteachers have a responsibility for the allocation of places for morning and afternoon sessions and will determine the balance of the places. Where possible all Early Years settings will have a balance of deferred entry, pre-school and 3 year old children within the same grouping.

Parental requests for a morning or afternoon session will be considered, however due to the high demand for morning places this may not always be possible. Further information on the allocation of morning and afternoon sessions is outlined on page 15.

Places that become vacant during the course of the school session will be allocated according to the criteria. If necessary a ballot will be held to fill any vacancies.

Allocation of Morning and Afternoon Sessions

Perth & Kinross Council believes that there are sound educational reasons for promoting mixed age nursery classes so that all Early Years settings have a balance of deferred entry, pre-school and three year old children within the same grouping. Therefore it is important when allocating places that wherever possible there should be a mix of age groups in a nursery setting.

Headteachers have the responsibility for the allocation of places for morning and afternoon sessions and will determine the balance of the places. Where possible, they will take account of parents' preferences.

However, due to the high demand for morning sessions, it may be necessary for schools to hold an internal draw of names within a priority category in order to allocate morning and afternoon sessions. If this becomes necessary, parents should be advised in writing and, whenever possible, invited to attend the draw. Deferred Entry children will be included in an internal draw for morning and afternoon sessions.

As part of Perth & Kinross Council's pre-school education policy, parents should apply each year for a nursery place. Therefore children allocated a morning place are not guaranteed a place in the same session the following year.

Information to Parents on Allocation of Places

Standard letters to parents allocating conditional pre-school education places, signed by Headteachers, will be sent out by all schools during the same week as outlined in the Timeline on page 6.

In addition to information about the type of place offered, this letter notifies parents that the child will not be finally enrolled into the place until the reply slip, accepting the place and conditions, has been signed by the parent and returned to the school.

Once the reply slip has been returned the place is assigned to the child and parents should enrol the child at the school.

As previously stated, initial applications for nursery takes place in February each year. Parents of younger 3 year old children who are not eligible to start nursery until later in the school session, should be aware that whilst every effort will be made to offer a nursery place, there is no guarantee that places will be available at the school of choice.

Wherever possible, parents of younger children who will not be eligible for a nursery place until the term after their third birthday will be kept informed of nursery vacancies.

Enrolment

Schools will advise parents by letter of enrolment arrangements. Schools should enrol children using the Council's standard enrolment form as this will ensure that schools hold essential information on each child. Enrolment takes place at the school following the school's induction procedure.

Three year old children who are allocated a pre-school education place will not necessarily retain this place until they start primary school. However, they will be guaranteed a place until the end of the school year. A new application should be made for each year.

Administration for Nursery Schools and Classes

General

After allocation of all places, each nursery will hold a list of names for any remaining children in order of priority category. This list of names will remain open and added to as children apply for a place. Names should not be removed from lists unless the parent has agreed or has been notified in advance.

It is important to maintain accurate information for parents on availability of places. As a result Headteachers will notify the Schools' Support Team within Education & Children's Services of those children who have registered in February (as soon as the initial registration period is over) and enrolled on a termly basis. Headteachers should continue to provide up-to-date information for the Schools' Support Team within Education & Children's Services via regular returns.

Local authority nursery schools and classes will have the same number of openings in a school session as agreed for all schools in the Council. It should be noted that nursery schools and classes are open to children up to and including the last day of each term.

It is recognised that in the interests of children it may be necessary to have a phased entry for groups of children. Such phasing arrangements should ensure that all eligible children are in full attendance by **30 August 2013**.

Nursery sessions should operate within the school's official opening and closing times for children where possible.

At all times a full service should be provided, as is the case with primary and secondary school education. Only in exceptional circumstances would it be considered necessary to close a nursery school or class and then only with the approval of the Executive Director of Education & Children's Services.

The staff:pupil ratio in Perth and Kinross nursery schools and classes will be a minimum of 1 qualified member of staff to 10 children. Nursery schools and classes where children attend two sessions in one day will have appropriate staffing ratios.

Smaller School Nurseries

In some areas of Perth and Kinross pre-school education may be provided for smaller groups of up to 10 children. Where it is difficult to access premises on five days a week, or where children have to travel long distances, it may be appropriate and necessary to provide two sessions for a child on one day. Where this happens the centre will have no more than 3 continuous hours of pre-school education without a clear rest period.

Withdrawal of Pre-School Education Places

Nursery places may be withdrawn in exceptional circumstances eg where the parent has not complied with the conditions they agreed when accepting the place. Places will only be withdrawn with the approval of the Executive Director of Education & Children's Services. If there are other children awaiting a place then children who are not attending on a regular basis without good reason, or who have failed to attend nursery school/class for three weeks **consecutively**, without the Headteacher being notified, may have their place withdrawn.

In such circumstances every effort should be made to discuss the situation with parents before formally terminating the placement.

Support for Children and Families Places

The Council accepts that there are circumstances which will give some children priority for admission. Places will be available in each nursery school or class for this purpose. Full-time as well as part-time Support for Children and Families places are available to families.

All full-time places are allocated through the Support for Children and Families process and are available for children in need on a Council-wide basis.

Referrals for Support for Children and Families places should be made on the basis of educational or social need by Headteachers in consultation with relevant agencies. Such agencies wishing to submit a referral should note that this should be agreed and discussed with the Headteacher. The parent's permission must be obtained in writing, prior to a referral being submitted.

Agencies making referrals should indicate clearly what their commitment will be in terms of resources to enable children to access the pre-school place. The first priority in allocating Support for Children and Families places will be children with identified needs.

In order to ensure consistency with the Policy and Guidelines, all referrals should be made on the Support for Children and Families Referral Forms for Session 2013-2014.

Guidance on Making a Referral for a Support for Children and Families Place

On making referrals agencies should take cognisance of the following statement in Section 93 (4) of the Children Act (Scotland) 1995. The Act refers to a child in need as *being in need of care and attention* because:

- *the child is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining a reasonable standard*

of health or development unless these services are provided by the Local Authority;

- *the child's health or development is likely significantly to be impaired or further impaired unless such services are so provided;*
- *the child is disabled;*
- *the child is affected adversely by the disability of any other person in his/her family;*
- *the child is looked after by a Local Authority as per Section 17 (6).*

In addition, priority places for children in need should take into account factors in the Code of Practice for the Education (Additional Support for Learning) (Scotland) Acts 2004 and 2009:

- *family and individual circumstances eg disrupted home life, parental health problems;*
- *disability or health eg motor or sensory impairment, learning difficulties;*
- *social and emotional eg behavioural difficulties;*
- *families for whom English is an additional language and where this is causing significant communications difficulties for the child.*

Referral forms, signed by parents, should be submitted to the appropriate school, who will forward them to the Schools' Support Team within Education & Children's Services. Headteachers are requested to countersign referral form to indicate their support of the application. Referral forms must be returned, prior to the dates set for the initial allocation decisions, as shown below.

**26 & 27 March
2013**

- *Panel meeting for full-time and part-time Support for Children and Families places in Nursery schools and classes*

Support for Children and Families places will be allocated by the Referral Panel based on the referral form and after discussion with the appropriate Headteacher and other relevant agencies.

It should be noted that once initial allocations have been made subsequent referrals and allocations will be dealt with timeously using the same procedures.

3 year old children who are allocated Support for Children and Families full-time places may not necessarily retain these until they start primary school but will be guaranteed places until the end of the school year. A new referral should be made for each year.

Provision for Younger Children - City of Perth Early Childhood Centre

A number of part-time places are available for children from the age of two at City of Perth Early Childhood Centre. These will be allocated as Support for Children and Families places in accordance with the criteria noted. Registration and enrolment follows the general guidance as outlined in this document. The staff:child ratio for this age group will be 1 qualified member of staff to 5 children. For further information please contact the Centre Manager, City of Perth Childhood Centre, tel 01738 472230.

Retention of Unallocated Support for Children and Families Places

Some nurseries may be asked to retain places indefinitely for special circumstances. The Schools' Support Team within Education & Children's Services will notify those nurseries involved if required and may also approve the release of some unallocated places to meet demand.

In circumstances where all places have been allocated to meet demand, it may be necessary when vacancies occur for some places to revert to Support for Children and Families places. The Schools' Support Team within Education & Children's Services will notify those involved, if required.

Pre-School Provision at Fairview School

Fairview School is a school for children with long term complex and multiple support needs. It can make provision for children from the age of two years. Admission is based on a multi-disciplinary assessment. Arrangements for attendance are flexible, according to the child's and family's needs, but as in all nurseries, three and four year olds are entitled to five sessions a week. Before a child is due to start primary school, discussions take place with the parent about appropriate primary school placements.

The school likes to augment its specialist provision with a link to a mainstream nursery for each child in their pre-school year. This is normally during the child's pre-school year, but may extend until the age of six, depending on the child's learning needs.

Perth & Kinross Council Education & Children's Services Nursery Schools and Classes

Each nursery provision will have a defined locality that may not be the same as the primary school catchment area. Localities are agreed and registered with the Schools' Support Team within Education & Children's Services. A place in a nursery class does not give priority in gaining a place in the same school when enrolling for Primary 1.

The overall capacity of schools with nursery places is under review. Any changes to the number of places available will be notified to schools as appropriate.

Local Authority Nursery Schools	Telephone Number	Nursery Localities
City of Perth Early Childhood Centre	01738 472230	Perth and Kinross area for Support for Children and Families for full-time and part-time places as well as 2/3 year old places
Inch View Primary & Nursery Glenearn Road, Perth	01738 472450	Perth and Kinross area for Support for Children and Families for full-time and part-time places

Local Authority Nursery Classes	Telephone Number	Nursery Localities
Abernethy Primary School 78 Main Street, Abernethy	01738 472676	Abernethy
Alyth Primary School Albert Square, Alyth	01250 871370	Alyth, Meigle
Arngask Primary School Main Street, Glenfarg	01577 867250	Arngask
Auchtergaven Primary School Prieston Road, Bankfoot	01738 787227	Auchtergaven
Balbeggie Primary School Main Street, Balbeggie	01738 454490	Balbeggie, Collace, Guildtown
Balhouses Primary School Dunkeld Road, Perth	01738 472222	Balhouses, St Ninian's
Blair Atholl Primary School St Adamnan Road, Bridge of Tilt, Pitlochry	01796 481210	Blair Atholl
Braco Primary School Braco, Dunblane	01764 661420	Braco, Greenloaning
Breadalbane Academy* Breadalbane Community Campus, Crieff Road, Aberfeldy	01887 822300	Breadalbane Primary, Grandtully, Kenmore
Community School of Auchterarder (Primary)* New School Lane, Auchterarder	01764 662182	Auchterarder Primary, Dunning, Blackford, Aberuthven

Local Authority Nursery Classes	Telephone Number	Localities
Comrie Primary School School Road, Comrie	01764 661450	Comrie, St Fillans
Coupar Angus Primary School School Lane, Coupar Angus	01250 871400	Coupar Angus, Burrelton, Kettins
Craigie Primary School Abbot Street, Perth	01738 472300	Craigie
Crieff Primary School* Commissioner Street, Crieff	01764 657888	Crieff, Muthill, Madderty
Dunbarney Primary School Manse Road, Bridge of Earn	01738 812213	Dunbarney, Forgandenny, Forteviot
Errol Primary School* Station Road, Errol	01821 642264	Errol
Fairview School Oakbank Crescent, Perth	01738 473050	Perth and Kinross area
Fossoway Primary School Drum, Kinross	01577 867340	Fossoway, Blairingone, Cleish
Glenlyon Primary School Glenlyon	01887 866223	Glenlyon
Goodlyburn Primary School* Crieff Road, Perth	01738 454230	Goodlyburn, Pitcairn
Inchturre Primary School Inchturre	01738 454466	Inchturre, Abernyte

Local Authority Nursery Classes	Telephone Number	Localities
Invergowrie Primary School 4 Errol Road, Invergowrie	01738 454251	Invergowrie
Kinloch Rannoch Primary School Kinloch Rannoch	01882 632358	Kinloch Rannoch
Kinross Primary School* Station Road, Kinross	01577 867272	Kinross
Kirkmichael Primary School Kirkmichael, Blairgowrie	01250 871929	Kirkmichael, Straloch
Letham Primary School Struan Road, Perth	01738 477550	Letham
Longforgan Primary School Main Street, Longforgan	01382 360310	Longforgan
Luncarty Primary School Marshall Road, Luncarty	01738 828323	Luncarty
Milnathort Primary School Bridgefauld Road, Milnathort	01577 867260	Milnathort, Arngask, Portmoak
Moncreiffe Primary School Gleneagles Road, Perth	01738 472333	Moncreiffe
Murthly Primary School Murthly	01738 454263	Murthly

Local Authority Nursery Classes	Telephone Number	Localities
Newhill Primary School* Elm Drive, Blairgowrie	01250 871941	Newhill, St Stephen's
North Muirton Primary School* Uist Place, Perth	01738 472870	North Muirton
Oakbank Primary School Viewlands Road West, Perth	01738 477577	Viewlands, Oakbank
Our Lady's RC Primary School* Garth Avenue, Perth	01738 477570	Our Lady's
Pitlochry High School* Pitlochry	01796 474666	Pitlochry Primary, Struan, Logierait, Straloch
Ratray Primary School* Ratray, Blairgowrie	01250 872389	Ratray, Strone of Cally
Robert Douglas Memorial School Spoutwells Road, Scone	01738 454455	Robert Douglas Memorial
Royal School of Dunkeld Dunkeld	01738 454470	Royal School of Dunkeld, Glendelvine
St Dominic's RC Primary School Brioch Road, Crieff	01764 657800	St Dominic's

Local Authority Nursery Classes	Telephone Number	Localities
St John's RC Academy (Primary)* North Inch Community Campus, Gowans Terrace, Perth	01738 454300	St John's, Kinnoull
St Madoes Primary School St Madoes, Glencarse	01738 860332	St Madoes
Stanley Primary School Stanley, Perth	01738 828283	Stanley, Logiealmond
Tulloch Primary School Gillespie Place, Perth	01738 472323	Tulloch, Methven, Ruthvenfield, Pitcairn
Viewlands Primary School Oakbank Crescent, Perth	01738 473080	Viewlands, Oakbank

Please contact any of the above schools directly for details of their provision and related queries regarding the Council's Policy and Guidelines for Admission to Nursery Schools and Classes.

** Up to 8 full-time nursery places are available at these schools - all full-time nursery places are allocated through the Support for Children & Families process and are available on a Council-wide basis.*

Summary of Ballot Guidelines for the Allocation of Pre-School Education Places

The following outlines key points in the ballot procedures. Further information can be found in the **Guidance on Ballot Procedures 2013-2014** available from schools.

- *If demand exceeds the available number of places in any of the priority categories a ballot should be conducted according to the guidelines. The same process applies to ballot within any priority category.*
- *Ballots are held on the same day across the Council.*
- *Parents should be notified in writing in advance of ballot procedures and the date of the ballot and should be invited to attend (by the school).*
- *Headteachers should ensure that members of the ballot panel are familiar with all procedures.*
- *The school should be clear as to how many available spaces they have before any ballot takes place.*
- *All eligible children should be placed in the ballot.*
- *Once ballot slips have been drawn, they should be retained for future reference.*
- *There are special circumstances and procedures for balloting twins, triplets etc. Parents should be made aware of these prior to the ballot taking place.*
- *Headteachers should note that deferred entry children will not be included in any ballot for the allocation of places.*
- *Requests for a morning or afternoon session will be considered separately by Headteachers.*

Note: The full paper on ‘Guidance on Ballot Procedures’ is used by schools in conjunction with this guidance, ‘Policy and Guidelines for Admission to Nursery Schools and Classes for School Session 2013-2014’.

Data Protection Act

The information provided by parents and all relevant third parties will be used in assessing and meeting children's pre-school education needs. In terms of the Data Protection Act 1998, all parents are entitled to know what personal data information is held by Perth & Kinross Council. This information can be provided on receipt of the appropriate application and fee. Application should be made to:

Executive Director (Education & Children's Services)
Education & Children's Services
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting Customer Service Centre on 01738 475000.

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمُلخص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:
الاسم: Customer Service Centre
رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے

تو اس کا ہندوستان سروس ڈیپارٹمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡 Customer Service Centre 01738 475000 來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z Customer Service Centre 01738 475000

P ejete-li si Vy, alebo n kdo, koho znáte, kopii této listiny v jiném jazyce nebo jiném formátu (v n kterých p ípadech bude p eložén pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreacden phàipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu: Customer Service Centre 01738 475000



Council Textphone Number 01738 442573

All Council Services can offer a telephone translation facility

www.pkc.gov.uk

For further information contact:

**Education & Children's Services
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD**

Tel 01738 476343

Email nursery-educ@pkc.gov.uk