



Renfrewshire
Council

To: Education and Children's Services Policy Board

On: 20 January 2022

Report by: Director of Children's Services

Heading: Standard Circular 3a - Early Learning and Childcare Admission Policy

1. Summary

- 1.1. The existing Standard Circular 3a: Early Learning and Childcare Admission Policy and guidance for staff was approved by the Education and Children's Services Policy Board on 1 November 2018. Standard Circular 3a details the Early Year's Admissions Policy and Guidance on the implementation of the policy.
 - 1.2. On the 18 March 2021 the Education and Children's Services Policy Board approved a review of the current Early Learning and Childcare Admissions Policy. This followed a recommendation of the Petitions Board on 1 February 2021.
 - 1.3. This report advises of the outcome of the review and of revised changes to the Early Learning and Childcare Admissions Policy.
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2. Recommendations

- 2.1. The Education and Children's Services Policy Board is asked to:
 - (i) approve the revised Standard Circular 3a: Early Learning and Childcare Admissions Policy which is attached as an appendix one to this report; and
 - (ii) note the outcome to the review of the geographical admissions panel areas as outlined in section 5 and appendix 2 attached to this report.
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3. Background

- 3.1 The current policy and guidance for staff was updated and approved by the Education and Children's Services Policy Board in November 2018. This was to reflect the 1140 expansion of early learning and childcare and to address the needs of children and families requiring support. The admissions policy was amended as follows:
- (i) Priority 2A was extended to reflect children with complex or multiple needs, including those children who are born pre-term below 30 weeks.
 - (ii) Priority 2C was extended to include children and families experiencing acute stress and /or requiring high level of support due to being:
 - children of asylum seekers
 - refugees
 - children living in bed and breakfast, transient or who have pattern of homelessness
 - children of parents who have been looked after and accommodated
 - (iii) Priority 3 was amended to give priority allocation to children in their pre-school year over children in their ante-pre-school year and to include children transferring from an English reception classes.
- 3.2 The guidance for staff was also updated, some of the appendices and application forms attached to standard circular 3(a) were updated to reflect the policy change specified and increased entitlement to early learning and childcare.
- 3.3 The local area admissions panel groupings were also updated to reflect the 1140 expansion, ensuring a range of service types and delivery models in each admission panel geographical areas.
- 3.4 The Standards in Scotland's Schools etc. Act 2000 places a duty on local authorities to secure pre-school education for all eligible children (who are defined by Order under the Act). The term 'secure' enables authorities to discharge their duty by entering into arrangements with other suppliers of pre-school education in the private and voluntary sectors.
- 3.5 The Children and Young People (Scotland) Act 2014 (Modification) Order 2021, amended the entitlement of early learning and childcare for children aged 3 and 4 years and eligible 2-year-olds from 600 hours to 1140 hours, effective from 1 August 2021.
- 3.6 On the 1 February 2021, the Petitions Board considered a petition from a parent relating to his concerns that his son had been denied the opportunity to attend his local early learning and childcare class. The Petitions Board agreed that the petition would be referred to the Education and Children's Services Policy Board, with the recommendation that that Policy Board review the current admissions policy in relation to early learning and childcare across Renfrewshire.
- 3.7 On the 18 March 21 the Education and Children's Services Policy Board agreed to Children's Services reviewing the Early Learning and Childcare Admissions Policy and to report the findings and recommendations once the review was completed.

- 3.8 The Early Learning and Admissions Policy was reviewed to address updated advice and legislation and to respond to the outcome of the Education and Children's Services Policy Board as noted in paragraph 3.7.

4 Revised Standard Circular 3(a) - Early Learning and Childcare Admission Policy and Guidance for Staff

- 4.1 A review of the Early Learning and Childcare Admissions Policy and guidance for staff has now been undertaken. Heads of early year's establishments and colleagues from health and social work were consulted on the revisions to the policy and guidance.
- 4.2 The revision to the policy and guidance for staff continues to ensure it reflects the commitments outlined in the Scottish Government Blueprint for 2020 and the legislation relating to early learning and childcare. It also continues to take account of the Scottish Government guidance outlined in the Education (Additional Support for Learning) (Scotland) Act 2004, Getting it Right for Every Child and Renfrewshire Council's Tackling inequality agenda.
- 4.3 The amendments to the policy are as follows:
- (i) Priority 1B has been updated to include children born to parents under 18 years of age who are in full-time education provided within a secondary school or to allow the parents to return to education. Previously the priority specified children born to parents under 16 years of age.
 - (ii) Priority 2A gives priority to children with complex or multiple needs and includes children who are born pre-term below 30 weeks. In line with medical advice this has been updated to include children born pre-term below 32 weeks.
 - (iii) Priority 2C prioritises children and families who are experiencing acute stress due to being: asylum seekers; a refugee; living in bed and breakfast, transient or homeless; a military family; or from being a child of parents who have been looked after and accommodated. There has been a slight amendment to this priority to include 'other family circumstances' and the terminology 'children of parents who have been looked after and accommodated' has been changed to 'children of care experienced parents'.
 - (iv) Priority 3A relates to eligible two-year olds who are entitled to early learning and childcare. The description of eligibility for two-year-olds has been updated to reflect the wording in the Scottish Government website.
 - (v) Priority 3B(a) relates to children born in January and February with an entitlement to an additional year of early learning and childcare or where a deferred year has been approved for children born between September and December. This has been amended from September to August and December in line with the Early Learning and Childcare Statutory Guidance.

- (vi) Priority 3 and 4 priorities parents in employment and in receipt of income support, income-based job seekers allowance, working tax credits or universal credit, or in employment, education or training. A prioritisation order has now been established which gives priority to families in receipt of qualifying benefits before being in employment or training, in line with the Council's commitment to tackling poverty.
 - (vii) Priority 5 relates to children aged from birth to starting school living out with Renfrewshire. This priority has been amended to include a prioritisation criterion, with priority given to children entitled to early learning and childcare in the first instance.
- 4.4 In terms of deferrals to primary the school age is defined in sections 31 and 32 of the Education (Scotland) Act 1980. Parents of children that are still 4 years old on the date they are eligible to start school can defer their child's start at primary school for a year.
- 4.5 In March 2021 the Provision of early learning and childcare (Specified Children) (Scotland) - Order 2014 was amended. The 2014 Order specified those children who were eligible pre-school children for the purposes of section 47(2)(c)(ii) of the Children and Young People (Scotland) Act 2014 and who were entitled to the mandatory amount of early learning and childcare. The amendment removed the exception from eligibility for children whose birthday falls in the period beginning on 1 August and ending on 31 December and who turn 5 years old after the start of the school year.
- 4.6 From the 1 August 2023 children born after the beginning of the autumn term, in August, and before 1 January whose parent has chosen to defer the child's start at primary school for a year provide will automatically be provided with an additional year of funded early learning and childcare. Currently 8 local authorities are involved in a Scottish Government pilot to provide automatic entitlement to children born between August and 1 January. Renfrewshire is not part of this pilot. Until then the discretionary powers provided to education authorities (under the 1980 Act) continues to apply in Renfrewshire. Renfrewshire Council's admissions policy continues to comply with the legislation.
- 4.7 The guidance for staff has been amended to reflect the policy changes as specified above and to provide further clarification and guidance on the implementation of the policy.
- 4.8 There have also been some minor amendments to some of the appendices and forms attached to the Standard Circular. Appendices may be subject to change depending on administrative / future requirements to gather / process information.
- 4.9 A copy of the full Standard Circular 3a, with appendices can be accessed via the attached link [..\..\Standard Circulars\Current\Standard Circular 3a - Early Learn and Childcare Admissions Policy - Final 2022.pdf](#)

5 Review of admissions panel areas

- 5.8 The Scottish Government Blueprint for 2020 advises that the expansion of early learning and childcare to 1140 hours should reflect four key principles of quality, accessibility, flexibility and affordability.
- 5.9 In terms of accessibility, the Blueprint commitment is that early learning and childcare capacity is sufficient and as conveniently geographically located (with an emphasis on the importance of this in areas of deprivation and rural communities) as possible to support families and enable parents to work, train or study, while also supporting the needs of children. Flexibility relates to offering a range of patterns of provision to better align with working patterns whilst ensuring high quality experiences for children.
- 5.10 In line with the Blueprint commitment, Renfrewshire Council developed local area admissions panel groupings to ensure that early learning and childcare provision in each geographical area offers a broad range of services, thus providing accessible and flexible provision for families. The range of provision in each geographical area ensures options of early learning and childcare that includes term time/school day places and 52 weeks /extended day provision; Council and funded provider provision.
- 5.11 The panel areas for early learning and childcare are different from a primary school, with a placement at nursery having no bearing on the allocation process for primary school provision. Not all primary schools have an early learning and childcare class attached to it.
- 5.12 A review of local admissions panel groupings has now been undertaken. This included consultation with heads from each local panel area to better understand local needs and issues. In addition, parents were consulted on the accessibility of early learning and childcare provision through the Early Learning and Childcare Survey of parents of children aged 0 to 14 years which was carried out by Renfrewshire Council during August and September 2021.
- 5.13 This survey was carried out in line with the Children and Young People (Scotland) Act 2014. The Act places a duty on local authorities to consult representative populations of parents and carers on how the mandatory early learning and childcare, day care and out of school care and discretionary services should be made available. There is a requirement, under the Act, to consult every 2 years and to publish plans in response to these consultations.
- 5.14 To support the review of geographical panel areas, through the survey, parents were asked some key questions to understand their needs and perceptions. Parents were asked to identify where they lived, the age group of their child/children and their views on whether early learning and childcare was in a suitable location for them. To enable data to be collected and analysed the survey provided a direct link to the geographical admissions panels areas to the question which asked parents where they lived.

- 5.15 A strong majority (89%) of respondents strongly agree/agree that early learning and childcare provision is in a suitable location for them. In this question respondents were asked, through a rating scale from strongly agree to strongly disagree, to respond to the statement about provision being in a suitable location.
- 5.16 The findings of the Children and Young People (Scotland) Act 2014 consultation is being presented to today's Education and Children's Services board in a separate report.
- 5.17 The consultation exercise with heads of establishments provided some anecdotal information in relation to parent needs.
- 5.18 Renfrewshire Council has phased in the expansion of 1140 hours over the past 4 years, with 94% of children access the expanded hours in session 2020/21. As this is the first full year of implementation, the available data relating to the usage of models of delivery and types of service is at an early stage, with no real trend in terms of 1140 hours of early learning childcare being available.
- 5.19 The review of the geographical admissions panel areas failed to provide robust data to suggest that there is a requirement to revise defined geographical areas at this stage.
- 5.20 It is essential that through the geographical admissions panel groupings the Council continues to ensure each defined area has a broad range of service types and models available, thus ensuring flexibility and accessibility. The current geographical grouping achieves this. In addition, the prioritisation categories, as outlined in the Early Learning and Childcare Admissions policy (attached as an appendix) ensures that those children and families who are deemed to be most in need receive priority allocation.
- 5.21 The outcome of the review of the geographical panel areas is that the current designated area groupings continue, with minimum updates to include new housing estates that were not originally considered when the current panel areas were identified. The revised geographical panel list is attached as appendix 2.
- 5.15 Work is ongoing to understand the demand and need for specific delivery models, types of services and trends of usage of the 1140 hours of early learning and childcare. Officers will continue to gather data to assist in this, including using the Council's geographic information system (GIS) tools and Ordnance Survey large scale digital mapping to identify relationships between home and early learning and childcare service attended. Where appropriate, this information will be used to predict potential scenarios for future demand.
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Implications of this report

- 1. Financial**
None
- 2. HR and Organisational Development**

None

3. Community/Council Planning

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| Our Renfrewshire is thriving | - | Ensuring the best start in life for children and young people. |
| Our Renfrewshire is well | - | Early intervention will lead to healthier outcomes for children and young people. |
| Our Renfrewshire is safe | - | Local services will benefit children, young people and members of the community. |
| Building strong, safe and resilient communities | - | The quality of community life is enhanced by supporting parents, children and young people. |
| Tackling inequality, ensuring opportunities for all | - | Effective governance arrangements ensure that the organisations receiving funding comply with legislative requirements. |
| Creating a sustainable Renfrewshire for all to enjoy | - | Flexible childcare placements will support parents to access and sustain employment, training or education. |

4. Legal None

5. Property/Assets None

6. Information Technology None

7. Equality and Human Rights

The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations.

8. Health and Safety

It is integral to the Council's aim of securing the health and wellbeing of employees and those affected by its undertakings and without this continued effective focus, there is a risk that will adversely impact on the Council both financially and in terms of service delivery.

9. Procurement None

10. Risk

None

11. Privacy Impact

Personal information will only be held as required to deliver the service. This will be done in accordance with data protection legislation.

12. COSLA Policy Position

None

13. Climate Risk

None

List of Background Papers

The foregoing background papers will be retained within children's services for inspection by the public for the prescribed period of four years from the date of the meeting.

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KMcD/JC/SQ/LG
22/12/2021

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Children's Services
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To: Heads of All Early Learning and Childcare Settings

Dear Colleague

Standard Circular 3(a): Early Learning and Childcare Admission Policy and Guidance for Staff

The Early Learning and Childcare Admission Policy and policy guidelines provide guidance for staff on the procedures for prioritising and allocating early learning and childcare places in an equitable way, ensuring that those families in greatest need obtain a service appropriate to their needs. The revised policy was approved by the Education and Children's Services Policy Board on 20 January 2022.

The Early Learning and Childcare Admission Policy continues to reflect the duty on the local authority to provide early learning and childcare as required in the Children and Young People (Scotland) Act 2014 (including The Children and Young People (Scotland) Act 2014 (Modification) Order 2021) and the Standards in Scotland's Schools etc. Act 2000. It continues to reflect the requirements of the Additional Support for Learning (Scotland) Act 2004, Getting it Right for Every Learner.

The revised policy also takes account of Renfrewshire Council's Tackling inequality agenda and continues to reflect the commitments outlined in the Scottish Government's Blueprint for 2020 and legislation in relation to the expansion of early learning and childcare to 1140 hours. The policy guidance also ensures that the rights of the child are recognised, in line with the United Nations Convention on the Rights of the Child.

As well as supporting Local Authority establishments, the policy considers the role of funded providers who are accepted onto the Council's framework to deliver early learning and childcare.

Yours sincerely

Steven Quinn
Director of Children's Services

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Priority One – Child protection and children in need (allocate in priority order)

(A)	Any child considered in need of protection	Children on the child protection register or identified through child protection procedures.
(B)	Request for assistance from Social Work where a child is deemed to be in need	Request for assistance from Social Work where either: <ul style="list-style-type: none"> - The placement would help the child remain within the family environment rather than be looked after by the Local Authority. - The child is currently or has been subject to a statutory order, looked after, under a kinship care order or with a parent appointed guardian. - The placement would support the child's return to the family. - Children born to parents under 18 years of age who are in full-time education provided within a secondary school or to allow the parents to return to education.

Priority Two – Referral for Children and families identified as requiring support (allocate in priority order)

(A)	Request for assistance from Social Work or health professionals for children with complex or multiple needs.	Children who require substantial direct and continuing intervention from at least one other agency out with education and whose additional support needs are putting the child at an educational and social disadvantage, including children born pre-term below 32 weeks.
(B)	Request for assistance where it has been identified that substantial family support is required.	Children and families who have been identified as requiring substantial support through an integrated assessment .
(C)	Request for assistance for children and families experiencing acute stress requiring high levels of support.	Children and families experiencing acute stress due to the following: <ul style="list-style-type: none"> • Asylum seekers; • Refugees; • Living in bed and breakfast, transient or who have a pattern of homelessness; • Military families; • Children of care experienced parents; and • Other acute family circumstances.
(D)	Request for assistance from other professionals for children with less significant additional support needs or where there are concerns about the circumstances of the child, parents, or family.	Children who require support because of circumstances which are placing the child, parent, or family at an educational, social or health disadvantage. This includes children who are adversely affected by the disability of any other person in the family or where there is a high level of support required for English as an additional language. The professionals who would request assistance within this priority includes education settings; health agencies; Social Work services; voluntary sector agencies.

Priority Three: children entitled to early learning and childcare (allocate in priority order)

(A)	Early learning and childcare entitlement for eligible two-year olds.	Eligible two-year olds - includes children: <ul style="list-style-type: none"> - who at any time since their 2nd birthday have been looked after by a local council, the subject of a kinship care order, the subject of a parent appointed guardian;
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		<ul style="list-style-type: none"> - who have a care experienced parent; or - whose parents are in receipt of qualifying benefits, as specified within the Scottish Government website - https://www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare
(B)	Early learning and childcare entitlement for children aged 3 to starting school.	<ul style="list-style-type: none"> (a) Children born in January or February with an entitlement to an additional year or where a deferred year has been approved for children born between August and December. (b) Children transferring from English reception class. (c) Children in their pre-school year residing in Renfrewshire within the admission panel designated area. (d) Children in their ante pre-school year residing in Renfrewshire within the admission panel designated area. (e) Children in their pre-school year residing in Renfrewshire from out with the admission panel designated area. (f) Children in their ante pre-school year residing in Renfrewshire from out with the admission panel designated area.

**Priority Three – Further priority is given to children whose parents are:
(NB allocate in priority order)**

- in receipt of qualifying benefits in line with free school meals and or clothing grants- <https://www.renfrewshire.gov.uk/article/3338/Free-school-meals-and-clothing-grants>
- Both parents / lone parent is in employment, education, or training.
- One of two parents are in employment, education, or training.

Priority Four – children from birth to 3 years (not entitled to funded early learning and childcare)

Children from birth to 3 years residing in Renfrewshire. <i>(wraparound care charges apply for places allocated within this priority)</i>	<p>Priority is given to children whose parents are: (NB allocate in priority order)</p> <ul style="list-style-type: none"> • in receipt of qualifying benefits in line with free school meals and or clothing grants- https://www.renfrewshire.gov.uk/article/3338/Free-school-meals-and-clothing-grants • Both parents / lone parent in employment, education, or training. • One of two parents are in employment, education, or training.
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Priority Five: children from birth to starting school residing out with Renfrewshire (allocate in priority order)

(A)	Early learning and childcare entitlement for eligible two-year olds.	<p>Eligible two-year olds - includes children:</p> <ul style="list-style-type: none"> - who at any time since their 2nd birthday have been looked after by a local council, the subject of a kinship care order, the subject of a parent appointed guardian; - who have a care experienced parent; or - whose parents are in receipt of qualifying benefits, as specified within the Scottish Government website - https://www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare
(B)	Early learning and childcare entitlement for children aged 3 to starting school	<p>(NB allocate in priority order):</p> <ul style="list-style-type: none"> • Children born in January or February with an entitlement to an additional year or where a deferred year has been approved for children born between August and December • Children transferring from English reception class • Children in their pre-school year • Children in their ante pre-school year. <p><i>Further priority is given to children whose parents are:</i></p> <p>(NB allocate in priority order):</p> <ul style="list-style-type: none"> • in receipt of qualifying benefits in line with free school meals and or clothing grants- https://www.renfrewshire.gov.uk/article/3338/Free-school-meals-and-clothing-grants • Both parents / lone parent in employment, education, or training. • One of two parents are in employment, education, or training.
(C)	<p>Children from birth to 3 years</p> <p><i>(wraparound care charges may apply for places allocated within this priority)</i></p>	<p>Priority is given to (NB allocate in priority order):</p> <ul style="list-style-type: none"> • Child protection and children in need (in line with priority 1 • Children and families identified as requiring support (in line with priority 2) • Children from birth to 3 years who are not entitled to funded early learning and childcare (wraparound charges apply). <p>Priority is given to children whose parents are:</p> <p>(NB allocate in priority order):</p> <ul style="list-style-type: none"> • in receipt of qualifying benefits in line with free school meals and or clothing grants- https://www.renfrewshire.gov.uk/article/3338/Free-school-meals-and-clothing-grants • Both parents / lone parent in employment, education, or training. • One of two parents are in employment, education, or training.

Section One

Policy Guidance

The purpose of this section is to assist heads and senior managers in promoting equality and ensuring consistency in the application of the admission policy criteria. Meeting the needs of children and families is paramount when considering applications for an early learning and childcare (ELC) placement.

No early learning and childcare settings are denominational in character and children should be admitted without reference to religious belief.

The admission panel is responsible for agreeing which priority is appropriate for each application.

Priorities 1 and 2: Request for assistance procedures

Priority One: Child protection and children in need

Priority Two: Referral for children and families identified as requiring support

- 1.1 A request for assistance referral form (appendix 4) for children and families identified as requiring support must be submitted from a referring agency, as follows:
- Priority 1: Social Work.
 - Priority 2: Social Work services, health, education, other professionals/agencies, or through the integrated assessment process.
- 1.2 Priorities 1 and 2 includes all children from birth to-starting school who have been identified by a professional agency as requiring support due to:

Priority 1A:

- The child being on the child protection register or identified through child protection procedures.

Priority 1B:

- The child is currently or **has been** looked after, subject to a statutory order, under a kinship care order or with a parent appointed guardian.
- The placement would support the child's return to the family.
- Children born to parents under 18 years of age who are in full-time education provided within a secondary school or to allow the parents to return to education.
- The placement would help the child remain within the family environment rather than be looked after by the Local Authority.

Priority 2A:

- Children who require direct and substantial intervention due to complex or multiple needs; and whose additional support needs are putting the child at an educational and social disadvantage.
- Children born pre-term below 32 weeks.

Priority 2B:

- Children and families who have been identified through the integrated assessment process as requiring substantial family support.

Priority 2C:

- Children and families identified as experiencing acute stress due to a range of circumstances as outlined in the policy criteria, it should be noted this is not an exhaustive list.

Priority 2D:

- Children and families who have been identified as having less significant additional support needs, or where there are concerns about the circumstances of the child, parents, or family which place the child, parent, or family at an educational, social or health disadvantage. This includes children who are adversely affected by the disability of any other person in the family or where there is a high level of support required for English as an additional language.

- 1.3 Requests for a placement must only be made for children and families who have been identified as requiring support in line with the policy criteria. It is the responsibility of each of these agencies to make a professional judgement regarding the level of need and concern for a family situation and detail this within the request for assistance form (appendix 4). Referring agencies should submit a request for assistance form (appendix 4) to the nearest Local Authority setting to the child's home.
- 1.4 The referrer must inform the parent of a request being made on their behalf and ensure that an ELC application form (appendix 3) is completed by the parent. (Supporting documents - birth certificate, proof of address and proof of benefits are also required to be submitted by the parent).
- 1.5 Requests for assistance should only be considered when the information provided clearly describes the circumstances of the child and the family and the reasons which make the application a priority one or two. Forms which have inadequate information should be returned immediately to the agency with a request for further information. A request for assistance application should be awarded a lower priority if the information provided is assessed as insufficient to warrant a high priority.
- 1.6 There should be an automatic admission to an ELC setting for children within priority 1. In emergency situations, heads in local authority settings can allocate an emergency/temporary placement in advance of an admission panel meeting, either within their own setting or other neighbouring local authority setting. An emergency temporary ELC contract (appendix 15) should be completed and agreed with the family.
- 1.7 If there are no ELC places available within a local authority setting for children whose applications are categorised as priority 1, the head of the setting should contact Children's Services Early Years Team via elc@renfrewshire.gov.uk to seek alternative options.
- 1.8 Places must always be allocated in priority order, for example, priority 1 applications first, then priority 2 applications. Priority 2 applications should also be allocated in priority order that is (a), then (b), then (c) then (d).

- 1.9 In the event of there being insufficient places available to meet demand within a priority ranking then the decision to allocate should be based on an assessment of the needs of individual circumstances.
- 1.10 Careful consideration should be given to the pattern of attendance allocated to support the identified needs of the children and families within these categories. For children entitled to 1140 hours of ELC, consideration should also be given to the allocation of an all-year round placement.
- 1.11 There are occasions when children categorised as a priority 1 or 2 are allocated a day care placement with a funded provider. This requires approval via Children's Services Early Years, contactable via elc@renfrewshire.gov.uk
- 1.12 Children categorised as priority 1 or 2 who attend term-time settings may be considered for a temporary school holiday placement within an extended year ELC setting. They may also be considered for the Local Authority essential provision taking place over the Christmas period. ELC classes and funded providers should submit a request for assistance form (appendix 4), and holiday list (appendix 11), to the area admissions panel for consideration. Heads **should only refer** children deemed in need of **essential** support, with referrals submitted in line with the timeline identified in the annual admission calendar (appendix 1).

Priority 3, 4, and 5

- 1.13 An application form (appendix 3) with supporting documents (birth certificate, proof of address, proof of benefits) is required for children in these categories and must be submitted by a parent or legal guardian.
- 1.14 **Priority 3 applies to children residing in Renfrewshire entitled to ELC.** Placements should be allocated in priority order in line with the policy criteria. The placement allocated should, at a minimum, reflect the agreed level of ELC entitlement.
- 1.15 Providers contracted to deliver ELC should ensure that parents applying, and who currently attend their setting, are aware that funded ELC places are subject to approval by the Local Authority.
- 1.16 **Priority 3A – Eligible two-year olds**
Applies to children, who at any time since their 2nd birthday are or have been:
- Looked after by a local council, the subject of a kinship care or guardianship order;
 - A child of a care experienced parent; or
 - A child whose parents are in receipt of qualifying benefits as outlined in the Scottish Government website. The qualifying benefits and credits are as follows:
 - Income Support
 - Job Seekers Allowance (income based)
 - Any income related element of Employment and Support Allowance
 - Incapacity or Severe Disablement Allowance
 - State Pension Credit
 - Support under part VI of the Immigration and Asylum Act 1999
- In receipt of tax credits or universal credit, earning a certain amount of money and still be eligible, if on:

- Child Tax Credit, but not Working Tax Credit, with an income of or under the eligibility threshold
- Child Tax Credit and Working Tax Credit and an income of or under the eligibility threshold
- Universal Credit and your household take-home pay earned from working after tax, National Insurance and any pension contributions is below the income threshold per month, as outlined on the Scottish Government website*.

Proof of eligibility within priority 3A is required as outlined in the qualifying benefit/credit evidence list (Appendix 17).

As eligibility can vary annually it is the responsibility of heads and senior managers to monitor and update categorisation of applications as required and to remind parents to keep them informed of any changes to their circumstances. Information on the eligibility criteria is available on the Scottish Government website:

www.mygov.scot/childcare-costs-help/funded-early-learning-and-childcare/

- 1.17 It may be deemed that an eligible two-year old is categorised as a priority 1 or 2 as a result of being looked after by a Local Authority, the subject of a kinship care or guardianship order (priority 1B); or a child of a care experienced parent (priority 2C).
- 1.18 Children allocated a place under priority 3A will retain their entitlement irrespective of any changes in circumstances.
- 1.19 Eligible two-year olds are entitled to an ELC place from the term after their second birthday, or the first term after the parent starts receiving the identified qualifying benefits as follows:
- Term 1 – children born 1st March to 31st August will be eligible from August (autumn term) (following their birthday).
 - Term 2 – children born 1st September to 31st December will be eligible from January (Spring term).
 - Term 3 – children born January and February will be eligible from April (summer term).
- 1.20 Priority allocation should be given to Renfrewshire children living within the 15% most deprived SIMD data zones where all other contributing factors are equal. Information of SIMD status can be found by following the attached link:
<https://www2.gov.scot/Topics/Statistics/SIMD/Look-Up>
- 1.21 Within category 3A wraparound care charges may apply for any additional hours allocated over a child's ELC entitlement.

- 1.22 **Priority 3B applies to children aged 3 years to starting school eligible for ELC. (NB Places should be allocated in the following order):**
- (a) - Children born in January or February with an entitlement to an additional year or where a deferred year has been approved by the Local Authority.
 - (b) - Children transferring from English reception class.
 - (c) - Children in their pre-school year residing in Renfrewshire within the designated panel area
 - (d) - Children in their ante pre-school year residing in Renfrewshire within the designated panel area
 - (e) - Children in their pre-school year residing in Renfrewshire from out with the designated panel area
 - (f) - Children in their ante pre-school year residing in Renfrewshire from out with the designated panel area.
- 1.23 **Priority 3B(a)** applies to children who are entitled to an additional year of ELC or where a deferred entry to primary school has been agreed by the Local Authority.
- 1.24 Children born in January and February are automatically entitled to an additional year of free ELC.
- 1.25 Parents have the right to apply to defer entry to primary school for children born between the start of the school year in August and December. Currently there is no automatic right to an additional year of free education for children who fall within these birth months, instead this would be at the council's discretion. Applications to defer should be considered with parent or legal guardian at a Team Around the Child (TAC) meeting and discussed with the Children's Services Inclusion Support Officer. The decision to offer a deferred year of ELC will be made where:
- It is in the best interests of the child.
 - The needs of the child have been assessed and recorded in their wellbeing plan.
- 1.26 In exceptional circumstances it may be possible for children with March to July birthdays to be granted a deferred entry to primary school. In this instance additional year of ELC will only be granted. where:
- The child has been assessed to have additional support needs;
 - The needs are recorded in a wellbeing plan; and
 - There has been discussion with the Children's Services Inclusion Officer and a decision taken at the Education Support and Resource Group (ESRG).

- 1.27 **Priorities 3B(b) to (f)** applies to children in their pre-school and ante pre-school year who are entitled to ELC. For children in their ante pre-school year (born between 1st September and the end of February) they become eligible for their free ELC place from the month following their third birthday, with the placement commencing **on the first week of each month**. Children born between 1st March and the end of August will become eligible for a placement in August, following their third birthday.

The table below sets out the months of eligibility for children in their ante pre-school year:

Birthday	Eligible Month
March to August	August
September	October
October	November
November	December
December	January
January	February
February	March

For pre-school and ante-pre-school children, priority allocation is given to those living within the designated panel area before those living out with the designated area.

- 1.28 **Within each of the priority 3B categorises**, prioritisation should be given to children whose parents are (**NB allocate in priority order**):
- (i) in receipt of qualifying benefits in line with free school meals and or clothing grants - <https://www.renfrewshire.gov.uk/article/3338/Free-school-meals-and-clothing-grants>
 - (ii) Both parents / lone parent in employment, education, or training.
 - (iii) One of two parents is in employment, education, or training.
- 1.29 Thereafter where all other contributing factors are equal, priority allocation should be given to Renfrewshire children living within the 15% most deprived SIMD data zone areas.
- 1.30 Wraparound care charges apply for any additional hours allocated over the ELC entitlement.

Priority 4

- 1.31 **Priority 4** applies to children from birth to 3 years living within Renfrewshire who do not meet the criteria for priorities 1, 2, or 3. Within this category prioritisation should be given to children whose parents are (**NB allocate in priority order**):
- (i) In receipt of qualifying benefits in line with free school meals and or clothing grants. <https://www.renfrewshire.gov.uk/article/3338/Free-school-meals-and-clothing-grants>
 - (ii) Both parents / lone parent in employment, education, or training.
 - (iii) One of two parents is in employment, education, or training.
- 1.32 Wraparound care charges apply for places allocated within this priority; parents should be charged for all the hours allocated.

Priority 5

- 1.33 This priority applies to children from birth to starting school living out with Renfrewshire. Applications with this category are also referred to as cross boundary.
- 1.34 Children whose applications have been categorised as priority 5 should only be considered for a place if all Renfrewshire children have been allocated a placement and if the panel is assured that there are sufficient places available for all Renfrewshire applicants who will become eligible for a place during the academic year.
- 1.35 Applications for a place in a funded provider setting and eligible start dates should be considered in line with the West Partnership Cross Boundary Funding Protocol. Children whose cross-boundary funding has previously been approved are not required to make a request for funding on an annual basis.
- 1.36 Applications for a place in a local authority setting will be confirmed and allocated only if there is certainty that all Renfrewshire children can be accommodated throughout the academic year. For most panel areas this may not be until the start of the new academic session in August.
- 1.37 Within this category allocation should be made in priority order, in line with the policy as follows:

Priority 5A- ELC entitlement for eligible two-year olds.

Priority 5B - ELC entitlement for children aged 3 to starting school (**NB allocate in priority order**):

- (i) Children born in January or February with an entitlement to an additional year, or where a deferred year has been approved for children born between August and December.
- (ii) Children transferring from English reception class.
- (iii) Children in their pre-school year.
- (iv) Children in their ante pre-school year.

Within priority **5B** where all other factors are equal further priority is given to children whose parents are (**NB allocate in priority order**):

- (i) In receipt of qualifying benefits in line with free school meals and or clothing grants - <https://www.renfrewshire.gov.uk/article/3338/Free-school-meals-and-clothing-grants>
- (ii) Both parents / lone parent in employment, education, or training.
- (iii) One of two parents are in employment, education, or training.

Priority 5C - Children from birth to 3 years who are not entitled to ELC (**NB allocate in priority order**):

- (i) Child protection and children in need (in line with priority 1).
- (ii) Children and families identified as requiring support (in line with priority 2).
- (iii) Children from birth to 3 years who are not entitled to funded early learning and childcare (wraparound charges apply).

Section Two

Admission Panels - Function and membership

- 2.1 Area admission panel membership includes heads and senior managers from Local Authority, funded provider settings and colleagues from health and social work. Where a head of a setting delegates the responsibility, this should be restricted to the senior management team. Where a head of a setting delegates the responsibility, this should be restricted to the senior management team. The delegated representative must ensure they have all relevant information relating to applications and vacancies to enable the panel to make decisions on applications being presented. All members of the panel participate in the decision-making process. All panel members should ensure all information remains sensitive and confidential. It is essential that all panel members prioritise attendance at meetings to ensure that the needs of children and families are met. Any changes to panel membership from a funded provider must be notified to the panel chair and recorded within the panel minutes.
- 2.2 Colleagues from other agencies representing their respective department or agency can provide knowledge and insight to panel members. Notice of cases to be discussed allows representatives to consult with their colleagues on individual cases as appropriate and to accurately represent the views of their department. The representative is responsible for feeding back the outcome of decisions made at meetings.
- 2.3 The chair of the area admission panel is responsible for notifying colleagues within health or social work of the date of forthcoming panels.
- 2.4 The sensitivity of families' circumstances must be respected, and all information presented to the panel should be treated as confidential. Sharing of information between Local Authority, funded providers and other agencies should comply with the data protection and confidentiality agreement.
- 2.5 The function of the local area admission panel is to:
 - Allocate places for children aged from birth to starting school, who are categorised as priority 1 and 2. Where there is no availability within Local Authority settings, approval for the child to be placed in a funded provider setting must be sought via Children's Services, with an e-mail request provided to the early years requests mailbox: elc@renfrewshire.gov.uk
 - Allocate places to children who are eligible to ELC, aged two to starting school, on an annual basis and throughout the academic session. Funding approval should be sought by funded providers from cssupport@renfrewshire.gov.uk following the timeline in appendix 1.
 - Allocate and monitor any requests for additional wraparound days / sessions in local authority settings. (Heads can approve requests for additional hours on top of their allocated placement)
 - Oversee the review of applications where a change of family circumstances indicates a revised priority.
 - Review placements that exceed the level of entitlement on a 6-monthly basis, or when circumstances change.
 - Allocate and review day care placements on a 6-monthly basis, or earlier if circumstances change.

- Alert Children's Services Early Years Team of issues regarding any shortfall of places across the panel area and under occupancy within Local Authority settings via elc@renfrewshire.gov.uk
- 2.6 Area admission panels meet approximately every 4-6 weeks in line with the annual admission calendar (appendix 1). New applications and Request for Assistance referral forms received throughout the year should be presented to the area admission panel using the applications list form (appendix 6).
 - 2.7 Admission panels are required to meet at an agreed date each year, around the school spring break, to allocate places for all children eligible for ELC during the forthcoming academic year. Local Authority settings should retain two full time equivalent (FTE) places until the first admission panel following the summer school break for priority 1 and 2 applications which may arise. Local Authority heads of settings should alert Children's Services Early Years via: elc@renfrewshire.gov.uk of any challenges in retaining the required number of places.
 - 2.8 Where ballots are necessary these should be carried out by the area admission panel and outcome recorded on the admissions ballot list form (appendix 8) and retained within the setting. All children balloted for a place should be assigned a number in order of the ballot draw. This will allow settings to refer to the next eligible child in the event of a family declining an offer of placement. A re-ballot is required as new applications are received.
 - 2.9 Individual settings are responsible for compiling and presenting their application list to the panel detailing the names, addresses (including the post code), dates of birth and proposed priority grade for all applications to be confirmed by the admission panel (appendix 6). This list should be retained by the setting following the panel meeting. The minutes of the area admission panel (appendix 12) should be sent to panelmins@renfrewshire.gov.uk by the specified date in the annual admission calendar (appendix 1).
 - 2.10 Children categorised as priority 1 and 2, may require ELC, in addition to their funded entitlement, during school holiday periods and the Christmas period. Area admission panels are responsible for collating a request for assistance list for ELC placements required during a school holiday and Christmas periods (appendix 11). Referrals for a holiday placement should be submitted by individual heads to the panel using the Request for Assistance form (appendix 4) (in line with the dates specified within the annual admission calendar (appendix 1).
 - 2.11 Referrals for the school holiday periods should be discussed and agreed (including a recommendation on pattern of attendance) by the area panel and submitted to the local extended day setting. The receiving setting should confirm the temporary placement and the child's current ELC setting is responsible for informing the family and the referrer.
 - 2.12 Where the child attends a funded provider setting authorisation for funding should be sought via Children's Services Early Years requests: elc@renfrewshire.gov.uk

2.13 Referrals for the essential Christmas provision should be submitted to the named head of establishment identified to operate the Christmas service. A nil return is required. It is the responsibility of the Christmas service heads to then allocate the placements and confirm this with the referring setting, in line with the timelines set in the essential Christmas guidance.

Section Three

Implementation of the Policy

- 3.1 All applications for places must be accompanied by the appropriate documentation. Heads and senior managers should provisionally categorise applications and business support staff should enter them on the identified early years administrative system (currently NAMS) as they are received, and the application status updated on the system when the child's placement is confirmed and started.
- 3.2 In addition to the automated response through the online application process ELC settings should acknowledge receipt of application to their establishment. This can be done by email or telephone, if the latter a record of communication is advised.
- 3.3 The setting should confirm parental preference for 1st, 2nd and 3rd choice setting. If an application is made to more than one setting parents should be advised that the most recent application will be considered as their first choice. Where possible the placement allocated should be the preferred choice as stated in the application form (appendix 3).
- 3.4 If a parent applies for a blended placement, the preferred 1st setting should contact the blended provider to discuss and agree availability, pattern of attendance and lunch arrangements prior to the application being presented to panel. The head of each setting should update the child's confirmed placement and application status on the identified early years administrative system as required and ensure that the eligible hours are not exceeded across both settings.
- 3.5 Confirmation of the child's date of birth, address and receipt of benefits/credits **must** be requested when a child registers with a setting. The child's birth certificate must be provided to confirm identity and date of birth. For higher priority applications the referring agency can confirm the date of birth as a temporary measure. There are exceptional circumstances when a child may start without a birth certificate, approval should be sought from cssupport@renfrewshire.gov.uk . This should not delay a child's start date.
- 3.6 A copy of a utility bill or most recent council tax notice is required for proof of address. Families who are not currently resident in the property of the identified home address are required to provide either a concluded missive or a signed and witnessed tenancy agreement/lease to confirm proof of address. Only the child's home address, which is the legal guardian's address, will apply; this may include a foster parent's address. Childminders and c/o addresses cannot be considered.
- 3.7 All settings must ensure that the status of all applications is updated and recorded accurately on the identified early years administrative system. Children's Services regularly use these systems to understand uptake and demand for ELC places, and to pay funded providers.
- 3.8 The mandatory amount of early learning and childcare does not need to be provided to a child who is looked after or has at any point been looked after since their second birthday if it is deemed that this is in the best interest of the child. An assessment of the child's needs may result in the child being allocated less than the mandatory hours of early learning and childcare or may include hours of working jointly with parents to better safeguard or promote the child's wellbeing. The decision to offer a placement which is less than the mandatory hours must be included in the child's plan.

- 3.9 Panels should be sensitive to the needs of families when allocating places. Attempts should be made to ensure that siblings are allocated placements within the same setting and with sessions which coincide wherever possible.
- 3.10 Where there is over demand for a setting and / or a particular pattern of attendance, and all other contributing factors are equal, a ballot should be carried out. Multiple ballots may be required to ensure equality and equity.
- 3.11 In the event of a ballot being carried out heads of settings should include multiple birth siblings, for example, twins/triplets as one entry in the ballot.
- 3.12 The length of time on the register of applications does not give applicants priority over a recent application when offering places.
- 3.13 It is intended that children take up their entitlement at times that best support their learning and supports the needs of parents in line with the model of delivery of ELC.
- 3.14 If the parent's first choice of setting is not available a placement may be offered elsewhere. The head of the setting offering the placement will contact the parent to notify them of the placement details.
- 3.15 Heads and senior managers must inform parents and referrers of the outcome of placement decisions reached by a panel, this should then be confirmed in writing via the placement allocation letter (appendix 10).
- 3.16 In the event of a blended placement allocation, the head of the 1st preferred setting should confirm with the blended provider the agreed arrangements following panel. The head of each setting shall communicate the agreed ELC allocation within their setting to the parents via the placement allocation letter (appendix 10). Any changes to the placement allocation must be communicated between settings.
- 3.17 Children should start their ELC place in line with their eligibility start date to ensure they receive their full entitlement to ELC. Any arrangements for settling children in must be agreed with the parent.
- 3.18 An ELC enrolment form (appendix 5) should be completed after the parent or legal guardian has accepted the place and at the very latest on the child's first day.

Procedures for dealing with deferred admission to primary school: an additional free year of early learning and childcare

- 3.19 Parents should enrol their child for primary school and notify the school of their wish to defer.
- 3.20 Parents should complete an application for an additional free year of ELC (appendix 7) in line with the timescales set in the annual admissions calendar (appendix 1). This is required for all children deferring, irrespective of the birth month (January and February; August to December, and March until July). The head or senior manager must also sign the deferral form. Applications should be sent to cssupport@renfrewshire.gov.uk

3.21 Decisions should be made prior to the spring break in time for managing the allocation process for the forthcoming school session and before the Primary 1 induction programme begins.

3.22 The head of the setting should notify the primary school of the decision to defer entry to primary school.

January and February Birthdays

3.23 Only children born in January and February are automatically entitled to an additional year of funded ELC.

August to December Birthdays

3.24 Placements for children with August to December birthdays should be based on an assessment of wellbeing and needs of the child and agreed in partnership with families and at a TAC meeting and discussed with the Children's Services Inclusion Support Officer.

3.25 When considering requests for an additional free year of ELC, Educational Psychology services 'early years to school transition guidance' should be considered. The TAC will consider the following aspects of the child's learning and development:

- their approach and attitude to learning.
- their ability to communicate own needs, feelings and ideas.
- their levels of independence and self-help.
- their emotional and personal development, including self-confidence and self-esteem.
- relationships and friendships with other children and adults; and
- their cognitive development.

March to July Birthdays

3.26 In **exceptional** circumstances it may be possible for children with March to July birthdays to be granted an additional free year of ELC. Heads should discuss requests for a deferred entry to school for children in this category with the Children's Services Inclusion Officer and present the application to the Education Support and Resource Group (ESRG) for approval. Approval will be granted if it is considered to be in the best interest of the child.

Review of places

3.27 Parents and referring agencies should be informed in advance of a review of placement. It is the head and senior managers' responsibility to gather up to date information on the family circumstances.

3.28 Any agreed arrangements which result in a reduction of the mandatory amount of ELC placement for an eligible 2-year-old who has been looked after by the Local Authority must be reviewed as part of the TAC process to ensure the arrangements continue to meet the needs of the child and family.

3.29 Day care placements should be reviewed on a six-monthly basis or earlier if there is any change to the family circumstances.

3.30 Placements that exceed the level of entitlement for children eligible to ELC should be reviewed on a six-monthly basis or earlier if there is any change to the family circumstances.

3.31 Only as a last resort, and with the approval Children's Services Early Years Team via elc@renfrewshire.gov.uk can a place be withdrawn. If a child is absent the

head of setting should follow procedures as detailed in Standard Circular 5 - Included, Engaged, and Involved: Attendance in Educational setting. If the absence is persistent then the head of the setting should contact Children's Services Early Years via elc@renfrewshire.gov.uk to establish if the child is attending another Setting.

Children moving to other early learning and childcare settings

- 3.32 Children who leave the designated panel area but remain in Renfrewshire should not be excluded from an ELC setting. Whilst there is no transfer arrangement, heads should assist parents by transferring relevant documentation to the new setting following confirmation of availability of placement. If required and where possible, consideration should be given to the previous pattern of attendance to continue the support to the family. If circumstances warrant it, the head of setting can also make a request for assistance at this stage.
- 3.33 Children moving between funded providers will have their funding transferred in line with their remaining entitlement of ELC.
- 3.34 For children moving to a new setting (funded provider or local authority), parents should give 4 weeks' notice to the current setting before taking up their new place. The head of the new setting should contact the current provider to establish the end dates of the notice period and to confirm the remaining free ELC entitlement to be transferred.
- 3.35 Funded providers must seek budget approval via cssupport@renfrewshire.gov.uk for eligible children transferring from a local authority setting only. Where funding has already been approved for eligible children, budget approval is not required when children are transferring between funded providers.
- 3.36 If a family no longer lives in Renfrewshire, and the family wishes the child to remain in a Renfrewshire setting, the head of each setting should notify Children's Services Early Years team via elc@renfrewshire.gov.uk to seek guidance on the future arrangement for the placement and funding from the resident authority.

Wraparound provision (purchased provision) – Local Authority settings only

- 3.37 Where places are available, parents can apply to purchase a wraparound place for children, this can be for additional hours / sessions or for children under 3, who are not eligible for place under priorities 1 to 3, this can be a whole place. Requests for wraparound provision should be prioritised in line with the admissions policy criteria. Additional sessions should only be offered if all children in priorities 1 and 2 and all entitled to ELC (priority 3) can be accommodated.
- 3.38 Parents must submit application form (appendix 13) to purchase wraparound care form to the head of setting. Prior to any child taking up wraparound care an agreement to purchase wraparound (appendix 14) must be completed and signed by the parent and head of setting.
- 3.39 Requests for additional days / sessions should be confirmed by the area admission panel. Heads can approve requests for additional hours on top of their allocated placement as this does not impact on the number of places available. Where there is a high demand for wraparound provision, all circumstances being equal, a ballot should be conducted.
- 3.40 The fee for wraparound provision will be based on the rate set by the council.

Wraparound fees for children categorised as a priority 1 and 2

- 3.41 Individual family circumstances are required to be carefully assessed to determine if wraparound fees are applicable to children and families in these categories.
- 3.42 In some circumstances the area admission panel may decide that the placement allocated to a child eligible for ELC may exceed the mandatory number of hours to meet the needs of the child or family at no charge to the parents or carers.
- 3.43 The individual circumstances of children looked after by family members requiring an ELC placement to enable them to continue in employment, training, or education will be considered to determine if wraparound fees apply. Discussions with Social Work may be required.
- 3.44 Parents (including foster parents) of children categorised as a priority 1 or 2, who make an application for additional hours for education, work, or training reasons should be made aware that they may incur a charge for the additional hours allocated beyond the agreed place to support the needs of the child and family.

Section Four

Conclusion

It is hoped that this guidance and the support of the admission panel will be of assistance to heads and senior managers of all settings in the implementation of this policy. However, should any setting still be unclear of circumstances you should contact Children's Services Early Years Team at elc@renfrewshire.gov.uk .

Section Five

Appendices

The purpose of this section is to provide staff with guidelines on the use of all admission forms and standard letters.

For all early learning and childcare settings:

	Title	Comments
Appendix 1	Annual admission calendar	This will be issued annually by Children's Services Early Years.
Appendix 2	Renfrewshire Council local area admissions panel groupings	The admissions panel grouping provides the list of providers within an area and defines the designated geographical area for each admissions panel.
Appendix 3	Application form for a place in an early learning and childcare setting.	An application form must be completed by the parent/carer for all children. Settings should ensure all required information is included in the application form. Proof of date of birth, address is required, refer to policy advice. It is considered good practice to have a member of staff to support parent with the application process if required.
Appendix 4	Request for assistance form for a place in an early learning and childcare setting.	A request for assistance form must be completed for priorities 1 and 2. Requests for assistance for placements of children under the age of three should be directed to the nearest local authority early learning and childcare establishment to the child's home. If necessary, request for assistance can be discussed in advance with the local authority establishment. A parent application is also required.
Appendix 5	Early learning and childcare enrolment form	The enrolment form should be completed after the parent has accepted the place. It is considered good practice to have staff available to support parents to complete the enrolment form as this provides the contract agreement of the placement and is part of the process of building relationships and to plan to support a child's needs. In exceptional circumstances an enrolment form can be completed at the very latest on the day the child starts the early learning and childcare setting.

	Title	Comments
Appendix 6	Applications to early learning and childcare admission panels – applications list	A copy of each setting's list of new applicants should be completed and shared with panel members at the admission panel meeting. Thereafter a copy should be retained in the individual setting.
Appendix 7	Deferred entry to primary school: Application for an additional year of early learning and childcare.	Parents are required to complete an application form for an additional year of early learning and childcare. Settings must ensure application forms and other required documentation is submitted to cssupport@renfrewshire.gov.uk in line with the date stated in the annual admission calendar (appendix 1).
Appendix 8	Admission ballot list	Where a ballot requires to be held for placement funding or preferred pattern of attendance. This should be completed for all those eligible for inclusion in the ballot.
Appendices 9 & 10	Standard Letters <ul style="list-style-type: none"> • Request for assistance • Placement offer 	Suggested letter formats are provided and can be personalised to reflect your early learning and childcare setting. NB. funded providers should use own company logo and not the Council one.
Appendix 11	Request for assistance for early learning and childcare during a school holiday and Christmas period panel list.	Area admission panels are responsible for collating a request for assistance list for ELC placements required during a school holiday and Christmas periods. An appendix 4 referral is required for each child identified; submissions should be in line with the dates specified in the annual admissions calendar (Appendix 1).
Appendix 12	Admission to early learning and childcare setting minute pro forma.	A minute of each admission panel meeting should be recorded and distributed in line with the Council's Information Sharing Protocol to panel members and panelmins@renfrewshire.gov.uk

For local authority early learning and childcare settings only:

Appendix 13	Application to purchase wraparound care.	Application should be completed by parents requesting wraparound care provision and submitted to the head of establishment.
Appendix 14	Agreement to purchase wraparound care.	Parents are required to sign an agreement for wraparound care prior to starting the service. This is a legal contract between the parent and the Council and details the wraparound placement agreed.
Appendices 15 &16	Emergency / temporary early learning and childcare placement <ul style="list-style-type: none"> • Contract (15) • Review of emergency placement (16) 	The contract stating the duration of the placement should be agreed and signed by parent at the time of enrolment and the referrer should be informed. The standard letter regarding the review of an emergency placement should be sent to the parent and referrer prior to the agreed review date. NB. funded providers should use own company logo and not the Council one
Appendix 17	Qualifying benefit/credit evidence list	Provides a list of the qualifying benefits and the source for the evidence required.
Appendix 18	Confirmation of Benefits form Department of Work & Pensions	A completed and stamped confirmation of benefits form must be provided by the parent to evidence eligibility for placement.
Appendix 19	Processing of Personal Information Notice	The information regarding data protection described in this notice should be issued along with an application form for a place in an early learning and childcare setting (appendix 3). On enrolment a parent should be asked to sign a copy of the notice and this held within the file.
Appendix 20	Renfrewshire Council Privacy Policy	A copy of the policy should be issued with every application form for a place in an early learning and childcare setting (appendix 3). Parents should be given a copy of the policy on enrolment.
Appendix 21	Funded providers – funding approval process & template	This applies to funded providers and outlines the process for approval of ELC funded places.

NB: Appendices may be subject to change depending on administrative / future requirements to gather / process information.

Renfrewshire Council Local Area Admission Panel Groupings Appendix 2

Panel	Designated Area	Setting
Panel 1 Johnstone	Howwood Johnstone Lochwinnoch	Mid Gavin Nursery* Stepping Stones* Gleniffer Nursery* Auchenlodment Early Learning and Childcare Class Lochwinnoch Early Learning and Childcare Class Spateston Early Learning and Childcare Centre St Margaret's Early Learning and Childcare Class West Johnstone Early Learning and Childcare Centre
Panel 2 Erskine	Bishopton Erskine Inchinnan Langbank	Bright Starts Nursery* Cairellot Day Nursery* Carli's Kindergarten (Erskine)* Happitots Erskine* Erskine Community Nursery – Bargarran* Erskine Community Nursery – St Anne's Inchinnan Community Nursery* Little Pandas* Carole McLauchlan* Catherine Whyte* Fiona Murray* Karen Finnie* Kelly Rix* Dargavel Early Learning and Childcare Centre St Anne's Early Learning and Childcare Class St John Bosco Early Learning and Childcare Class
Panel 3 Renfrew	Renfrew	3 Bears Nursery* Little Flowers Nursery* Little Stars Hillington* Bright Horizons* In Safe Hands Nursery* Catherine Young* Claire Crawford* Helen Wardrop* Karen Chalmers* Kerry Goudie* Marie Norrie* Little Rabbit* Glendee Early Learning and Childcare Centre Kirklandneuk Early Learning and Childcare Centre Moorpark Early Learning and Childcare Centre
Panel 4 Houston	Bridge of Weir Brookfield Weirs Wynd ▲ Houston Kilbarchan	Abbey Nursery (Houston)* Kilbarchan Community Nursery* Rivendale Nursery* Gryffe Manor* Barbara Snodgrass* Helen Smith* Lynda McLeod* Bridge of Weir Early Learning and Childcare Class Houston Early Learning and Childcare Class

Panel	Designated Area	Setting
Panel 5 Linwood	Linwood Brooklands ▲	Linwood Community Childcare* Carli's Kindergarten (Linwood)* East Fulton Early Learning and Childcare Class Our Lady of Peace Early Learning and Childcare Class Riverbrae Early Learning and Childcare Centre ○
Panel 6 Foxbar/Glenburn	Brediland Foxbar Glenburn Meikleriggs	Carriagehill Nursery - Green Road* Bushes Early Learning and Childcare Class Foxlea Early Learning and Childcare Centre Glenburn Early Learning and Childcare Centre Glenfield Early Learning and Childcare Centre Heriot Early Learning and Childcare Class St Peter's Early Learning and Childcare Class
Panel 7 Paisley West 1	Elderslie Baronscroft Castlehead Westend	Abbey Nursery (Paisley)* Maxwellton Park Nursery* Hugh Smiley Early Learning and Childcare Centre St Mary's Early Learning and Childcare Class West Early Learning and Childcare Class Wallace Early Learning and Childcare Class
Panel 8 Paisley West 2	Ferguslie Shortroods Phoenix Park	Glencoats Lodge Nursery* Happitots Nursery (Glasgow Airport) * Rainbow Nursery* Hillview Nursery Douglas Street Early Learning and Childcare Centre Ferguslie Early Learning and Childcare Centre Mossvale Early Learning and Childcare Class
Panel 9 Paisley Central 1	Charleston Hawkhead Hunterhill Lochfield Paisley South Todholm	Carriagehill Drive Nursery* Jennyswell Nursery* Nursery Times* Orchard Grove Nursery* Lochfield Early Learning and Childcare Centre Paisley Early Learning and Childcare Centre St Charles' Early Learning and Childcare Class Todholm Early Learning and Childcare Class
Panel 10 Paisley Central 2	Gallowhill Paisley North Ralston Seedhill	Abbeymill Childcare* Leaps & Bounds Nursery* Little Learners* West College Scotland* Lilliput Lane Nursery* Gallowhill Early Learning and Childcare Class Ralston Early Learning and Childcare Class St Catherine's Early Learning and Childcare Class Williamsburgh Early Learning and Childcare Class

NB ▲ represents new housing estates within the panel area.

* represent funded providers in the private and voluntary sector accepted onto the Framework Agreement to provide early learning and childcare

○ represents designated places for children with Additional Support Needs.