



Early Years

Admissions to nursery

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Children enjoy going to nursery and benefit from playing and sharing their learning with other children. Trained and experienced staff deliver a stimulating programme of educational activities and offer security and care to all children. The curriculum provided is the Scottish Government's 'Curriculum for Excellence'. The early level of curriculum for excellence presents a curriculum which encompasses the pre-school years and primary 1.

Nursery education is non-denominational. This means that all nurseries are open to children and parents of all religions and beliefs.

A funded pre-school place is available for every Renfrewshire child aged 3–5 years. Places can be provided either in a local authority nursery or with a recognised provider in the private and voluntary sectors who have been accepted onto Renfrewshire Council's framework to provide pre-school education.

Certain nurseries offer a limited number of places for children aged three and under. You can check with the head of the nursery for more details.

When is my child eligible for a pre-school education place?

Children become eligible for funded pre-school education from the age of three. The date of eligibility depends on when your child becomes three.

If your child is born on or between:	They will be eligible for a funded pre-school place from:
1 March to 31 August	Autumn term (August)
1 to 30 September	October
1 to 31 October	November
1 to 30 November	December
1 to 31 December	January
1 to 31 January	February
1 to 28 / 29 February	March

Deciding priorities

If there are not enough places at a particular nursery for the number of applications made difficult decisions have to be made. It has been agreed that there are some family and geographical circumstances which will give children priority for admission.

The same priorities are used for all nurseries whether local authority or recognised providers in the private and voluntary sector.

Admissions policy

Priority will be given as:

Priority 1

- (i) Children on the child protection register or identified through child protection procedures.
- (ii) Referrals from the social work department where the child is deemed to be in need where:
 - the placement would help the child remain within the family environment rather than be looked after by the local authority
 - the child is subject of a statutory order
 - the placement would support the child's return to the family

A child's name is placed on the child protection register when they are at risk of being harmed or having been abused.

Priority 2

Referrals from educational psychology services, social work department or health professionals for children with complex or multiple additional support needs.

This priority refers to children who require substantial direct and continuing intervention from at least one other agency outwith education and whose additional support needs are putting the child at an educational and social disadvantage.



Priority 3

Referrals from the undernoted professionals for children with less significant additional support needs or where there are concerns about the circumstances of the child, parents or family:

- education establishments
- health agencies
- educational psychology services
- social work services
- voluntary sector agencies

This priority refers to children who require support as a result 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. It may also include children with English as an additional language **where a high level of support is required.**



Priority 4

(i) Children in their deferred year with January or February birthdays or where it has been approved for children born between September and December.

(ii) Children in their pre-school year or ante pre-school year residing in Renfrewshire within the admissions panel's designated area.

(iii) Children in their pre-school year or ante pre-school year residing in Renfrewshire from outwith the admissions panel's designated area.

Priority 5

Children aged 0–5 years residing in Renfrewshire.

Priority is given to children whose parents or carers are in employment, education or training with further priority to families in receipt of income support, income based job seeker's allowance or working tax credits.

Priority 6

Children aged 3–5 years who are eligible for pre-school education residing outwith the Renfrewshire area.

Applying for a place

How do I apply for my child?

You should contact your preferred nursery, where you will be asked to fill in an application form. Forms can also be downloaded from the Council's website at www.renfrewshire.gov.uk

On the application form you will be asked to identify your first, second and third choices of nursery. Every effort will be made to meet your first preference but this will depend on the number of places that are available and on the priority given to applications. You only need one application form. If you do fill in more than one form the preferences you give us in your most recent application will be used, when places are allocated.

When should I apply?

Some nurseries only cater for children aged between three and five years of age, however you can put your child's name on a nursery's register from age two, for pre-school education places.

It is important that you make application by the end of February for children aged three to five as all applications for pre-school places for the forthcoming school year (August to June) will be allocated in May. Any applications received after that date will be dealt with at the monthly central admissions panel.

Certain nurseries offer a limited number of places for children aged three and under. The head of the nursery can provide you with more details about this service.

How are places offered?

The information you provide when you apply for a nursery place will help the head of the nursery and the admissions panel put your application in a priority list. The admissions panel will carefully consider the information available and decide which children have priority. Referrals from other agencies do not automatically guarantee a priority ranking.

What happens when there are not enough places in a particular nursery?

Places will be offered in line with the categories of priority outlined in the policy.

If there are not enough places to meet demand at priorities 4 and 5, a ballot will be held. The length of time a child's name has been on the register of applicants does not influence the allocation of places. Applications for a pre-school education place in a recognised private or voluntary sector nursery are not guaranteed. If you are unsuccessful in the ballot for your preferred nursery, you will be offered another nursery place, and you will be informed of this following the ballot.

Children whose applications have been categorised as priority 6 will only be considered for a place once all Renfrewshire children have been allocated places, 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 year.

What sessions are normally offered?

Children usually attend nursery five mornings or five afternoons each week. The admissions panel may offer flexible places such as full days. You may also be able to buy extra hours in addition to those funded by the local authority.

What happens if my circumstances at home change?

You should tell the nursery if there is any change in your circumstances while your child's name is on the register or once a place has been offered. This could affect the placement.

Can my child's nursery placement be ended?

Once your child has started nursery, she or he will normally remain in that place unless the placement had been made to help out in a crisis. In such a case, you will have a written agreement giving the length of time for which the place is being offered. Children aged between three and five will always be entitled to five 2½ hour funded pre-school education sessions per week for up to thirty-eight weeks of the year.

Does a placement in a nursery class guarantee a place in the primary school?

You must follow the usual procedure for enrolling your child at primary school. As not all primary schools have nursery classes, sending your child to a particular primary school will not give them priority for a place in the nursery class.

Reviewing your child's placement

If your child has been offered more than five 2½ hour funded pre-school education sessions each week, their placement will be reviewed annually or earlier if your circumstances change. This will make sure that the placement continues to be appropriate to meet your child's needs. The head of the nursery will discuss this with you.

This leaflet details the admissions policy for nurseries however, if you need more information, please contact your local nursery where staff will be pleased to help you.

If you are not happy with any decisions

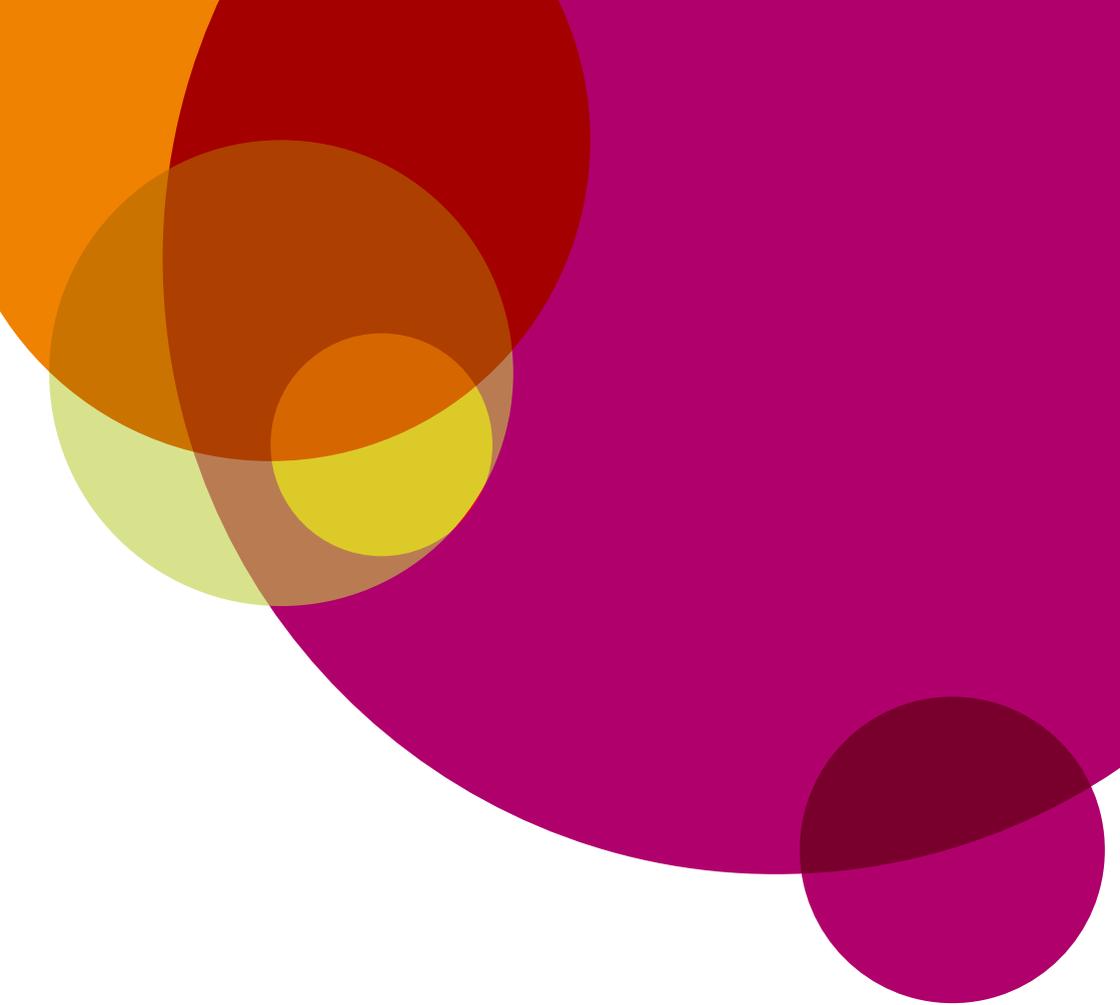
We do our best to ensure that the admissions policy is applied fairly and transparently. If you are concerned that we have not considered your application properly, please discuss this with the head of the nursery.

If the matter is not resolved then you can contact education and leisure services at the address below.

Education and Leisure Services
Renfrewshire Council
Renfrewshire House
Cotton Street
Paisley PA1 1LE

phone: 0141 842 5000





Renfrewshire
Council